OKEFENOKEE TECHNICAL COLLEGE
2008–2009 Catalog

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MESSAGE FROM THE PRESIDENT

Greetings, and welcome to Okefenokee Technical College. You have chosen a college with an outstanding reputation for preparing graduates to go to work. In fact, the in-field placement rate for our graduates is 98%. With a placement rate like this, it is easy to see why we like to say, "Get the training with OTC and get the job."

Okefenokee Technical College offers a wide array of quality programs and services. The training programs match the employment needs of business and industry. The labs are current and contain up-to-date equipment that matches what you find in business settings. Curriculum is designed to integrate academic foundations with applied learning in the technical field. Most importantly, instructors are experts in their fields and bring years of experience to the classroom. You will be well prepared to begin your technical and professional career at OTC.

If you are unsure of a program of study, OTC offers career services to assist you. Once you have completed your educational goal, our placement office can connect you to employment opportunities and prepare you for that important interview. Counselors are on staff, as well, to support you until you graduate.

As you can see, we are interested in your success. Best wishes for a successful and productive college experience. You have made a good decision to get trained at Okefenokee Technical College.

Sincerely,

Gail Thaxton

Gail Thaxton, Ed.D

BOARD OF DIRECTORS

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MISSION

Okefenokee Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that provides high quality technical education, training, and student support services to serve the workforce needs of its six-county service area in Southeast Georgia. This mission is accomplished through:

- Credit courses leading to Associate of Applied Science degree, diploma, and technical certificate of credit programs that prepare students for initial employment or career advancement
- Accessible adult education programs that prepare students for continued education and training
- Customized training that is responsive to the workforce needs of business and industry
- Continuing education and personal enrichment classes that provide the opportunity for life-long learning

DISCLAIMER

The statements set forth in this catalog are for information purposes only and should not be construed as the basis of a contract between a student and Okefenokee Technical College. While the provisions of this catalog will ordinarily be applied as stated, Okefenokee Technical College reserves the right to change any statement made in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the office of the Vice President for Student Affairs. It is the student's responsibility to keep apprised of current graduation requirements for the respective program of study.

Okefenokee Technical College reserves the right to change or amend its regulations, curricula, fees, and administrative procedures without prior notice.

OVERVIEW AND HISTORY

Okefenokee Technical College (OTC) serves Bacon, Brantley, Charlton, Clinch, Pierce, and Ware counties in Southeast Georgia. The institution is one of 33 technical colleges that comprise the Technical College System of Georgia. The college is composed of the main campus in Waycross, a branch campus in Alma, Bacon County, and off-campus sites in the remaining counties. Waycross and this corner of southeast Georgia is home to the Okefenokee Swamp and Pogo.

The main campus of OTC is located on west Carswell Avenue in the city limits of Waycross. This location is easily accessible from all highways in Waycross and is only one block from the South Georgia Parkway (Corridor Z), which provides four-lane access to Tifton, Jacksonville, and I-75. The Alma campus is located in downtown Alma, easily accessible to surrounding counties.

The history of the college can be traced to the passage of a $600,000 bond issue in 1962 that established Okefenokee Technical College, formerly Waycross-Ware County Area Vocational-Technical School. The first graduating class was in 1966.

In 1965, Building 100 and Building 200 were constructed with a total of 38,678 square feet. State funds were provided in 1977 to build Building 300, a 21,000 square foot building to relieve crowded conditions and to provide space for three hospital-based programs.

In 1989, Waycross-Ware Tech converted to state governance with the new name of Okefenokee Technical Institute. The Adult Education Center facility on the north campus was purchased in 1991. On October 6, 1994, construction began on a $3,025,000 addition and renovation of the south campus. The 27,360 square foot addition included a 250-seat lecture hall, computer labs, a welding lab, an industrial maintenance lab, an apparel manufacturing lab, classrooms, and administrative support space. Exterior renovations included the north and west facades of the front of Building 100, a new entry to Building 300, and the development of a new front entrance plaza. The dedication of the newly constructed expansion was held on November 7, 1996. The expansion increased the size of the facilities by one third. Along with the expansion, approximately one million dollars were spent to repair and renovate the older facilities.

Funded by a $400,000 Community Development Block Grant, the 6000 square feet Okefenokee Tech Child Demonstration Center opened in January 1995. In 1998 Okefenokee Tech opened the Alma campus. The Department of Technical and Adult Education funded $200,000 in equipment and building renovations and an additional $200,000 for staff and operations.

In 2005, a greenhouse and classrooms were constructed in Waycross on the north campus. A 2.73 acre commercial truck driving pad and a classroom building were constructed on the north campus in 2006.

In 1999 and 2000, the OTC Foundation purchased 37.73 acres of property adjacent to the Waycross campus to allow for future expansion. The State of Georgia , through the TCSG, purchased a site near the Waycross campus as the future home an allied health building and library.

Funds were approved in the FY 07 budget to build the allied health building and to renovate and equip a facility in Alma for a new campus location. Groundbreaking is scheduled for 2008.

STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE

Okefenokee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other state and technical college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The TCSG and all 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 Retention Coordinator is designated to coordinate Section 504. Any questions concerning these should be directed to the Retention Coordinator, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 287-6119.

GRIEVANCE/COMPLIANT APPEALS OFFICERS

Academic Appeals	Student	Vice President for Academic Affairs
American Disabilities Act - Title II/Section 504	Employee	Vice President for Administrative Affairs
American Disabilities Act - Title II/Section 504	Student	Retention Coordinator
Employment Related Grievances	Employee	Human Resource Coordinator
Equity – Title VI	Employee	Vice President for Administrative Affairs
Equity – Title VI	Student	Vice President for Student Affairs
Policy/Procedure Complaint Resolution	Employee	Vice President for Administrative Affairs
Policy/Procedure Complaint Resolution	Student	Vice President for Administrative Affairs
Sexual Discrimination - Title IX	Employee	Vice President for Administrative Affairs
Sexual Discrimination - Title IX	Student	Vice President for Student Affairs
Student Discipline/Code of Conduct	Student	Vice President for Student Affairs

WARRANTY

The Technical College System of Georgia offers its business partners this guarantee: "If one of our graduates who was educated under a standard program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, the technical colleges will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to any graduate of our technical colleges who is employed in the field of his or her training. It is in effect for a period of two years after graduation. To inquire or file a claim under this warranty, call the Vice President for Academic Affairs at 912-287-5817.

ACCREDITATION

The Accrediting Commission of the Council on Occupational Education (COE) accredits all educational programs at Okefenokee Technical College. Additionally, many of the programs at OTC possess additional accreditations.

- Automotive Collision Repair is accredited by the National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE).
- Automotive Technology is accredited by the National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE).
- Medical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Radiology is accredited by the Joint Review Committee on Education in Radiography Technology (JRCERT).
- Respiratory Therapy is probationary accredited by the Committee on Accreditation for Respiratory Care (Co ARC).
- Surgical Technology is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP).
- Computer Information Systems is a CISCO Certified Training Partner for the CCNA and CCNP certificates.
- Paramedics is certified under Georgia State Certification Board.
- Cosmetology graduates are eligible to sit for the Georgia State Board of Cosmetology test.
- Practical Nursing graduates are eligible to sit for the examination administered by the Georgia Board of Examiners of Licensed Practical Nurses.

ADMISSIONS

Admissions Statement

The admissions policy and procedures of the State Board of the Technical System of Georgia and Okefenokee Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures of Okefenokee Technical College will:

- Be nondiscriminatory to any eligible applicant regardless of race, color, national origin, sex, disability, religion, age, or marital status.
- Increase the prospective student's opportunities.
- Guide the implementation of all activities related to admission to Okefenokee Technical College and its programs, to student financial aid, and to the recruitment, placement, and retention of students.
- Complement the instructional program of Okefenokee Technical College.

Admissions Requirements and Procedures

- Students must submit a completed application and the required one-time application fee to the college.
- Students seeking entrance into any credit course or program must be at least 16 years of age. Applicants seeking admission into some Allied Health programs must be at least 17 years of age.
- Students must meet high school/GED requirements for the program to which they are applying or meet home school requirements.
- An applicant must complete the admissions test with reading, writing, and numerical scores as specified in the TCSG document Minimum Program Entrance Scores for each standard degree, diploma, or technical certificate program for credit or submit official transcripts indicating equivalent program-level English and math coursework completed at other post-secondary institutions with accreditation recognized by USDOE/TCSG.
- Specific majors may require additional documentation. Please refer to the specific program for additional admission requirements.

High School Diploma Requirement

In order to be accepted by OTC, high school diplomas must have a general, vocational or college prep seal and have been awarded by a secondary school that is accredited by an agency approved by the United States Department of Education and accepted by the Georgia Department of Education. Alternate types of diplomas from accredited schools may be accepted at the discretion of the President if the student shows sufficient evidence of readiness for a program of post-secondary education. However, students being admitted in this manner must, prior to graduation or completion of certain technical certificates of credit, receive an acceptable high school diploma or GED.

Recognized Accreditation Agencies for High Schools

TCSG only accepts high school transcripts from the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved:

Regional accrediting agencies that are part of the Commission on Colleges, the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, and the Distance Education Training Council.

Home Schooling Admissions Information

As part of the admissions process, home school students must provide the following information to document their home school education:

- Letter from local superintendent's office showing that the parents conformed to the requirements of Georgia's DOE, namely:
- The parents notified the superintendent of their intent to home school their child.
- The parents submitted the required attendance report to the superintendent's office on a monthly basis as required by the regulation.
- Annual progress report for the equivalent of the home schooler's junior and senior years.
- Satisfactory SAT or ACT scores.
- Appropriate placement test scores.

Home schoolers who do not provide this information may be admitted to the college in programs not requiring high school diplomas or a GED for admissions.

Admissions Criteria

Minimum admissions requirements for each standard diploma/degree program are established in accordance with the Technical College System of Georgia standards.

Students shall be admitted to Okefenokee Technical College in one of the following categories: Regular, Provisional, Learning Support, Special, or Transient.

Admissions Status

Regular Admissions

Upon completion of an approved assessment exam, applicants who score at or above the program minimums on all three sections of the ASSET or COMPASS will be accepted as a "Regular Admissions Student."

Provisional Admissions

Upon completion of an approved assessment exam, applicants whose scores fall in the range immediately below regular admission level will enter under the "Provisional" status. Students who enter under "Provisional" status must improve their basic skills in the area(s) of deficiency prior to completion of the program. The provisionally admitted student may take all other courses except those in areas which the COMPASS score is below the level of regular admissions.

Learning Support Admissions

Upon completion of an approved assessment exam, applicants who score below the provisional range on the ASSET/COMPASS in any one or more of the three areas will be required to take Learning Support courses in the area(s) of deficiency prior to being accepted for the regular program. Applicants who score below the minimum score for learning support admissions will be required to complete coursework at Adult Education equivalent to 40 hours in area(s) of deficiency.

Special Admissions

Special admissions students are those who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma or degree. The following specifics define the parameters of this classification. Special admission students shall:

- Be classified as non-award seeking at time of entry and, therefore, not eligible for financial aid.
- Be granted special student status upon recommendation of the admissions office.
- Receive credit for regular program coursework which is satisfactorily completed.
- Receive credit for unlimited number of courses, but may transfer only 25 credit hours into a specific program for award seeking purposes.
- Have the prerogative for applying for regular admission status, but must meet all the requirements of the regular admissions process. This includes completion of the state-approved assessment process and submission of required documentation.
- Adhere to the specific institutional prerequisite requirements when selecting courses.

Transient Students

An applicant who wishes to transient from another college to OTC and who has completed all the required steps for admission may be admitted as a transient student. Transient students may complete the coursework under a state-standardized curriculum for graduation from the program. The degree, diploma, or technical certificate of credit will be awarded by the home institution rather than by Okefenokee Technical College.

Prior to a transient student's enrollment at OTC, the OTC Admissions Office will obtain a transient letter from the Admissions Office at the home institution to the effect that the home institution will accept Okefenokee Technical College's credits toward the graduation of the transient student.

A transient student enrolling at OTC must:

- Submit a completed application for admission to OTC (host institution).
- Pay the non-refundable application fee.
- Present a transient letter from the home institution stating the courses that can be taken.
- Pay all scheduled fees of the host institution.

Students from Okefenokee Technical College who want to be a transient at another school must be in good standing and regular status. In addition, he/she must have successfully completed 25 quarter hours of credit at OTC.

A student is allowed a cumulative total of 25 quarter hours or the equivalent in semester hours of transient credit.

Transfer Requirements

Students applying to Okefenokee Technical College who have been previously enrolled at another institution will be classified under the following:

- Students who are in good academic standing at their former institution will be accepted in good academic standing.
- Applicants who are not in good academic standing at their former institution will be accepted on academic probation.

OTC will evaluate official transcripts from post-secondary institutions. Courses will be recorded into OTC's record system, and the student will receive an updated copy of his/her OTC transcript including transferred courses.

COMPASS, ASSET, ACT, SAT, and other national tests are recognized. COMPASS testing may not be required for applicants who have completed entry-level classes at other institutions.

Program Transfer

Students who want to transfer from one program to another within the institution must follow these procedures:

- Receive career counseling from an advisor prior to program transfer.
- Complete the Major Change portion of the Student Information Change Form.

Diploma to Degree Transfers

A student who desires to change from diploma status to a degree status should consult his/her program advisor. The student must meet degree admissions requirements and complete the Major Change portion of the Student Information Change Form. Changes must be made prior to the effective quarter. Students should always consult with the Financial Aid Director on
this type of transfer.

Dual Majors

Okefenokee Technical College does not allow a student to enroll in two different programs at the same time.

Competitive Admissions Programs

All allied health diploma and cosmetology programs have competitive admission processes that vary among programs. Contact the appropriate program director for specific information.

Allied Health programs special procedures

- Some clinical site facilities require a criminal background check for the purpose of clinical placements. Clinical placements are required components of the health program of study. All fees and expenses associated with a criminal background check are the responsibility of the student and are non-refundable.
- Some clinical site facilities require a drug screen for the purpose of clinical placements. Clinical placements are required components of the health program of study. All fees and expenses associated with a drug screen are the responsibility of the student and are non-refundable.
- Okefenokee Technical College will not be responsible if, as a result of findings from a criminal background check, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
- Okefenokee Technical College will not be responsible if, as a result of findings from a drug screen, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
- Any student who must take a prescription or over-the-counter medication that significantly alters his/her behavior or ability must notify the instructor and should not attend any clinical facility while under this medication.
- Any student suspected by the instructor or clinical personnel to be under the influence of alcohol or drugs while at a clinical facility may be requested to take a blood alcohol test or drug screen at the student's expense. The student will be sent home and not allowed to enter the clinical facility until

favorable test results are available. A report indicating the use of alcohol, or drugs/medication capable of altering behavior or ability will result in the student being permanently removed from the clinical facility which may prevent completion of the program.

Readmission to the College

Students who have not attended OTC for four consecutive quarters or who have enrolled at another institution, must complete a readmission application. Applicants must provide transcripts from each institution attended since last being enrolled at OTC. OTC will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

Students dismissed or suspended from OTC because of administrative action or academic reasons may apply to re-enter after completing the designated absence. Consideration of the application for readmission will be made to the Vice President for Student Affairs. Reapplying does not guarantee acceptance.

Upon re-entry to the college, regardless of the reason, all students must follow standards, policies, and regulations that are in effect at the time of re-entry. A change of program is considered a re-admission and applications to change a program must be made through the Office of Admissions.

Georgia Residency Requirements

State Resident Policy

Legal residence in the state of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Okefenokee Technical College has the responsibility of evaluating each application, while the student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate fees to be paid by each student.

- To be classified as an in-state student for tuition purposes, an independent student must show that he/she has established and maintained a domicile in Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term. 'Independent student' means an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian and whose parent or guardian has ceased to provide support and right to that individual's care, custody, and earnings.
- If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.
- A dependent student shall be classified as in-state for tuition purposes if the dependent student's parent or United States court appointed legal guardian has established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and:
    - (A) The student has graduated from a Georgia high school; or
    - (B) The parent claimed the student as a dependent on the parent's most recent federal or state income tax return.
- 'Dependent student' means an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian.
- If the parent or United States court appointed guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in Georgia, such student may retain his or her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in Georgia, regardless of the domicile of such student's parent or United States court appointed legal guardian.
- In the absence of documentation that the individual has established legal residence in Georgia, no person shall gain in-state status while attending any educational institution in this state.

Exceptions

Out-of-state tuition may be waived for exceptions as defined in this policy.
Exceptions include: (These exceptions may also qualify for the HOPE Grant.)

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40.
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has become a legal resident of Georgia for at least twelve consecutive months immediately preceding the

date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration.

- Full-time employees of Georgia's technical colleges, their spouses, and their dependent children.
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children. Teachers employed full-time on military bases in Georgia qualify for this waiver.
- Military personnel and their dependents stationed in Georgia and on active duty. Military personnel and their dependents that are legal residents of Georgia but are stationed outside the state.

International Students

Okefenokee Technical College is not authorized by the Office of Immigration and Naturalization Services (INS) to issue I-20's or student visas. It is the student's responsibility to comply with all appropriate INS regulations. Citizens of foreign countries and resident aliens must complete the following requirements in addition to the admission procedures for new students:
Provide an official English translation of all secondary and post-secondary records and an evaluation of those records performed by an independent agency at student expense (the address and applications are available in the Student Affairs Office).
Score at the provisional level or higher on the COMPASS or ASSET.

Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved evaluation organization or attain a GED.

Placement Testing

Placement Test

The official placement tests used by Okefenokee Technical College and sanctioned by the Technical College System of Georgia are the ASSET and the COMPASS. Both tests measure basic writing, reading, numeric and algebraic skills. The ASSET is a paper and pencil test; the COMPASS is computer-based.

Applicants must show a photo I.D. to gain entrance to the testing session. Students who do not possess a photo I.D. may notify the Admissions Office in advance of testing and prove identification through a combination of birth certificate, social security card, credit cards, and other forms of identification. An applicant who does not possess photo identification at the time of testing and who has not made prior arrangements will not be allowed to test.

Candidates for Placement Testing

Any applicant to a diploma or degree program and most credit certificates is required to undergo placement testing unless he or she can provide documentation of the following:
Official transcripts indicating satisfactory grades in program level English and math courses from a post-secondary institution accredited by a regional or national agency recognized by the U.S. Department of Education.

- An associate or higher degree from an accredited college as approved by the U. S. Department of Education.
- SAT scores of no less than 430 on SATV and 400 on SATM. Degree program entrance scores are >480 SATV, >440 SATM.
- ACT verbal score of 18 and math score of 16 for certificate and diploma programs. ACT verbal score of 22 and math score of 21 for degree programs.
- Acceptable ASSET or COMPASS scores.
- CPE scores of 75 English, 75 reading, 75 numeric.
- All test scores are valid for 60 months.

Retesting Procedures

Applicants will be allowed to re-test under the following conditions:

- They have completed their high school diploma or GED since initial testing.
- They have completed the required remedial courses.
- They are changing majors and do not have appropriate test scores.

Ability to Benefit Policy

Okefenokee Technical College recognizes that a significant percentage of persons needing training do not possess a high school diploma or a General Education Development Certificate (GED). Experience indicates that many of these persons can demonstrate the ability to benefit from the instructional programs offered by OTC. Therefore, OTC has an Ability to Benefit (ATB) policy and procedures to implement this policy.

Okefenokee Technical College agrees to apply the ATB policy and procedures in a uniform manner and to provide counseling and recommendation as needed. Persons applying on the basis of "ability to benefit" must take the ASSET or COMPASS and make the scores required for admission.

After students have been tested, each will be referred to a counselor for advising. Students who do not pass the ATB requirements will be counseled into learning support where areas of low performance can be strengthened. Students who do not pass the ATB test will be ineligible for financial aid benefits.

Advanced Placement

Course credit awarded for other than satisfactory completion of a course at Okefenokee Technical College (OTC) may be earned as follows:

- Credit by Transfer
- Articulation Credit
- Military Training Credit
- College Board Examination
- Institutional Exemption Examination

Credit by Transfer

As part of the admissions process, all official transcripts submitted by applicants to the college are evaluated for credit transfer. Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and the Technical College System of Georgia and whose curriculum is equivalent to or greater than that of OTC will be considered for award of transfer credit.

Collegiate credit awarded by postsecondary colleges not fully accredited nor in candidacy status for accreditation from a regional accrediting association will be considered for transfer credit following the verification of instructor credentials and approval by the Vice President for Academic Affairs or his/her designated authority.

Okefenokee Technical College will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

Awarding of transfer credit by Okefenokee Technical College does not guarantee that institutions subsequently attended by the student will accept the credit.

The following guidelines apply to the evaluation of transfer credit:

- An official transcript is on file from all post-secondary institutions attended. Credits from one former institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit without an official transcript from the institution of origin.
- A desktop review (evaluation of courses for transfer credit) is required
- A grade of "C" or higher has been earned for each course transferred
- Occupationally related technical course work should have been completed within five years prior to enrollment at OTC
- No time limits exist on transferability of general education coursework
- The course is essentially the same in content as the course at OTC
- Maximum credit hours awarded for a transfer course will not exceed the credit hours assigned to equivalent course at OTC
- Course descriptions, syllabi, and pertinent catalog information will be reviewed to assure course compatibility with those of OTC. Students are responsible for obtaining appropriate course descriptions and additional documentation if needed
- Decisions regarding the transfer of academic credit are made by the Registrar

Residence Requirements

To graduate from a program, a student must complete at least 25% of the program course hours at Okefenokee Technical College.

Students who have completed all or part of their secondary or postsecondary education outside of the United States are required to have their foreign educational credentials evaluated and approved by an independent evaluation agency.

Articulated Credit

Articulated credit may be awarded for course work completed under formal articulation agreements when established competencies have been achieved. Credits earned in specific secondary school courses are eligible to be articulated to OTC by high school graduates.

The following guidelines apply to articulated credit:

- An official high school transcript must be on file
- Student must enroll at OTC within 18 months of graduation
- A minimum grade of 85 must be earned in comparable secondary technical courses
- Competency testing (written and/or performance) for each course to be articulated will be required with a passing score
- No fee shall be charged to students taking an exam to validate competency for articulated credit

Military Training Credit

Credit may be awarded for training received in the Armed Forces. Students requesting credit for Armed Forces training should submit an official training certificate to the Admissions Office.

The following guidelines apply to military training credit for transfer:

- The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Forces published by the American Council on Education or by the official catalog of the Community College of the Air Force
- Time limits for transfer will be the same as those for traditional transfer credit
- Training experience meets required competencies for a course required in the program in which the student is enrolled

College Board Examination

Okefenokee Technical College may award credit for a limited number of college level subject exams available through The College Board. Credit may be awarded for approved Advanced Placement (AP) Examinations and/or College Level Examination Placement (CLEP) pending review by the Registrar and appropriate faculty.

The following guidelines apply to College Board examination credit:

- Students must receive a score of 3 or higher on the Advanced Placement (AP) exam
- Students must score at the 50th percentile or above on the CLEP test
- Official test scores must be sent directly from the College Board to Okefenokee Technical College's Office of Admissions

Institutional Exemption Exam

A currently enrolled or accepted program student may receive course credit by passing an institutional exemption exam if one is offered. The exam may be written and/or performance based and validates competencies in skills the student would obtain through actual enrollment in the course.

The following conditions govern credit by exemption exam:

- Student may not be currently enrolled in the class for which exemption is attempted
- An exemption exam may not be attempted during the same quarter for which student withdrew from the course he/she is attempting to exempt
- Credit by exam is prohibited for any course in which a grade of "D" or "F" has been earned by the student
- An exemption exam can be taken only once
- No more than 15 quarter hours may be earned by institutional credit exam
- Payment of applicable exemption exam fee must be made prior to taking the exemption exam. Charges for the exam are nonrefundable and are not covered by financial aid

Designation of Credit

- Transfer credit is recorded as TR (A, B, or C) on the transcript and does not require the payment of course fees. This credit is not included in the calculation of the student's grade point average except for consideration of program admission into competitive admission programs
- Military training credit is recorded as "TR" on the transcript and is not calculated in the grade point average

- Articulated credit is recorded as “AC” (A or B) on the transcript. This credit is not included in the calculation of the student’s grade point average except for consideration of program admission into competitive admission programs
- Credit by exam is recorded as “EX” on the transcript and is not included in the calculation of grade point average

Dual Enrollment

Dual enrollment programs allow qualified high school students an opportunity to earn post-secondary and secondary credit while jointly enrolled in a Georgia public high school. Through the dual enrollment and joint enrollment programs, students can enroll in diploma or certificate programs at OTC. Dual enrollment students are allowed to take only fundamental, occupational, or specific classes at OTC. Dual enrollment students cannot enroll in OTC classes that are taught in high school as articulated classes. Dual enrollment students who meet Georgia residency requirements are eligible to receive financial assistance through the HOPE Grant. This grant pays tuition, mandatory fees, and a book allowance. Additional fees and book expenses will be the responsibility of the student.

Joint Enrollment

Joint enrollment programs allow qualified high school students an opportunity to earn secondary credit while jointly enrolled in a Georgia public high school. Through the joint enrollment programs, students can enroll in diploma or certificate programs at OTC. Joint enrollment students are allowed to take academic or fundamental, occupational, and specific classes at OTC. Joint enrollment students who meet Georgia residency requirements are eligible to receive financial assistance through the HOPE Grant. This grant pays tuition, mandatory fees, and a book allowance. Additional fees and book expenses will be the responsibility of the student.

Dual enrollment and joint enrollment students must:

- Be in the 11th or 12th grade or at least 16 years of age.
- Be on track for graduation.
- Have a GPA of 80 or above.
- Meet all OTC regular admission requirements.
- Satisfy program scores on the ASSET, COMPASS, ACT, or SAT entrance test.
- Have approval of high school guidance counselor.
- Complete an OTC Application for High School Students form, with school seal.
- Complete a Dual or Joint Enrollment Advisement form verifying written consent of principal, guidance counselor, parent/guardian, and student.
- Provide OTC with a copy of high school transcript.
- Complete an online HOPE Grant Tuition form (http://www.gsfc.org/HOPE/).

High School Education and Career Partnership

Qualified high school students have an opportunity to articulate specified high school courses upon enrollment in Okefenokee Technical College. A qualified student is one who has successfully completed coursework where an articulation agreement has been established between Bacon, Brantley, Charlton, Clinch, Pierce, or Ware County school systems and OTC.

Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. Testing will be required to document attainment of required competencies. A grade of “AC” (A, B, C) will be awarded. Articulated credit will not be included in the calculation of grade point average (except for consideration of program admission into competitive admission programs).

Qualified students must:

- Submit an official copy of his/her high school transcript.
- Submit a completed Documentation of Articulated Credit form.
- Test to document attainment of required competencies.
- Be scheduled for classes by OTC advisors.
- For more information, contact the Education and Career Partnership Coordinator at 912-284-2510 or contact a high school counselor.

ACCEL

The ACCEL program allows qualified high school students an opportunity to earn post-secondary and secondary credit while jointly enrolled in a Georgia public high school. Through the ACCEL program, students can enroll in only associate degree programs at OTC. ACCEL students are allowed to take only academic core courses (English, Mathematics, Language Arts, Social Studies, Science, and Foreign Language). ACCEL students who meet Georgia residency requirements are eligible to receive financial assistance through an ACCEL Award which pays tuition, mandatory fees, and a book allowance. Additional fees and book expenses will be the responsibility of the student.

ACCEL students must:

- Be in the 11th or 12th grade.
- Be on track for graduation.
- Have a "pure" GPA of 3.0 or above.
- Meet all OTC regular admission requirements.
- Satisfy program scores on the ASSET, COMPASS, ACT, or SAT test.
- Obtain written approval from high school guidance counselor.
- Complete an OTC Application for High School Students form.
- Complete an ACCEL Program Advisement form verifying written consent of principal, guidance counselor, parent/guardian, and student.
- Provide Okefenokee Technical College with a copy of high school transcript.
- Complete online "Student Section" of ACCEL Program Application form (http://www.gsfc.org/HOPE/).
- Request high school to complete online "High School Section" of ACCEL Application.

REGISTRATION AND RECORDS

Advisement

First-time credit students will be initially advised by the Admissions Office staff and then by a permanent advisor in the major program.

Students can obtain their advisor information using BannerWeb.

Students must contact their advisor and make an appointment for advisement.

Registration

After you have met with your advisor, your advisor can register you or you can register via BannerWeb.

Connect to OTC's website www.okefenokeetech.edu
Click the BannerWeb link at the top of the page
(Or go directly to http:bannerweb.okefenokeetech.edu)
Click Login to Secure Area
Enter User ID and PIN
Click Login

Click Financial Aid and Student Records
Click Registration
Click Add/Drop Classes
Current term should be displayed, if not select appropriate term
Click Submit

If you know the CRNs of the classes you want:
Enter the CRN in the input boxes
Click Submit
If you don't know the CRNs of the classes you want:
Click Class Search and enter the search information (Ex: Subject, Course, Number, Title)
Click Find Classes
Find the classes you want and check the checkbox of the desired classes and click Register

Scroll down and verify all the classes you chose are shown and the status is **Web Registered**.
If registration errors occur, please contact your advisor.

To Verify Financial Aid Awards*

Click Financial Aid and Student Records
Click Financial Aid
Click Account Detail by Term
Select Current Term

This report displays current fees and estimated Financial Aid Awards. If you have not Certified your Financial Aid, you may be responsible for certain fees even in your account displays a zero or negative balance.

*Please allow 24 hours after Registration for Financial Aid Awards to be processed.

Matriculation

Enrollment for the quarter is not complete until the student has properly completed registration and paid all fees due. Students who receive any type of financial aid must visit the financial aid office each quarter to ensure that financial aid support is adequate to cover that quarter's fees. Students will be dropped from the courses for which they have attempted to register if fees are not paid before the first business day of the quarter.

Academic Load

Students must register for 12 or more credit hours to be considered full time. Students will be allowed to register for a maximum of 18 credit hours in any quarter. An exception will be made for programs requiring more than 18 hours in a particular quarter. Exceptions may be made in individual circumstances, but must be approved by the Vice President for Academic Affairs on recommendation of the student's advisor.

Enrollment Verification

Okefenokee Technical College has authorized the National Student Clearinghouse (NSC) to provide enrollment verification certifications for students through NSC Student Self Service.
NSC Student Self Service enables OTC students to print official enrollment verification certifications on demand via our secure student portal, BannerWeb, at no charge.

To access NSC Student Self-Service**:**

- Logon to BannerWeb using your User ID and PIN (Instructions on Log on screen) (http://bannerweb.okefenokeetech.edu)
- Select Financial Aid and Student Affairs
- Select National Student Clearinghouse link
    - Follow directions from NSC site

For assistance with Student Self-Service, please contact the Clearinghouse at 703-742-4200.

Information about Schedule Confirmation

- All tuition and fees are due before the first day of the quarter for ALL credit students. This requirement holds true even if class is scheduled to begin on a different day.
- If tuition and fees are paid online or authorized to be deducted from your financial aid, it will NOT be necessary to come to campus to confirm your classes.
- If tuition and fees are NOT paid, your classes will be dropped.
- A late registration fee will be charged for students who register after the quarter begins.

The Bookstore will be open and will serve students on a first-come, first-serve basis. Students who have their financial aid completely processed will be able to use their financial aid award to purchase books on the first day of class.
Instructors will be available for advising and making changes in students' schedules on the day before the quarter begins.

Drop/Add a Course

Course changes to a student's schedule must be documented by the completion and submission of a Drop/Add form by an instructor or advisor. The official drop/add period is the first three business days of the quarter. Courses dropped during this period will not appear on the student's academic record. Courses may not be added after the third business day of the quarter.

Withdrawal from College

Formal withdrawal is accomplished by completion and submission of a Drop/Withdrawal form.
This form is available to students via BannerWeb or from the Registrar's Office.
Students who withdraw from a course after the end of the third calendar day of the quarter shall receive a grade of 'W', 'WP, or 'WF' and shall receive no refund of tuition and fees.

In order to receive 100% refund; the form must be completed BY THE STUDENT and submitted to the Registrar's Office by closing time on the third business day of the quarter.

Attendance

Students are expected to attend all scheduled classes. Students must notify instructors if they expect to be absent. Each instructor will establish his/her own requirements regarding tardiness and attendance. Instructors will keep records of each student's class absences and tardies.

Students missing excessive days from any course without notifying the instructor will be assumed to have voluntarily dropped from his/her instructional program. Consecutive absences without notifying the instructor will be considered "Class Abandonment." Class Abandonment will result in an Administrative drop (W) being issued if class is abandoned on or before the 48th day of the quarter and an F if class is abandoned after the 48th day of the quarter.

Number of Days Class	Number of Consecutive Absences
Meets Per Week	Resulting in Class Abandonment
5	5
4	4
3	3
2	2
1	1

Make-up work will be left to the discretion of each instructor. Rules will be given to each student the first scheduled class day of each quarter concerning arrangements for make-up work. It then becomes the student's responsibility to contact the instructor regarding make-up work. There will be no excused absences in regard to academic assignments. All work missed must be made up.

Attendance Appeal Process

A student who has been dropped from class as a result of attendance violations can appeal in writing while continuing to go to class. The student may make an appeal to the Vice President for Academic Affairs. A written appeal must be made within two (2) business days after the notification of being dropped. The appeal must contain the following:

- Student's name, address, and social security number
- Name of class being dropped
- Dates of absences in violation
- A written statement that explains reason for absences
- Student's grade average at the time dropped
- A list of test and/or assignments missed because of absences
- Signature and date
- Copy of the drop form

The Vice President for Academic Affairs will notify the student concerning the decision on the appeal.

Grading System

Grades are awarded according to the following system:

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
	WP	Withdrawn Passing	Not Computed
	WF	Withdrawn Failing	0
	I	Incomplete	
	IP	In Progress	
	AC	Articulated Credit	Not Computed
	AU	Audit	Not Computed
	TR	Transfer Credit	Not Computed
	EX	Exemption Credit	Not Computed
Learning Support:	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
	WF*	Withdrawn Failing	0
Non-Credit:	S	Satisfactory	Not Computed
	U	Unsatisfactory	Not Computed

W - This grade signifies that a student withdrew from a course on or before the 48th calendar day of the quarter, whether the work is passing or failing. If the 48th day falls on a weekend or holiday, students who withdraw on the next class day will be awarded a "W". 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.

WP - This grade signifies that a student withdrew from a course on or after the 48th calendar day due to a hardship as determined by the vice president of academic affairs or a designated representative. Verification of hardship will be required when the request is made or a "WF" will be assigned and calculated in the grade point average as an "F". The documentation must be submitted with the request. A grade of "WP" is not included in calculating the grade point average but is counted as coursework attempted.

WF - This grade signifies that a student withdrew from a course on or after the 48th calendar day of the quarter, whether the work is passing or failing. If the 48th day falls on a weekend or holiday, students who withdraw after the next class day will be awarded a "WF". A grade of "WF" is calculated in the grade point average as an "F" and is counted as coursework attempted.

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

I – This grade signifies that a student has satisfactorily completed 40 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 a designated representative. Grades of "I" not cleared within the first two weeks of the next quarter 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 next quarter.

AC (A,B) – 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 class rather than take it for credit. By auditing a class the student is allowed to attend class in accordance with the following guidelines: (1) meet established admission requirements of Okefenokee Tech, (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 observing normal attendance regulations. The audit period of a class 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 class are not eligible for financial aid for that course.

TR (A,B,C)- A grade of "TR" indicates that the student has successfully completed the course at another post-secondary institution. A grade of "TR" carries no quality points. The student will, however, receive comparable credit hours at Okefenokee Tech for the credit hours received at the former institution.

EX - A grade of "EX" indicates that a student has exempted a course through examination. 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.

Work Ethics

In each credit course Okefenokee Technical College students will be graded on ten work ethics traits:

- Attendance
- Organizational Skills
- Communication
- Cooperation
- Respect
- Productivity
- Attitude
- Appearance
- Teamwork
- Character

A work ethics grade will be assigned at the end of each quarter or grading period. It will be recorded on each student's transcript but will not be calculated in the GPA. The grades assigned for work ethics are

- Exceeds expectations = 3
- Meets expectations = 2
- Needs improvement = 1
- Unacceptable = 0

GPA Calculation

The GPA is calculated by multiplying the credits for each course by the quality points associated with the grade earned, totaling the points earned for all courses, and dividing the total points by the total number of credit attempts.

Cumulative GPA

The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The CGPA is the GPA calculated on all attempts of all credit courses taken. The CGPA is recalculated after every quarter.

Graduation GPA

The Graduation GPA is calculated only on the courses that are required for graduation. When a course is repeated, the grade of the last course attempted will be used in the Graduation GPA.

President's List

In order to recognize outstanding student academic achievement, a quarterly President's List is published. This list will consist of OTC students enrolled full time who have attained a quarterly GPA of 3.75 or higher out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Academic Achievement

In order to recognize outstanding student academic achievement, a quarterly Academic Achievement List is published. This list will consist of OTC students enrolled in 6-11 credit hours who have attained a quarterly GPA of 3.75 or higher out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Academic Probation

A student who fails to maintain a 2.0 GPA for all work attempted in any quarter shall be placed on Academic Probation. The purpose of Academic Probation is to alert students to the fact that their academic performance is not acceptable and to point out the consequences if improvements are not made during the next quarter of enrollment.

A student placed on Academic Probation (or admitted on Academic Probation) must attain a minimum quarterly 2.0 GPA during the next quarter in attendance and a cumulative GPA of 2.0 to remove himself/herself from probationary status. A student whose quarterly GPA is 2.0 or above but whose cumulative GPA is less than 2.0 will remain on academic probation until the cumulative GPA is greater than or equal to 2.0. A student who fails to have a quarterly GPA of 2.0 or greater will be put on Academic Suspension. Students cannot graduate while on probationary status.

Academic Suspension

A student on Academic Probation who fails to attain a minimum quarterly 2.0 GPA will be placed on Academic Suspension. A student who is on his/her first Academic Suspension must stay out of school one full quarter before readmission. Students will return on Academic Probation. Upon readmission from Academic Suspension, any subsequent violation of Academic Probation will result in Academic Dismissal. A second Academic Suspension constitutes Academic Dismissal.

Academic Dismissal

Students who have been on Academic Suspension and subsequently violate Academic Probation will be placed on Academic Dismissal from OTC. Students are prohibited from attending OTC for one calendar year and from being re-admitted to the same program.

Readmission after Academic Dismissal

After an absence from OTC for one calendar year, students may be accepted to other programs on approval of the VPSA after consultation with the program instructors. In the event that the student is admitted to another program, the student will be placed on Academic Probation.

Academic Appeals

The following procedure is to be used by persons who have a grievance concerning academic actions:

- A grievance concerning an academic action should be presented to the course/program instructor in writing. An answer in writing will be provided within ten (10) working or school days. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action.
- If the consultation with the instructor does not resolve the appeal, a student may appeal to the Vice President for Academic Affairs by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action.
- The decision of the Vice President for Academic Affairs shall be final.

Allied Health Programs - Additional Conditions

Because of the sequential nature of the courses in the Allied Health programs, a student will not be allowed to continue in the program if he/she has a final grade of “D” or “F” in any course.

All students enrolled in Allied Health programs will have their clinical program evaluated orally and in writing by their instructors with input from others responsible for their learning experiences. Unsatisfactory evaluations may be considered grounds for dismissal from the program. (See individual program evaluation requirements.)

Graduation

Degree/Diploma

An application for a degree or diploma is due by mid-term the quarter before completing all required courses. A cumulative GPA of 2.0 is required for graduation, and the student must be in good standing with the college. A Commencement Ceremony participation fee is due with the application if the student is participating in the Commencement ceremony. Caps and gowns are required for the ceremony and are ordered by the Admissions office.

Honor Graduate

Any student who has a graduation grade point average (GPA) equal to or in excess of 3.5 will be named an Honor Graduate and recognized during the Commencement ceremony.

Honor Graduate with Distinction

Any student with a cumulative 3.75 cumulative GPA, no less than a 2.0 work ethics grade in any course, and a member of the National Technical Honor Society will be named an Honor Graduate with Distinction and recognized during the Commencement ceremony.

Graduation Rate

Every post-secondary education institution is required by law to disclose its graduation rates annually. The 2008 graduation rate for Okefenokee Technical College is 65.2%. This graduation rate reflects only full-time, first-time post-secondary students. Approximately 55% of the students at Okefenokee Technical College are part time and not included in this graduation rate.

Commencement Ceremony Participation Fee

Students participating in the Commencement ceremony at Okefenokee Technical College will be charged a participation fee to defray the expense of the ceremony. Students who do not participate in the ceremony are not charged a fee. The fee will be paid when the student registers for his/her last quarter of school.

Technical Certificate of Credit

Certificates of Credit are issued upon completion of all required course work and application for certificate. A cumulative GPA of 2.0 is required for graduation, and the student must be in good standing with the college. No fee is charged to receive a certificate.

Student Records

Family Educational Rights and Privacy Act (FERPA)

Policies relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 as amended and the policies of Okefenokee Tech. With certain exceptions, a student has the right of access to those records which are directly related to him/her and which are maintained by an educational institution or by a party authorized to keep records for the institution. The U.S. Department of Education enforces the Family Education Rights and Privacy Act through FERPA. This U.S. Department of Education receives and reviews complaints and forwards those that are not resolved to a review board that can recommend to the Department of Education Secretary sanctions including withdrawal of federal funds.

Release of Educational Record Information

Release of personally identifiable student information will not be allowed without the written consent of the student except to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

The Federal Privacy Act stipulates that an institution has the right to declare one or more categories of information as public or directory information that may be released to the public at the discretion of the institution. Okefenokee Technical College considers the following as directory information: Name, county residence, program of study, dates of attendance, awards received at OTC, participation in student organizations and activities, and OTC student email address.

Solomon Amendment

A federal law known as the Solomon Amendment requires Okefenokee Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, telephone number, age, major, date(s) of attendance, and degree awarded.

FERPA Objection

Any adult student or minor student's parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Student Affairs Office for filing a FERPA Objection.

Notification of Student Rights to Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational record. These rights include:

- The right to inspect and review student's educational records. Students must submit a "Student Request to Inspect and Review Educational Record" form that specifies the record(s) they wish to inspect. This written request must be submitted to the Vice President for Student Affairs. The inspection will be within 45 days of the receipt of the student's written request.
- The right to request the amendment of the student's educational record that they believe is inaccurate. Students may ask Okefenokee Technical College to amend a record that they believe is inaccurate. They should write the Vice President for Student Affairs, clearly identify the part of the record they want changed and specify why it is inaccurate. If it is decided that the record will not be amended as requested by the student, Okefenokee Tech will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Okefenokee Technical College to comply with the requirements of FERPA.

Contact information for the federal office that administers FERPA is as follows:

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

Disciplinary Records

Disciplinary records are confidential information to be released only to faculty and administration officers who have responsibility related to the educational mission of the Institution and/or its disciplinary process. Release of information from this record to employers and prospective employers will occur upon a written release from the student or graduate. Information will be released to law enforcement officials upon court order, upon written release from the student or graduate or when there is a reason to believe this information is pertinent to the investigation or prevention of a crime.

FINANCIAL INFORMATION

Tuition and Fees

Fee		Occurrence
Application Fee	$20.00	one time, non-refundable
Tuition (Credit Program Courses) (Standalone TCC Courses)	 $36.00 $46.00	per credit hour
Registration Fee	$26.00	per quarter
Instructional Technology Fee	$35.00	per quarter
Liability Insurance (Health Occupations Programs and Cosmetology) (EMT and Paramedic Technology) (ECE Internship)	 $2.55 $11.50 $10.20	per quarter
Accident Insurance	$4.00	per quarter (no charge for online only)
Student Activity Fee	$16.00	per quarter (no charge for online only)
Lab Fee (Welding students)	$30.00	per quarter
Fuel Fee (Commercial Truck Driving)	$130.00	per quarter
Late Registration Fee	$30.00	Cannot be paid by financial aid
Academic Credit By Exam Fee	25% of tuition	Cannot be paid by financial aid
ID Replacement Fee	$5.00	each
Commencement Ceremony Participation Fee	$35.00	per ceremony
Diploma Replacement Fee	$30.00	each
Certificate Replacement Fee	$5.00	each
Parking Decal (Replacement or Additional)	$5.00	each
Transcripts	$5.00	each
Returned Check Fee	$30.00	per occurrence

Fees are subject to change without notice.
Some specialized programs have a different fee structure.
*Students enrolled only in online classes are not charged Activity or Accident Insurance fees.

Out of State Fees

Out-of-state tuition is twice that of in-state tuition. Activity and registration fees are the same.

Instructional Technology Fee

The Instructional Technology fee can be deducted from the HOPE Book Award with student certification. If a student is ineligible for HOPE, the fee will be deducted from the PELL Award. If the student is ineligible for financial aid, the student will have to pay all tuition and fees.

Student Activity Fee

A quarterly student activity fee is charged to each student taking credit courses at OTC. The fee is non-refundable and due at the time of registration. Activity fees are used to promote the interests of the following college organizations: Student Government Association, SkillsUSA, PBL, and National Technical Honor Society. Activity fees are also used to cover some of the costs of graduation, including flowers, and printing diplomas; GOAL activities; and day and evening quarterly student activities.

Professional Liability Insurance

All allied health and Cosmetology students are required to obtain professional and personal liability insurance for coverage in the internship and clinical education and training areas that are a required part of these programs.

Textbooks, Supplies and Uniforms

Students are required to have book, tools, uniforms, safety gear and other equipment appropriate to the program of study. All required books and many of the students' other needs may be purchased in the campus bookstore.

Program Fees

Students in certain occupational programs are subject to clinical or lab fees. Program- specific fees must be paid at the Cashier's office.

Late Registration

Late registration will be allowed for students who do not register and pay fees prior to the beginning of the quarter on a space-available basis. An additional fee will be charged for late registration. Late registration is limited to the first three business days of the quarter.

Fee Payment

All payments to the college are to be made at the Cashier's office or online via BannerWeb. An official college receipt will be issued for any money that is taken. Cash, check, money order, Visa, and MasterCard are accepted. Payments may be made during regular business hours at the Cashier's office and at any time via BannerWeb.

Personal Check Policy

Personal checks with proper identification will be accepted by the college for fees, tuition, services, and OTC Bookstore purchases. When a bank refuses to honor such a personal check, the college will charge a returned check fee to the person who presented the check, plus the amount of any fee charged to the college by the bank and any other collection costs. Students will be notified by mail of a dishonored check and given ten (10) days to satisfy the debt. An "administrative hold" will be placed on the student's accounts and records and will remain until the debt is satisfied in full. Until the hold is removed, the student will not be able to register, receive grades, transcripts, personal records, and/or graduate. If the dishonored check was for tuition, the college may administratively withdraw the student from class if payment is not made within ten (10) days.

Financial Obligations

Students who are delinquent in the payment of any financial obligation(s) will be placed on "Hold" and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access quarterly grade reports, issued transcripts, or other student records until all delinquent fees are paid.

Refund Policy

Students who attend class but FORMALLY WITHDRAW from a course by the end of the third business day of the quarter will receive no grade for the course and will receive 100% refund of applicable tuition and fees and Financial Aid Awards will be adjusted accordingly.

Students purchasing books using Financial Aid awards and subsequently dropping courses will be responsible for charges if financial aid award is reduced.

Formal withdrawal is accomplished by completion and submission of a Drop/Withdrawal form.
This form is available to students via BannerWeb or from the Registrar's office.

In order to receive 100% refund, the form must be completed BY THE STUDENT and submitted to the Registrar's office by the third business day of the quarter.

Students who withdraw from a course after the end of the third business day of the quarter shall receive a grade of 'W', 'WP, or 'WF' and shall receive no refund of tuition and fees.

For those students receiving federal financial aid, Okefenokee Tech shall calculate unearned tuition, fees, and other charges in accordance with the Department's federally mandated fair and equitable refund policy for all students who receive Title IV assistance, as found in 34 CFR 688.22, and shall not disburse unearned federal financial aid. Withdrawal date for calculating unearned tuition, fees, and other charges is the date of last attendance. Reduction of financial aid due to withdrawal may result in the student's incurring a financial liability to the college.

Policy for the refund for non-credit courses

Policy for the refund of tuition and fees for credit courses is as follows:

- Persons enrolled in non-credit courses that are canceled due to insufficient enrollment at the discretion of the college will receive a 100% refund of all fees.
- Persons providing written notification to the Economic Development Department at least 48 hours prior to the beginning of a course will receive a 100% refund of all fees.
- No refunds will be made after the course begins.

National Emergencies Refund Policy

Okefenokee Technical College is authorized to reimburse all tuition and fees paid by students who are required to withdraw from courses as a result of being called into active duty or relocated in response to national emergencies.

Special Conditions

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the college when disciplinary action is pending are not eligible for refunds of any portion on any charge. There will be no refund for reducing course load after the first three business days of class unless the institution is at fault. A refund of all required charges (tuition, non-resident fee, and student activity fee) shall be made in the event of the death of a student at any time during the quarter.

Bookstore

Bookstore Purchasing Procedures

Books are sold to students who are registered to take courses scheduled at OTC. To purchase books through the OTC Bookstore:

- The student must be registered for class(es).
- The student must bring class schedule to bookstore to ensure proper textbooks/supplies are purchased.
- Bookstore purchases made before the first business day of the quarter are cash, check, or credit/debit card only.
- Beginning the first business day of the quarter, financial aid may be used for bookstore purchases.
- Payment must be made at the time of purchase unless financial aid is available for books. To defer book fees, the student must be approved for financial aid. No cash will be refunded to students purchasing books through financial aid arrangements.
- The student will sign the invoice showing acceptance of books purchased using financial aid.
- Students are required to attend classes to qualify to have books purchased through financial aid arrangements. Students purchasing books using financial aid awards who subsequently drop courses will be responsible for charges if their financial aid award is reduced.

Rules for refund of bookstore items are as follows:

- Full refunds shall be made for books and eligible bookstore items that are returned within 7 consecutive days from the date of purchase in new condition with no marks, no writing, unsoiled, and accompanied by the original receipt.
- Refunds will not be given for returned textbooks that:
  - Have the shrink wrap removed
  - Have been written/highlighted in
  - Have opened/used included software
- No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, diskettes, tools, book bags & totes, clothing, etc.)

Financial Assistance

Okefenokee Technical College realizes that many students need financial assistance in order to attend school. Several sources of financial aid are available for Students at Okefenokee Technical College: Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Georgia HOPE Grant, Georgia HOPE Scholarship, Georgia LEAP Grant, Department of Labor (DOL), Veterans Administration Benefits, Rehabilitation Services, and various other grants and scholarships. Contact the Financial Aid office at 912-287-5830.

Financial Aid Programs

Federal PELL Grant

The PELL Grant is a federally funded grant available to students who meet certain income guidelines. The amount of the PELL Grant award will depend on the family contribution (EFC Number) amount shown on the Student Aid Report, whether the student is full or part time, the number of hours enrolled, and the program of study. It is not available to anyone who has received a bachelor's degree, owes a refund to any Title IV Aid Program, or is in default on a student loan. In addition, PELL is not available to students who are classified as Learning Support.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal grant to help students with exceptional need meet educational expenses. The student must complete the Free Application for Federal Student Aid and have a valid EFC (expected family contribution) issued by the Department of Education before being considered for this grant. FSEOG is not available to students who are classified as Learning Support.

Federal Work Study (FWS)

This is a need-based federal grant to help students fund educational expenses by providing work sites on campus. The student must complete the Free Application for Federal Student Aid and have a valid EFC (expected family contribution) issued by the Department of Education before being considered for this grant. The Federal Work Study grant is not available to students who are classified as Learning Support.

Georgia HOPE Grant (Helping Outstanding Pupils Educationally)

This is a state grant funded by the Georgia lottery. The HOPE grant covers tuition, mandatory fees, and up to $100 for books (certificate and /or diploma). Recipients must be residents of Georgia for at least twelve (12) consecutive months, not be in default of a student loan or overpayment of a grant, and must be registered with the Selective Service. The HOPE grant is limited to 95 attempted credit hours.

HOPE Scholarship

The HOPE Scholarship is funded by the Georgia lottery. The HOPE Scholarship covers tuition, mandatory fees and up to $100 for books for students seeking a degree at a technical college or university. The student must be a 1993 or later high school graduate with a 3.0 GPA in a college preparatory track or a 3.2 GPA in a technical curriculum track to be eligible for the HOPE Scholarship. A nontraditional student may qualify for the HOPE scholarship after completing 45, 90, and 135 credit hours that will transfer to the selected degree program and have maintained a 3.0 GPA. Grade point averages are recalculated at 45, 90, and 135 quarter hours, at the end of spring quarter, and at the end of 3 part-time quarters for beginning students. At the time of GPA calculation, the student must have maintained a 3.0 GPA to retain the HOPE Scholarship grant. The student must be a Georgia resident, not be in default of a student loan or overpayment of a grant, and must be registered with the Selective Service.

HOPE GED Voucher

Students who earn a GED receive a $500 voucher that can be applied toward the cost of education. Students must be eligible for the HOPE grant to redeem the voucher. The GED voucher expires 24 months after being issued.

Leveraging Educational Assistance Partnership (LEAP)

This grant is available for students who are residents of Georgia that demonstrate a substantial financial need. Students must be receiving the PELL Grant and not eligible for the HOPE Scholarship.

Rehabilitation Service

This service assists students with physical, mental, and/or emotional disabilities. Application is made through the local office of Rehabilitation Services, and assistance on-campus is provided through the Coordinator of Special Services.

Social Security Benefits

For information concerning Social Security payments while attending Okefenokee Technical College, the applicant should contact the local Social Security office.

Temporary Assistance For Needy Families (TANF)

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

Workforce Investment Act (WIA)

A federally funded program, WIA is operated by the Workforce Investment Board designed to provide assistance to those in need of occupational skills training. Please call (912) 287-9943 for more information.

Veteran Programs

Okefenokee Technical College is approved for veteran's training under various programs. Check with the Financial Aid office before enrolling in a course to assure that a particular course meets current approval for VA benefits. Please call 338-5252 for information.

Scholarship Opportunities

Various scholarships are available on a limited basis. The Okefenokee Technical College Foundation office announces new external scholarship availability to the student body as openings arise. The following scholarships are offered to students according to the terms indicated, provided that funds are available.

Brooksie A Pike Scholarship

The Brooksie A. Pike Scholarship is awarded to a cosmetology student entering his/her final quarter who has excelled in the program. The scholarship was established in memory of Mrs. Brooksie Pike by her family to honor her 40-year career in cosmetology.

Exchange Club of Waycross Scholarship

Each year the Exchange Club of Waycross contributes to the OTC Exchange Club of Waycross Scholarship. Once the funds accumulate to establish an endowed scholarship, the OTC Foundation, on behalf of the club, will offer the Exchange Club of Waycross Endowed Scholarship annually to deserving students to aid them in college-related expenses.

Foundation Grants/Loans

Credit students may apply for emergency grants/loans. In granting these monies, the following factors will be considered: the amount of HOPE, PELL, and other monies received, enrollment in a program, GPA, attendance, and instructor recommendation. An in-house committee of 3 to 5 staff members will review requests.

Foundation Scholarships

The Okefenokee Technical College Foundation was established to provide support to the college, as well as financial assistance to deserving students qualifying for scholarship funds. Scholarships are awarded annually to high school seniors in the six-county service area.

Jones Company Scholarship

The Jones Company Scholarship was established in April 2006 to aid students with college-related expenses. Applications are taken every fall and spring quarter, and the $600 scholarship is awarded to students who demonstrate need, along with academic success. Employees of the Jones Company are given priority when all other factors are equal among the applicants.

Kiley Music Scholarship

The Kiley Music Scholarship was established in memory of Kiley Marissa Music by her family and friends. One scholarship is awarded each year to a graduating senior from Bacon County High School. Applications for the scholarship are available at Bacon County High School.

Kiwanis Scholarship/Donation

The Kiwanis Scholarship was established to provide support to Okefenokee Technical College and to provide financial assistance to deserving OTC students. Last year, the Kiwanis Club made a contribution to the Toolbox Scholarships. Each year Kiwanis club members specify how their donation should be used according to their priority for that year. Whenever a Kiwanis Scholarship is offered, students will be notified of the criteria for the award.

Okefenokee Ministerial Fellowship Scholarship

The Okefenokee Ministerial Fellowship Scholarship is open to students who are enrolled or accepted in a diploma or degree program at Okefenokee Technical College. Recipients are selected based on academic history, work ethics, and financial need. The intent of the scholarship, established by the 2005 Okefenokee Ministerial Fellowship, is to assist students who have encountered financial hardships which may result in an inability for the students to complete their program of study. A committee of OTC faculty reviews the applications and determines the recipient. Scholarship funds are disbursed to the recipient on a quarterly basis, typically at $125 per quarter. However, the $500 scholarship may be disbursed at other amounts according to need, as determined by the In-house Foundation Review Committee.

Pat Knox Scholarship

The Pat Knox Scholarship is awarded to a Surgical Technology student in his/her final quarter who has excelled in the program. The scholarship was established by friends and relatives to honor Pat Knox, a former Okefenokee Technical College Surgical Technology instructor.

Rotary Scholarship
The Rotary Club presents an annual scholarship to one or more students from Okefenokee Technical College. Students are nominated by their instructors. The following criteria are used when considering nominations:

- First priority Rotarians and /or family members of Rotarians
- Second priority Non-traditional students who demonstrate financial need
- Third priority Students worthy of recognition by the Rotarians

A committee of OTC personnel, after reviewing the applications, will submit the name of the student(s) who best meets the established criteria to the Rotary Scholarship Committee.

South Georgia Street Rods, Inc. Scholarship
South Georgia Street Rods, Inc. established this scholarship for students enrolled in the automotive programs at OTC. The scholarship is awarded to students who demonstrate an extraordinary interest in the automotive industry and who display the desired skills and talent to be successful in the field.

SunTrust Scholarship
The SunTrust Scholarship is awarded to a deserving Ware County High School senior who has plans to attend Okefenokee Technical College. The $500 scholarship was established to provide financial assistance to OTC students for college-related expenses.

Toolbox Scholarship
Toolbox Scholarships are contingent upon proceeds from the Foundation's Golf Tournaments and other contributions. The Toolbox Scholarships are offered each quarter, until funds are depleted.
There are three types of Toolbox Scholarships:

- Training Toolbox Scholarships – Students qualify if they have out-of-pocket expenses on confirmation day after financial aid has paid.
- Workforce Toolbox Scholarships I – Students qualify if they will take a certification test or registry test in the upcoming quarter; applicants must have at least a 3.0 GPA.
- Workforce Toolbox Scholarships II – Instructors nominate students for this scholarship. All nominees must be in their final quarter or graduated, and they must be planning to go to work in field.

Waycross Service League Scholarship
The Waycross Service League Scholarship is awarded to female students who reside in Ware or Pierce counties who have shown a commitment to the betterment of their community through participation in community service activities and projects.

Clinical Laboratory Technology Scholarship
This scholarship will be awarded to students who have been accepted into the Clinical Laboratory Technology program, who have a financial need, and who have a GPA of 3.0 or higher. Applications will be taken from entering MLT students each spring quarter.

HOPE and PELL

- For all awards, students must take classes that are in the program of study.
- The HOPE Grant and HOPE Scholarship ONLY pay for tuition and certain fees. The HOPE Book Allowance is $100 for 6 or more regular credit hours per quarter and $50 for 5 or less regular credit hours per quarter. Additional book costs over the amount of the HOPE Book Award are the responsibility of the student.
- The HOPE Scholarship is for Associate degree program students. Students must maintain a 3.0 GPA to retain the scholarship. GPA will be evaluated at 45, 90, and 135 credit hours and at the end of spring quarter. If the student GPA falls below 3.0 at any of these evaluation points, the student will not be eligible for the HOPE Scholarship.
- PELL and HOPE awards may be adjusted if courses are dropped or added and/or student is terminated from school. STUDENTS are expected to notify the Financial Aid office of any changes in schedules.
- For PELL, all students working towards a diploma are awarded based on their federal credit hours. Students that are working toward an associate degree are awarded PELL based on their regular credit hours. The PELL Award listed is based on 12 or more federal / regular credit hours per quarter. If you are enrolled for less than 12, the PELL award is calculated as follows:

Hours	PELL Award Calculation
9 – 11.99 federal/regular hours	75% PELL quarter award
6 – 8.99 federal/regular hours	50% PELL quarter award
5.99 or less federal/regular hours	25% PELL quarter award

- If a student withdraws before the 60% mark of the quarter, PELL will be awarded based on the PELL award calculation for the quarter times the percent attended for the quarter.
- SEOG is awarded quarter-to-quarter, based on the PELL EFC number, PELL awarded for the quarter, number of credit hours for that quarter, withdrawal status for the quarter and funds available. A student awarded SEOG one quarter, does not automatically qualify for an award the next quarter.
- PELL, SEOG and Federal Workstudy funds are not available for students working toward certain certificates, or who have a major listed as Learning Support, or is a special admit or a transient student.
- Any requested documentation MUST be submitted before funds can be disbursed.
- Payments by check to students are issued before the end of the quarter. They may be picked up at the Cashier's Office. A valid student ID will be required to pick up a check.
- Students must reapply for the PELL Grant every year by completing a FAFSA. The financial aid year begins on July 1 of every year and ends on June 30 of the following year.

Satisfactory Academic Progress (SAP)

Financial aid recipients at Okefenokee Technical College must maintain Satisfactory Academic Progress to remain eligible to receive Student Financial Aid funds.

A student will be designated as failing to maintain Satisfactory Academic Progress when:

- The student's quarterly grade point average is less than 2.0 or
- The student completes less than 50% of credit hours attempted for a quarter or
- The student has attempted 150% of the number of credit hours required for graduation in a certificate, diploma, or degree program.

Note: The maximum number of hours for which financial aid may be received is 165 attempted hours without completion of a certificate, diploma, or degree.

Students transferring from one program to another at OTC will continue to carry their GPA and hours attempted from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA requirements.

Students failing to make Satisfactory Academic Progress will be placed on Financial Aid Probation.

Financial Aid Probation

Financial Aid Probation is a warning, and the student is able to receive Financial Aid during the quarter he or she is on Financial Aid Probation. If the student fails to make Satisfactory Academic Progress during the quarter that he or she is on Financial Aid Probation, the student will be placed on Financial Aid Suspension for the next quarter of attendance.

To be removed from Financial Aid Probation the following must occur:

- If the student's quarterly Grade Point Average is less than 2.0, the student must raise his quarterly GPA to 2.0 or higher the following quarter of enrollment after being placed on Financial Aid Probation.

- If the student completes less than 50% of credit hours attempted for a quarter, the student must complete at least 50% of credit hours attempted the following quarter of enrollment after being placed on Financial Aid Probation.

The student will be given notification of the number of hours remaining for which Financial Aid may be used if they are nearing the 150% point. A student may change his program to a program that would require fewer hours.

If a student has violated the maximum hours allowed to complete a certificate, diploma, or degree rule, there is no option – Financial Aid is exhausted. The student would be required to pay out of pocket for remaining coursework.

Financial Aid Suspension

Students who do not make Satisfactory Academic Progress while on Financial Aid probation will be placed on Financial Aid Suspension. Financial Aid will also be terminated if the Financial Aid office has evidence that the student falsified information on the application materials, or if federal or state funds are not provided to meet the award.

Financial Aid Appeals

Students have the right to appeal a Satisfactory Academic Progress finding if they feel that there are extenuating circumstances that prevented them from meeting the specified requirements. Students will need to complete the Appeal of Financial Aid Suspension form. The appeals must specifically address the extenuating circumstances, include supporting documentation and be filed with the Office of Financial Aid. The Financial Aid Director's decision in an appeal is final.

Reinstatement of Aid

A student who has been terminated from financial aid due to a lack of Satisfactory Academic Progress must pay for credit hours attempted the term the student returns and must meet Satisfactory Academic Progress requirements in that quarter to be eligible to receive any further aid.

Career Services

Career Placement

The Office of Career Services offers pre-employment preparation, career development, career placement, and follow-up activities. The Career Services office informs students of new jobs in business and industry as they become available. Job announcements are posted on campus and on the OTC website.

Employment Referrals: The Career Services Office has contact with potential employers on a continuous basis and notifies qualified students and instructors when job openings occur.

Long Term Placement: All placement services are available for OTC graduates regardless of the amount of time since graduation occurred.

Employment: Students seeking employment while enrolled at OTC are encouraged to visit the Career Services Office and complete an Employment Information Form. This information will be used to connect students with employers having job openings.

Job Postings: All job orders received in the Career Services Office are posted on a bulletin board in Building 100. Jobs are also posted on the OTC web at www.okefenokeetech.edu.

Career Center: The Career Center, located in Building 100, Room 125, is available for students' use to do job searches, resume preparation, vocational self-evaluation and receive vocational counseling.

For any of the above services see Charlie Gibson in the Career Services Office (building 100) or call (912) 287-5813 or email cgibson@okefenokeetech.edu

Retention

The Office of Retention Services provides students with the necessary programs and services which will assist them in the completion of their educational objectives. Additionally, the office facilitates retention activities college-wide.
Contact the Retention/Special Populations Coordinator at (912)285-6119.

Student Organizations and Opportunities

Georgia Occupational Award of Leadership (GOAL)

The GOAL program is held annually. Outstanding students are nominated by instructors, and finalists are selected on the basis of performance in their respective programs of study and in interviews with a panel of judges. The finalist represents OTC in the statewide competition for major prizes and awards.

Phi Beta Lambda (PBL)

Phi Beta Lambda is a national student organization for students interested in business careers. PBL provides the students with opportunities to develop occupational competencies for business occupations and promotes a

sense of civic and personal responsibility. Local, state and national competitions are open to students in this organization.

Technical Honor Society (NTHS)

The National Technical Honor Society is an organization that recognizes students who excel both academically and professionally. Members are nominated by their program instructors and must have a 3.75 average (for a minimum of 45 credit hours) and 2.0 work ethics grade in every course. Graduates are recognized during the graduation ceremony by the honorary regalia. Membership fees are the responsibility of the student.

Student Ambassadors

The Ambassadors are responsible for representing the OTC student body. Along with representing the student body, the Ambassadors share their educational experiences with potential students and act as hosts for on-campus activities. The Student Ambassador program allows the students to meet and interact with campus personnel and board members, many of whom will become valuable career contacts.

Student Government Association (SGA)

The Student Government Association offers opportunities for leadership development, fellowship and volunteer activities. Each program elects student representatives, and officers are selected from that group. SGA plans campus activities and sponsors school and civic improvement projects. Activity fees are administered through the SGA.

SkillsUSA

The SkillsUSA is a national student organization that serves students enrolled in industrial, technical, and health occupation programs. SkillsUSA emphasizes leadership, dignity of work, good workmanship, citizenship, and respect for others. Local winners compete in regional, state and national competitions.

Library

The mission of the OTC library is to provide media resources and services that support learning in the various occupational program areas and to provide media resources and services that enrich the individual student. The collection of resources available for student, faculty, staff, and community use includes books, periodicals, current newspapers, and electronic access. Computer stations provide access to indexes, encyclopedias, periodicals, newspapers, directories, and books through GALILEO and Internet access. Computer stations also provide access to the library's catalog and a local area network. The Library of Congress classification system and automated circulation procedures are used. Blind and physically handicapped services are available through a web site partially funded by the Library Services and Construction Act.

Online Library Orientation -- The Online Library Orientation can be found on the Library home page at www.okefenokeetech.edu/library/index.asp. Another way to access the library home page is to go to Okefenokee Technical College's web page www.okefenokeetech.edu, then point to Academic Programs, and click on Library & Media Services.

Tutoring Services -- Free peer tutoring services available in the library. A Math and English tutor is available Tuesday – Thursday 3:30 – 5:30 p.m. SmartThinking is available for students enrolled in online courses

General Student Information

Field Trips

When participating in a field trip; the student must observe all rules and policies set forth in the OTC Student Code of Conduct. The student will also be required to fill out the "Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization" form. The instructor and Vice President for Academic Affairs must approve all participants who engage in the field trip.

News Releases/Publications

In promoting Okefenokee Technical College, many times students' names and/or photos appear in news releases, videos and publications. Students who wish to restrict the use of their names/pictures should contact the Office of Public Relations.

Food and Beverages

Food and beverages may be consumed in designated areas only. Students are not allowed to eat or drink in the classrooms or laboratories.

Photo Identification

All students are required to have their student ID with them while on campus. Students must provide the ID when requested by school personnel. There is a fee for a replacement ID.

Breaks

The college has a student lounge where students can purchase drinks, candy, sandwiches, and other miscellaneous snacks. Also, outside picnic tables are available in the courtyard and around the campus. Trash containers are placed throughout the building and on the grounds for wrappers, cans, etc.

Children on Campus

Okefenokee Technical College has established the following policy concerning children on campus:

- Children, ages 15 and under, are not allowed on campus unless accompanied by an adult.
- Students are not allowed to bring children into the lab or classroom areas.
- Children will not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Department at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children will not be left unattended in the areas listed above.

Sale of Goods and Services

No items of goods or services will be sold on campus by faculty, staff, students or student organizations without prior approval by the President's Office. Requests must be submitted at least three working days prior to the requested date of the sale. Each request must include the proposed location, date(s) and time(s) for conducting the sale, and the name of the staff/faculty member who will be responsible for overseeing the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the President. Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of ingredients used to prepare the item(s) for sale is authorized.

Sales on campus will be conducted in such a manner as to not interfere with the normal classroom schedule, i.e. students will not be released from class to purchase items for sale. Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.

Parking

Parking Guidelines

All students must obtain a FREE initial parking permit (decal) during the first week of the quarter.
This decal must be displayed on the bottom outside left (driver's side) rear window of the student's vehicle at all times while on the OTC campus.
Students driving more than one vehicle will need to purchase an additional permit for each vehicle that will be parked on campus.
Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars.
Student parking is marked with white lines.

Students may NOT park:

- On unpaved surfaces
- In fire lanes
- In spaces marked VISITOR (marked with white lines)
- In HANDICAPPED spaces, unless their vehicle displays a current handicapped permit (marked with blue and white symbol)
- In STAFF or RESERVED spaces between 7:30 am and 5:30 pm (marked with yellow lines)
- Backwards in any space including pulling through spaces resulting in parking backwards
- In front of Building 100

Tickets, Additional Decals, Fines and Penalties

A parking ticket will be issued to those who violate the above rules. Violations will result in fines as described below:

Parking in a HANDICAPPED space	$50.00
Parking permit (decal) obtained after the first week of the quarter (Can be obtained from the Cashier's office (Room 311)	$ 5.00
Vehicle not displaying a current parking decal	$15.00
Decal not displayed in correct location	$ 5.00
Parking in a VISITOR space, FIRE LANE or on UNPAVED area	$ 5.00

Instructional Live Work Project Procedures

Eligible Programs

Instructional live work projects may be utilized to provide a needed dimension to laboratory learning and may be integrated into the curriculum of automotive technology, automotive collision and repair, welding technology, air conditioning technology, cosmetology, and environmental horticulture. Other programs seeking to utilize live work projects must obtain approval of the Vice President for Academic Affairs.

Approval Process

The program coordinator/instructor will be the approval authority for project acceptance and project completion. Projects may not be of a production nature and may not compete with private enterprises. The instructor(s) will consider the scope of the proposed project, value to students, and the eligibility of the "customer". Completion of a Live Work Project Form will constitute approval. A work order form is required for each instructional live work project except for cosmetology, retail horticulture sales, and other specifically identified transactions where customers are presented a numbered receipt following payment.

An approved schedule of cost-recovery lab fees will be used to recover the cost of consumable supplies used in projects. Lab fees will be developed by the instructors and submitted to the Dean of Instruction and Vice President for Academic Affairs for approval. Fees will be reviewed and revised as needed on an annual basis. A listing of fees and examples of the types of projects in each category should be available in each shop/lab area. The assessment of lab fees and charges includes the following provisions:

- The students of a particular program will be charged ½ the standard fee (limited to personal property of the student).
- Okefenokee Technical College employees will be charged ½ the standard fee.

Project Approval Process

The instructor initiates a work order form on acceptable projects. A work order must be completed for projects requiring use of parts, materials, supplies, etc. and include customer and project identification. Instructors must request project approval of the Vice President for Academic Affairs on projects involving over $100.

No engine performance or restoration projects over 20 years old will be accepted in Automotive Collision Repair and Automotive Technology. Classic car restoration is not within the scope of live work projects.
In addition, work on the project must be completed during normal business hours within 45 class days. Exceptions will require Okefenokee Technical College's Vice President for Academic Affairs' approval of a written request explaining any unusual circumstances.
The instructor informs the customer of the live work procedures and conditions and has the customer sign acknowledgement and agreement to the same. Customers must be informed and accept the fact that they assume the risk of the work and waive any liability of Okefenokee Technical College, the Technical College System of Georgia, or the State of Georgia. If a customer refuses to sign such a statement, the project is declined.

Customers are responsible for supplying their own parts, materials, supplies, etc., or making arrangements with vendors to have these items delivered to the program conducting the project. Vehicle delivery and pickup are the responsibility of the customer. Customers will be notified when vehicle work is completed. Vehicles not picked up within seven (7) working days following notification will be towed at the owner's expense. Automotive Collision customers will purchase and provide all paint necessary for a project.

Live work projects shall always require student participation in the completion of work and no project may be completed solely by the instructor. The instructor will inspect the work and release by signing the live work form. The responsibility/authority to inspect and release a project cannot be delegated.

Fees and Local Accounting Procedures

A cost-recovery lab fee will be charged to recover the cost of school supplies consumed during the completion of the project. Lab fees will vary based upon the size of the project. Specific lab fee amounts for each class of project will be posted in the program area. Lab fees will be developed by the instructors and submitted to the Dean of Instruction and Vice President of Instruction for approval. Fees will be reviewed and revised as needed on an annual basis.

Cosmetology live work projects are by nature different from projects carried out in the technical areas. Because of this the Cosmetology instructional area keeps posted current charges for services and supplies. Cosmetology live work procedures are explained to each customer as they visit this area.

Payment must be collected immediately in the case of cosmetology and retail horticulture sales and turned in to Adminstrative Affairs office daily to minimize the risk of loss. Customers will be presented with a numbered receipt for payment. Sales tax will be collected for all retail sales.
For all other live work, the instructor documents completion of the work on the work order form. The customer remits payment to Okefenokee Technical College at the cashier's office. The instructor responsible for the project must verify that payment was received by Okefenokee Technical College before releasing the completed project item to the customer.

Okefenokee Technical College must be fully reimbursed for all direct costs related to instructional service projects. The college may generate a reasonable profit. Monies associated with projects are subject to state fiscal and accounting policies. The monies can be carried over to successive fiscal years. Excess monies or "profits" generated by Live Work Projects shall be used only to enhance instructional programs.
OTC students and facilities may not be used for personal gain or profit in the completion of live work projects. Employees of Okefenokee Technical College shall not receive extra compensation except as may be warranted by normal overtime or overload policies for any instructional service projects.

Tips or gratuities to students working on live work projects, while not expected or encouraged, may be permitted at the discretion of the Technical College President depending, inter alia, on the nature of the service provided. All live work projects shall comply with the Governor's Executive Order on Ethics.

Approved Clientele

- Okefenokee Technical College Students
- Okefenokee Technical College Employees
- Other Governmental Agencies
- Outside Customers

NOTE: Unless prior arrangements are approved, completed project items left at Okefenokee Technical College in excess of 30 days will be abandoned without any security and will not in any way be the responsibility of Okefenokee Technical College. In addition, collection procedures will be employed to recover any funds due Okefenokee Technical College.

Acceptable Computer & Internet Use

Technical colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

Access from technical colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing technical college-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia:

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);

- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

The purpose of technical college-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on department or technical college-based computers to be private. Electronic messages and files stored on technical college-based computers shall be treated like other technical college premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, department and technical college officials shall cooperate with law enforcement officials who are properly authorized to search department and technical College computers and computer systems.

All information created, stored or transmitted by department or technical college computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of department or technical college-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any department or technical college computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the department or technical college networks unless it meets technical and security standards set by the department;
- To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any department or technical college computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the college. Any such use should be brief, infrequent, and shall not interfere with User’s performance, duties and responsibilities.

Users of department and technical college computers and computer systems are subject to the department's policy on the development of Intellectual property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The department makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access it provides. The department shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The department shall not be responsible for the accuracy, nature or quality of information gathered through technical college diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through technical college-provided Internet access. The department shall not be responsible for personal property used to access its computers or networks or for technical college-provided Internet access. The department shall not be responsible for unauthorized financial obligations resulting from technical college-provided access to the Internet.

The foregoing standards are equally applicable to employees of the department, wherever housed, and to employees and students of the technical college.

Violations of these policies incur the same types of disciplinary measures as violations of other department or technical college policies or state or federal laws, including criminal prosecution.

Academic Freedom

Okefenokee Technical College supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom regarding discussion of their course information. Caution must be used not to introduce ideas and materials unrelated to the course. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline, when speaking or writing as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

Ownership of Intellectual Property

Okefenokee Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance the teaching/learning environment. In order that the college may fully utilize to the best extent all works produced for it and provided for its use, an employee or student producing work for the college or its use represents and warrants that such work

- Does not violate any law;
- Does not violate or infringe any intellectual property right of any person or firm; and
- Does not libel, defame, or invade the privacy of any person or firm.

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.

Unless otherwise provided in a separate agreement, the college owns all rights to a copyrightable or patentable work created by the employee or student with the support of college resources. Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributed as the owners of the intellectual property in the general public. College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the conditions described in the two sections below.

Ownership resides with the employee or student, who is entitled to compensation and gross revenues received, if any one of the following criteria is met:

- The work is the result of individual initiative, not requested or required by the college;
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college;
- The work is not prepared within the scope of the employee's job duties or course/program requirements; or
- The work is not completed using equipment or resources provided by the college.

Ownership resides with the college if any of the above criteria are not met and/or if any one of the following criteria applies:

- The work is prepared within the scope of the employee's job duties or course/program requirements;
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the college; or
- The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Revenues, derived from the development and creation of college-ownership of intellectual property, are distributed to college revenue funds as determined by the president.
  Any employee or student of Okefenokee Technical College must obtain the express approval of the president prior to the development of intellectual property if there is any question pertaining to ownership.

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 Intellectual Property Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the president and finally to the State Board of Technical College System of Georgia. Appeals within the college must be made in writing within sixty days of written notice of a final decision. Appeals to the Board shall be made in accordance with State Board policy.

SAFETY, SECURITY and WELLNESS

College Security Statistics

As required by the Higher Education Act, the Director of Facilities must report required campus crime statistics annually. Summary reports are posted on the Department of Education website and in OTC publications made available to faculty, staff, and the community.

Security staff is on campus during all normal hours of operation.

Safety

Safety precautions for the campus areas, labs, and classrooms are posted and announced. Students are not to use any equipment except under the supervision of the instructor and then only after safety precautions have been explained and demonstrated. Any student willfully disobeying safety signs, regulations, or warnings from instructors is subject to immediate dismissal.

If there is an emergency or need for immediate assistance call:

614 – 0213	On-duty security officer
287 – 6584	Front desk (constant radio contact with security)
287 – 5808 (days)	Security Director's office
287 – 5807 (after 5PM)	Evening Program Director

Any student desiring to be escorted to their vehicle in the OTC parking area should check-in with the front desk in Building 100 for assistance.

Emergency Procedures

Emergency evacuation routes and procedures are posted in each area. In emergency situations, specific evacuation and emergency response procedures will be provided by the classroom instructor.

Acquired Immunodeficiency Syndrome (AIDS)

Because there is no evidence of non-sexual/non-blood related transmission of the T-lymph tropic III, human immunodeficiency virus HTLV-III (HIV); students will not be excluded from the lab or classroom in the absence of other contraindications. Because of the unlikelihood of transmission to others in an occupational setting, students or applicants for admission as students shall be regarded as students or applicants without screening or questioning regarding previous tests for the antibody to the HTLV-III (HIV) virus. Students should follow appropriate recommended standards and practices of hygiene and sanitation while practicing universal precaution. The confidentiality of information and records regarding AIDS or associated illnesses will be preserved.

Smoking

OTC is a smoke-free facility. Smoking or use of other tobacco products are prohibited inside any of the institution's facilities, as well as any other areas that are not designated as smoking areas.

Drug Free Campus

While on institutional grounds, which includes college sponsored activities, institutional vehicles, and clinical affiliates, a student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

The unlawful possession, use, or distribution of illicit drugs and alcohol on campus, in any facility, or at any function of Okefenokee Technical College is prohibited and may be punishable by local, state, and federal law, which includes a fine, prison term, or both.

Any student convicted (including a plea of nolo contendere or first offender) of committing certain felony offenses involving any criminal drug and /or alcohol statue of any jurisdiction, regardless of whether the alleged violation occurred at the college or elsewhere, will be suspended immediately and denied state and/or federal funds from the date of conviction. Such denial of funds shall continue to be effective the first day of the term for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment and shall continue through the end of such school term. Okefenokee Technical College will impose sanctions on students that violate institutional rules by: (1) temporary or permanent dismissal, and (2) referral for prosecution.
Note: Use of a drug as prescribed by a medical prescription from a registered physician shall not be considered a violation of this rule.

Referrals

Alcoholic's Anonymous – Alma	912-632-8888
Alcohol and Drug Helpline	800-252-6465
Focus by the Sea – Waycross	912-283-4100
Focus by the Sea – St. Simons	800-822-4646
Greenleaf Center, Inc. – Valdosta	800-247-2747
Satilla Substance Abuse Program	912-287-4925
Satilla Regional Medical Center	912-287-3030

Firearms, Weapons, and Explosives Policy

The Technical College System of Georgia (TCSG) and Okefenokee Technical College (OTC) are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. Unless otherwise provided by law, it is unlawful for any person to carry, to possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while within the OTC school safety zone; at an OTC building, on OTC college property, or at an OTC sponsored/sanctioned function; or, on a bus or other transportation furnished by the college. Note: this prohibition does <u>not</u> extend to a peace officer as defined by O.C.G.A. 35-8-2 when the individual is acting in the performance of his/her official duties or when en route to or from his/her official duties.

The School Safety Zone is defined as in, on, or within 1000 feet of OTC campus, satellite campus, or other designated worksite.

Explosive Compound is defined as any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm is defined as any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Weapon is defined as any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

O.C.G.A. 16-11-127-1 specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff) authorized in writing by a duly authorized college official (e.g., President or his/her designee) to have in his/her possession for use as a part of any activity conducted at any OTC workplace a weapon which would otherwise be prohibited by this Code section. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.

Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of OTC's Student Code of Conduct as well as possible criminal prosecution.

Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with OTC as well as possible criminal prosecution.

(This is a summary of II. C. 10 Firearms, Weapons, and Explosives Policy. The complete policy may be accessed at http://www.dtae.org/dtaepolicy/menu.html.)

Sexual Harassment

In accordance with its Statement of Equal Opportunity, the department and its technical colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Sexual harassment is a form of gender discrimination and is a violation of state and federal law.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity. Examples of conduct that may constitute sexual harassment may be found in the accompanying procedures.

All persons who believe that they are or may have been victims of harassment are encouraged to seek resolution promptly through the established procedures of the TCSG and technical colleges.

All students and employees must report any sexual or other harassment that they experience, observe or believe may be occurring to the appropriate administrator listed below.

Vice President for Student Affairs (for students)
Human Resources Coordinator (for employees)
Okefenokee Technical College
1701 Carswell Avenue, Waycross, Georgia 31503
(912) 287-6584

Any OTC employee of who receives a sexual harassment complaint, either verbally or in writing; must report the complaint to the appropriate Title IX Coordinator. Every employee is expected to make every effort to ensure that students and co-workers are not subjected to any form of sexual or other harassment.

Other violations of this policy include (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately or delaying investigations of harassment allegations when responsibility or report and/or investigation harassment complaints comprises part of one's supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other harassment. However, failure to prove a claim of harassment does not constitute proof of a false accusation.
Violations of this policy by employees will constitute grounds for disciplinary action up to and including immediate termination.
Students who engage in sexual or other harassment on college premises or off college premises at a college-sponsored activity will be subject to discipline in accordance with the college's student disciplinary process.

In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Sexual harassment complaints shall be handled in accordance with the sexual harassment procedure. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow. If an employee or student wishes to bring a complaint and remain anonymous, the ability of the department or technical college to respond will be limited. To the extent permitted by law, information shared in confidence shall be maintained as confidential.

Complaints

Any student or employee who alleges a violation of this policy shall notify the appropriate administrator listed above within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. The complaint shall contain a brief description of the alleged violation and relief requested. If the complaint is oral, the Coordinator shall prepare a written record of the complaint and ask the Complaining Party to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Examples of conduct that violate the sexual harassment policy include, but are not limited to, the following:

1) Physical assault.
2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3) Sexual advances, physical or implied, or direct propositions of a sexual nature, which may include inappropriate/unnecessary touching or rubbing against another; sexually suggestive or degrading jokes or comments; remarks of a sexual nature about one's clothing and/or body; preferential treatment in exchange for sexual activity; and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that serve no academic purpose.
4) A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.
5) Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that serve no medical or academic purpose.

Response

Within thirty (30) business days following the filing of a complaint, the Coordinator will conduct an investigation of the alleged incident. This investigation may include compiling any and all documentation involved in the claim, interviews and/or sworn statements from all individuals involved. Within five (5) business days after concluding the investigation, the Coordinator will review the evidence gathered during the investigation and make a written report presenting findings of fact, investigative conclusions and recommendations as to any disciplinary action to be taken, if appropriate. The report shall be made to the President of the college. A copy of this report shall be given to the Complaining Party and Accused Offender. Upon reasonable request, the President may grant the Coordinator additional time for completing the investigation or written report.

The Accused Offender (referred to as the Respondent) or Complaining Party may respond to the report of the Coordinator. Written responses must be submitted to the President within ten (10) business days from receipt of the Coordinator's report. Requests to meet with the President shall be submitted in writing within five (5) days of the receipt of the report. The President (or Assistant Commissioner) shall meet with the Complaining

Party or the Respondent within a reasonable time. This meeting may be informal and include other individuals at the discretion of the President.

Within a reasonable time the President (or Assistant Commissioner) shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the Complaining Party and the Respondent. Such decisions shall include a statement of the right to appeal the President's decision to the Commissioner, Technical College System of Georgia. A total time period from receipt of complaint to the President's (or Assistant Commissioner's) decision should not exceed thirty (30) business days.

Appeal

An appeal of the final decision of the President may be submitted in writing to the Commissioner indicating the reasons for appeal and stating what relief is requested. This appeal to the Commissioner must be submitted within fifteen (15) calendar days after receipt of the final decision.

The Commissioner may elect to consider the appeal or appoint an administrative hearing officer to hear the appeal and make appropriate recommendations. Absent extraordinary circumstances, no new or additional evidence will be acceptable for purposes of this appeal. The Commissioner shall issue a decision within fifteen (15) business days following the receipt of the written appeal. The decision of the Commissioner shall be final

Student Code of Conduct

Okefenokee Technical College provides opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of its mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Okefenokee Technical College establishes this Student Code of Conduct.

Article I: Definitions

1) The term “Technical College System of Georgia” is synonymous with the term “Department of Technical and Adult Education.”
2) The term Technical College means any college within the Technical College System of Georgia.
3) The term “Student” includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered “students.”
4) The term “Faculty Member” means any person hired by the Technical College to conduct teaching service, or research activities.
5) The term “Technical College Official” includes any person employed by the Technical College, performing assigned administrative responsibilities.
6) The term “Member of the Technical College Community” includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
7) The term “Technical College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
8) The term “Student Organization” means any number of persons who have complied with the formal requirements for Technical College recognition.
9) The term “Judicial Body” means any person or persons authorized by the President of a Technical College to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
10) The term “Judicial Advisor” means a Technical College Official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the “Judicial Advisor” of the Technical College is the Student Disciplinary Officer.
11) The term “Appellate Board” means any person or persons designated by the President to consider an appeal from a Judicial Body’s determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
12) The term “shall” is used in the imperative sense.
13) The term “may” is used in the permissive sense.
14) The term “policy” is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical

College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

15) The term "System" means the Technical College System of Georgia.
16) The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
17) The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.
18) The term "Academic Misconduct" means any incident involving as any act which improperly affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc).
19) The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

Article II: Judicial Authority

1) The Judicial Advisor shall determine the composition of judicial bodies and appellate boards and, subject to Article IV,1,B, shall determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case.
2) The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
3) Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
4) A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Article III: Proscribed Conduct

Jurisdiction of the technical college

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college premises, off-campus classes, clinical sites, activities or functions sponsored by the technical college, or which adversely affects the technical college community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1) Acts of dishonesty, including but not limited to the following:
2) Cheating, plagiarism, or other forms of academic dishonesty.
3) Furnishing false information to any technical college official, faculty member or office.
4) Forgery, alteration, or misuse of any technical college document, record, or instrument of identification.
5) Tampering with the election of any technical college recognized student organization.
6) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other technical college activities, including its public-service functions on or off campus, or other authorized non-technical college activities, when the act occurs on technical college premises.
7) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
8) Attempted or actual theft of and/or damage to property of the technical college or property of a member of the technical college community or other personal or public property.
9) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
10) Failure to comply with directions of technical college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11) Unauthorized possession, duplication or use of keys to any technical college premises or unauthorized entry to or use of technical college premises.
12) Violation of published department or technical college policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
13) Violation of federal, state or local law on technical college premises or at technical college sponsored or supervised activities.
14) Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

15) Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and technical college regulations, or public intoxication.
16) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on technical college premises.
17) Participation in a campus demonstration that disrupts the normal operations of the technical college and infringes on the rights of other members of the technical college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
18) Obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions.
19) Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on technical college premises or at other locations where classes, activities, or functions sponsored or participated by the technical college may be held.
20) Theft or other abuse of computer time, including but not limited to:
    - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - Unauthorized transfer of a file.
    - Unauthorized use of another individual's identification and password.
    - Use of computing facilities to interfere with the work of another student, faculty member or technical college Official.
    - Use of computing facilities to send obscene or abusive messages.
    - Use of computing facilities to interfere with normal operation of the technical college computing system.
    - Violation of the department's Acceptable Computer and Internet Use policy.
21) Abuse of the Judicial System, including but not limited to:
    - Failure to obey the summons of a judicial body or technical college official.
    - Falsification, distortion, or misrepresentation of information before a judicial body.
    - Disruption or interference with the orderly conduct of a judicial proceeding.
    - Initialing a judicial proceeding knowingly without cause.
    - Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    - Failure to comply with the sanction(s) imposed under the Student Code.
    - Influencing or attempting to influence another person to commit an abuse of the judicial system.
22) Use of tobacco products on-campus except in marked designated smoking areas.
23) Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

    - Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.
    - All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their lab, shop or class.
    - Students will be required to conform to employer dress codes as may be required in cooperative or internship work sites.
      Students must conform to any uniform requirements as recommended by the individual program advisory committee and instructor. Instructors will be responsible for informing students of any special uniform requirements. Allied Health students should refer to their program handbook for specific uniform requirements.

- Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, halter tops, backless blouses, gym shorts, bare midriffs, or have bare feet.
- Hats and other head coverings, other than religious head covering, will not be worn inside classroom areas. Religious head covering is permitted when it does not interfere with the function or purpose or required occupational headgear.
- Visible piercing of the face (i.e. nose, eyebrows, lips) will not be allowed.
- Violations of the dress code will be handled as a Work Ethics problem. Students will be sent home to change into appropriate attire. Continuous violations will be disciplined by the instructor. Grievances will be addressed using the grievance procedure for students.

Article IV: Judicial Policies
Filing a Complaint

1. Any member of the Technical College Community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.

2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.

3. Investigation and Decision

    a. Within five business days after the complaint is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.
    b. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
    c. If the Student Disciplinary Officer or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

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

    a. **Restitution –** A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
    b. **Reprimand –** A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Technical College community, and that any further violation may result in more serious sanctions.
    d. **Restriction –** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

e. **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.
f. **Failing or lowered grade** – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference policy V.H. Academic standards, evaluations and appeals
g. **Disciplinary Suspension –** If a student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
h. **Disciplinary Expulsion –**Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.
i. **Interim Disciplinary Suspension –** As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities.

2. Violation of Federal, State, or Local Law

a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

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

3. Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical College premises at a time determined by the Student Disciplinary Officer or his/her designee.
b. In addition, after vacating the Technical College Premises, a suspended or expelled student may not enter upon the Technical College premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Technical College premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the Technical College premises for that specified purpose.
d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

C. **Mediation**

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

D. **Appeals Procedure**

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

3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within five business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

D. **Document Retention**

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Student Judicial Committee. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Workplace Violence

The Technical College System of Georgia and Okefenokee Technical College are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. To this end, it is the policy of the System that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at Okefenokee Technical College (including a satellite campus/location) or at any sanctioned off-site function.

A student, volunteer, visitor, vendor, or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to an OTC administrator

via an electronic version of the Workplace Violence Incident Reporting Form located at www.okefenokeetech.edu.
Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal from employment. Any Okefenokee Technical College student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of Okefenokee Technical College's Student Code of Conduct. Any visitor or volunteer who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites. Any vendor or contractor who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites and the termination of his/her business relationship.

Examples of prohibited behavior include, but are not limited to:

- Physically menacing/threatening behavior or gestures which convey a threat;
- Unlawful harassment, including ethnic, racial, or sexual epithets;
- Physical attack/assault with or without a weapon;
- Stalking;
- Direct or implied verbal threats or abusive, intimidating, or obscene language;
- Intentional damage to personal or System or technical college property;
- Intentional damage to the personal property of an employee, student, volunteer, visitor, vendor, or contractor; or,
- Possession of a weapon on technical college property or at any sanctioned event when such possession is contrary to the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10.
- Fighting and/or physical altercations among employees or students is strictly prohibited. Included is any "fighting" that may be characterized as "horseplay".

Students should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.
All technical college employees and students are to be advised of the First Response Plan and notified of the procedures to be followed should violent incident(s) or other emergencies occur in the workplace.
Any complaint registered against an Okefenokee Technical College student regarding a potential violation of this policy will be investigated consistent with the provisions of Okefenokee Technical College's Student Disciplinary Procedure. (Summary of III.X.Procedure: Workplace Violence. Complete Procedure may be accessed at http://www.dtae,org.dtaepolicy.menu.html.)

Assurances

Title IX Compliance

Okefenokee Technical College complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX.

The Vice President for Student Affairs is designated to coordinate Title IX activities. Any questions concerning Title IX should be directed to Vice President for Student Affairs, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 287-5806.

Title IX Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 86.8(b) of the rules and regulations of Title IX, "Prohibiting Sex Discrimination," the following procedure is to

be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Title IX complaint.

Step 1: Any grievance concerning possible sex discrimination should be presented to the college Title IX coordinator in writing. An answer, in writing, will be presented to the aggrieved party within thirty (30) working days.

Step 2: If satisfaction is not received by the aggrieved party, he/she may, within fifteen (15) working or school days, appeal in writing to the college President. The President will answer the appeal in writing within thirty (30) working or school days.

Step 3: If satisfaction is still not received by the aggrieved party, the next step in the process is through written appeal, within a fifteen (15) day period, to the Board of Directors. Written reply will then be forthcoming from the Board within thirty (30) days following the regularly scheduled meeting at which the grievance is heard.

Step 4: The last of the procedure would be written appeal to the State Board of the Technical College System of Georgia requesting a hearing or review.

Section 504 Compliance and ADA Compliance

Okefenokee Technical College has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) of 1990. Title II states, in part, "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the service, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

Any questions concerning Section 504 or ADA compliance should be directed to the Retention/Special Populations Coordinator, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 285-6119.

Individuals with a disability who wish to acquire a publication (document, brochure, etc.) in an alternative format should contact the Retention/Special Populations Coordinator, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 285-6119 or TDD # 1-800-255-0056.

Title VI Compliance

Okefenokee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Vice President for Student Affairs is designated to coordinate Title IX activities. Any questions concerning Title IX should be directed to Vice President for Student Affairs, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 287-5806.

Section 504, ADA, And Title VI Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 84.7 (b) of the rules and regulations of Section 504, "Non Discrimination on Basis of Handicap," and Title II of the Americans with Disabilities Act, P.L. 101-336 which prohibits discrimination on the basis of disability in services, programs, or activities, the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Section 504 or ADA complaint.

Step 1: Any grievance concerning possible handicap or disability discrimination should be presented to the college's 504 or ADA coordinator in writing. An answer, in writing, will be presented to the aggrieved party within thirty (30) working or school days.

Step 2: If satisfaction is not received by the aggrieved party, he/she may, within fifteen (15) working or school days, appeal in writing to the college President. The President will answer the appeal in writing within thirty (30) working or school days.

Step 3: If satisfaction is then not received by the aggrieved party, the next step in the process is through written appeal, within fifteen (15) day period, to the Board of Directors. Written reply will then be forthcoming from the Board within thirty (30) days following the regularly scheduled board meeting at which the grievance is heard.

Step 4: The last of the procedure would be written appeal to the State Board of Technical and Adult Education requesting a hearing or review.

ADULT LITERACY

The Adult Education program provides educational opportunities for adults in the Okefenokee area, including the counties of Bacon, Brantley, Charlton, Clinch, Pierce, and Ware. All instructional services offered through the OTC Adult Education program are free. For more information contact:

OTC ADULT EDUCATION CENTER
1700 Carswell Avenue
Waycross, Georgia 31503
(912) 287-6580
Fax (912) 287-6582
TDD# 1-800-255-0056

Classes are offered in all Adult Education levels at the learning centers below. For county schedule, call the number listed.

BACON COUNTY
426 West 12th Street
Alma, Georgia 31510
(912) 632-6659

BRANTLEY COUNTY
125 Bryan Street
P. O. Box 1120 (Mail)
Nahunta, Georgia 31553
(912) 462-7923

CHARLTON COUNTY
500 Kinsgland Drive
Folkston, Georgia 31537
(912) 496-4941

CLINCH COUNTY
101A South College St.
Room 15
Homerville, Georgia 31634
(912) 487-5673

PIERCE COUNTY
253 Carter Ave.
P.O. Box 62 (Mail)
Blackshear, Georgia 31516
(912) 449-8081

WARE COUNTY
1701 Carswell Ave.
Waycross, Georgia 31503
(912) 285-6041

ECONOMIC DEVELOPMENT PROGRAMS AND CUSTOMIZED TRAINING

A variety of continuing education classes are offered each quarter. These short-term classes are presented on the main campus and throughout the service area. Non-credit/continuing education courses are also available on-line. For information on any economic development program, contact the Economic Development Division at (912) 287-5854.

Customized Training

The division of Economic Development provides comprehensive, custom-designed training and consulting services to area businesses and industries. The division offers customized courses, Quick Start training, continuing education, credit certificates, and mechanical and electrical maintenance assessment and training.

Real Estate

Okefenokee Tech offers a real estate salesperson pre-license and post-license as well as real estate continuing education courses. Approved by the Georgia Real Estate Commission, courses are available on diskettes and via the Internet. Completion of the pre-license course will provide the student with a certificate for admission to the state licensing examination. Students may enroll at any time.

Maintenance Skills Assessment and Training

The maintenance skill assessment program provides comprehensive skills assessment and training to employees, and the results are dramatic. The training starts with an evaluation process in OTC's certified assessment center. Then employees are individually counseled on their performance. Okefenokee Technical College follows up the assessment with high-quality training program units; each is specially developed to address any needs uncovered in the assessment. The training includes hands-on and performance activities to insure transferability of learning. Training is delivered on-site or at the technical college.

ACADEMIC PROGRAMS

Program Advisory Committees

Program advisory committees are established to promote interaction between the program and businesses and industries served by the program. Faculty uses the expertise of the advisory committee to improve program content and operation. Program advisory committees meet a minimum of two times each year.

Cooperative Programs

Students meeting the requirements for graduation from diploma programs at Okefenokee Technical College may apply to Waycross College to earn a cooperative Associate of Applied Science degree in the following fields:

Business with options in the following programs:

- Business Office Technology
- Computer Information Systems

Health with options in the following programs:

- Medical Assisting
- Paramedic Technology
- Radiologic Technology
- Surgical Technology

Services with options in the following programs:

- Cosmetology
- Early Childhood Care and Education

Technology with options in the following programs:

- Air Conditioning Technology
- Automotive Technology
- Automotive Collision Repair
- Drafting
- Electronics Technology
- Forest Technology
- Industrial Systems Technology
- Welding & Joining Technology

Program Descriptions

General Education Courses

All degree and diploma programs contain a substantial general education component that is at the collegiate level, ensures breadth of knowledge, and is appropriate to the purpose of the program in supporting workforce development. All associate degree and diploma programs include specified general education courses.

Associate degree programs require at least 30 credits of college level courses. All degree programs require at least five credits from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree general education courses numbers are 190 or higher as indicated below:

BIO 193 Anatomy and Physiology I
BIO 194 Anatomy and Physiology II
BIO 197 Introductory Microbiology
CHM 191 Chemistry I
CHM 192 Chemistry II
ECO 191 Principles of Economics
ENG 191 Composition & Rhetoric I
ENG 193 Literature and Composition
MAT 191 College Algebra
PSY 191 Introductory Psychology
SOC 191 Introduction to Sociology
SPC 191 Fundamentals of Speech

Diploma programs require a minimum of 13 credit hours in English, mathematics, interpersonal relations and professional development. Diploma and Technical Certificate of Credit general education courses numbers range between 100 and 189 as indicated below:

EMP 100 Interpersonal Relations and Personal Development
ENG 100 Basic English
ENG 101 English
ENG 111 Business English
ENG 112 Business Communications
MAT 100 Basic Mathematics
MAT 101 General Mathematics
MAT 103 Algebraic Concepts
MAT 104 Geometry and Trigonometry
MAT 111 Business Math
PSY 101 Basic Psychology

ALLIED HEALTH PROGRAMS

Health
Associate of Applied Science Degree

The purpose of the AAS-Health is to provide students who are pursuing occupational programs within the medical program group the opportunity to earn an associate degree.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AHN3

Courses		Credits
General Education Courses		**30**
ENG 191	Composition & Rhetoric I	5
ENG 193	Literature and Composition	5
SPC 191	Fundamentals of Speech	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
XXX xxx	**General Education** Core Elective	5
Occupational Education		**60**
Diploma	Practical Nursing	
Or		60+
Diploma	Radiologic Technology	60+
Total Required Credits for Graduation		**90**

Medical Assisting Program

Medical Assisting
Diploma

The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting 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 upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	MA02
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

Courses		**Credits**	
General Education Courses			**15**
ENG 101	English	5	
MAT 101	General Mathematics	5	
PSY 101	Psychology	5	
Occupational Education			**70**
BUS 101	Beginning Document Processing	5	
SCT 100	Introduction to Microcomputers	3	
AHS 101	Anatomy and Physiology	5	
AHS 104	Introduction to Health Care	3	
AHS 109	Medical Terminology	3	
MAS 101	Legal Aspects of the Medical Office	3	
MAS 103	Pharmacology	5	
MAS 106	Medical Office Procedures	5	
MAS 108	Medical Assisting Skills I	6	
MAS 109	Medical Assisting Skills II	6	
MAS 110	Medical Insurance Management	3	
MAS 111	Administrative Practice Management	4	
MAS 112	Human Diseases	5	
MAS 117	Medical Assisting Externship	6(8)	
MAS 118	Medical Assisting Seminar	4	
MAS xxx	Occupational Electives	2	
Total Required Credits for Graduation			**83**

Clinical Laboratory Technology Program

Clinical Laboratory Technology
Associate of Applied Science Degree

Program Admission	
Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	8 quarters
Major Code	ML03
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introductory Psychology		5
CHM 191	Chemistry I		5
Occupational Education		**90**	
SCT 100	Introduction to Microcomputers		3
AHS 104	Introduction to Health Care		3
BIO 193	Anatomy and Physiology I		5
BIO 194	Anatomy and Physiology II		5
CHM 192	Chemistry II		5
CLT 101	Introduction to Medical Lab Technology		3
CLT 103	Urinalysis/Body Fluids		3
CLT 104	Hematology/Coagulation		8
CLT 105	Serology/Immunology		3
CLT 106	Immunohematology		7
CLT 107	Clinical Chemistry		7
CLT 108	Microbiology		8
CLT 109	Clinical Phlebotomy, Urinalysis, and Serology Practicum		4
CLT 110	Clinical Immunohematology Practicum		6
CLT 111	Clinical Hematology/Coagulation Practicum		6
CLT 112	Clinical Microbiology Practicum		6
CLT 113	Clinical Chemistry Practicum		6
CLT 118	CLT Certification Review I		1
CLT 119	CLT Certification Review II		1
Total Required Credits for Graduation		**120**	

Phlebotomy Technician
Technical Certificate of Credit

The goal of the Phlebotomy Technician program is to provide a structured sequence of **Courses** that will enable persons to either be employed in the phlebotomy technician area or to increase their proficiency in their current job. The overall objective is to provide short-term training that will adequately prepare the student for entry-level jobs.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	PYP1
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

Courses		**Credits**
Occupational Education		**20**
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology	3
PHL 103	Introduction to Venipuncture	4
PHL 105	Clinical Practice	8
Total Required Credits for Graduation		**20**

Paramedic Technology Program

Paramedic Technology
Diploma

The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the paramedic certification test.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	EM02

Courses		**Credits**
General Education		**10**
ENG 100	English	5
MAT 101	General Mathematics	5
Occupational Education		**68**
SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy and Physiology	5
EMS 126	Introduction to the Paramedic Profession	3
EMS 127	Patient Assessment	4
EMS 128	Applied Physiology and Pathophysiology	3
EMS 129	Pharmacology	4
EMS 130	Respiratory Emergencies	5
EMS 131	Trauma	5
EMS 132	Cardiology I	5
EMS 133	Cardiology II	4
EMS 134	Medical Emergencies	5
EMS 135	Maternal/Pediatric Emergencies	5
EMS 136	Special Patients	2
EMS 200	Clinical Application of Advanced Emergency Care	10
EMS 201	Summative Evaluations	5
Total Required Credits for Graduation		**78**

Emergency Medical Technician - Intermediate
Technical Certificate of Credit

This program covers the both U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1994 Emergency Medical Technician-Basic Curriculum. The EMT-Intermediate Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT-Intermediate/85 certification examination and receive Georgia licensure as an EMT-Intermediate. Upon completion of EMS 1115, students would be eligible to sit for the National Registry of EMTs EMT-Basic Exam.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Every nine quarters
Program Length	3 quarters
Major Code	EM01

Courses		**Credits**
Occupational Education		**27**
EMS 1101	Introduction to the EMT Profession	4
EMS 1103	Patient Assessment for the EMT	2
EMS 1105	Airway Management for the EMT	2
EMS 1107	Medical and Behavioral Emergencies for the EMT	3
EMS 1109	Assessment and Management Across the Lifespan for the EMT	2
EMS 1111	Trauma Emergencies and WMD Response	4
EMS 1113	Clinical Applications for the EMT Basic	1
EMS 1115	Practical Applications for the EMT-Basic	2
EMS 1201	Pharmacology and Shock/Trauma for the EMT-Intermediate	3
EMC 1203	Clinical Applications for the EMT-Intermediate I	1
EMS 1205	Clinical Applications for the EMT-Intermediate II	1
EMS 1207	Practical Applications for the EMT-Intermediate	2
Total Required Credits for Graduation		**27**

Practical Nursing Program

Practical Nursing
Diploma

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and **Occupational Education** 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.

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	PN04
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

Courses		Credits	
General Education Courses		**15**	
ENG 101	English		5
MAT 101	General Mathematics		5
PSY 101	Psychology		5
Occupational Education			80
AHS 101	Anatomy and Physiology		5
AHS 102	Drug Calculation and Administration		3
AHS 103	Nutrition and Diet Therapy		2
AHS 104	Introduction to Health Care		3
AHS 109	Medical Terminology		3
NSG 110	Nursing Fundamentals	**10**	
SCT 100	Introduction to Microcomputers		3
NSG 112	Medical Surgical Nursing I		9
NPT 112	Medical Surgical Nursing Practicum I		7
NSG 113	Medical Surgical Nursing II		9
NPT 113	Medical Surgical Nursing Practicum II		7
NSG 212	Pediatric Nursing		5
NPT 212	Pediatric Nursing Practicum		2
NSG 213	Obstetrical Nursing		5
NPT 213	Obstetrical Nursing Practicum		3
NSG 215	Nursing Leadership		2
NPT 215	Nursing Leadership Practicum		2
Total Required Credits for Graduation		**95**	

Geriatric Technician
Technical Certificate of Credit

This Technical Certificate of Credit is designed to provide entry-level employment skills for CNAs or LPNs working in retirement, rehabilitation or nursing homes. This TCC also provides a quality didactic and clinical education to completers of the program with the ability to work at a level above Certified Nurse Assistant dealing with the geriatric population.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	GRT1

Courses		**Credits**
Must hold current license as :		
Certified Nursing Assistant or		
Licensed Practical Nursing or		
Registered Nurse		
Occupational Education		**22**
AHS 103	Nutrition and Diet Therapy	2
GRN 100	Understanding the Client	3
GRN 102	Behavioral Health Aspects of Aging	3
GRN 106	Alzheimer's Disease and Dementia	5
GRN 107	Legal Aspect of Aging (Ethics)	5
WCM 100	Wound Care Management	4
Total Required Credits for Graduation		**22**

Certified Nursing Assistant
Technical Certificate of Credit

The Certified Nurse Assisting program was developed to enable individuals to provide basic nursing care in the home setting, nursing homes, or home health care agencies, under the supervision of a licensed nurse.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	NSP1

Courses		**Credits**
Occupational Education		**16**
AHS 109	Medical Terminology	3
CNA 100	CNA Fundamentals	8
EMP 101	Employability Skills	2
EMP 100	Interpersonal Relations & Professional Dev	3
Total Required Credits for Graduation		**16**

Nurse Technician
Technical Certificate of Credit

The purpose of this program is to provide a quality didactic and clinical education to provide completers of the program with the ability to work at a level above the Certified Nurse Assistant. Individuals will gain the skills to work with the disoriented patient, provide some respiratory care, provide basic wound care, provide IV care, apply EKG leads, provide blood glucose monitoring, and provide catheter maintenance.

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	NUE1

Courses		**Credits**	
General Education Courses		**15**	
ENG 101	English		5
MAT 101	General Mathematics		5
PSY 101	Psychology		5
Occupational Education		**28**	
AHS 101	Anatomy and Physiology		5
AHS 104	Introduction to Health Care		3
AHS 109	Medical Terminology		3
SCT 100	Introduction to Microcomputers		3
CNA 100	CNA Fundamentals		8
PCT 105	Advanced Patient Care		6
Total Required Credits for Graduation		**43**	

Radiologic Technology Program

Radiologic Technology
Diploma

The Radiologic Technology program is a sequence of courses that prepares students for positions in Radiologic 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 a Radiologic Technology diploma, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Summer quarter
Program Length	8 quarters
Major Code	RT04
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

General Education Courses		**13**	
ENG 101	English		5
MAT 103	Algebraic Concepts		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**105**	
AHS 101	Anatomy and Physiology		5
AHS 104	Introduction to Health Care		3
SCT 100	Introduction to Microcomputers		3
RAD 101	Introduction to Radiography		5
RAD 103	Body, Trunk, Upper Extremity Procedures		3
RAD 106	Lower Extremities & Spine Procedures		3
RAD 107	Principles of Radiographic Exposure I		4
RAD 109	Contrast Procedures		3
RAD 113	Cranium Procedures		2
RAD 116	Principles of Radiographic Exposure II		3
RAD 117	Radiographic Imaging Equipment		4
RAD 119	Radiographic Pathology and Medical Terminology		3
RAD 120	Principles of Radiation, Biology, and Protection		5
RAD 123	Radiologic Science		5
RAD 126	Radiologic Technology Review		4
RAD 132	Intro Clinical Radiography I		5
RAD 133	Intro Clinical Radiography II		7
RAD 134	Clinical Radiography III		7
RAD 135	Clinical Radiography IV		7
RAD 136	Clinical Radiography VI		7
RAD 137	Clinical Radiography V		10
RAD 138	Clinical Radiography VII		10
Total Required Credits for Graduation		**121**	

Imaging Science Assistant
Technical Certificate of Credit

The purpose of this certificate is to prepare students for positions in imaging departments and related industry. The imaging specialization area includes an introduction to radiography, office procedures, and a clinical component. Graduates will be able to perform a variety of duties to include front and back office procedures, film files, film processing, patient transportation, and basic patient care.
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Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	IMG1

Courses		**Credits**	
General Education Courses		**13**	
ENG 101	English		5
MAT 103	Algebraic Concepts		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**26**	
SCT 100	Introduction to Microcomputers		3
AHS 101	Anatomy and Physiology		5
AHS 104	Introduction to Health Care		3
AHS 109	Medical Terminology		3
BUS 106	Office Procedures		5
RAD 101	Introduction to Radiography		5
ISA 132	Clinical Practices for ISA		2
Total Required Credits for Graduation		**39**	

Respiratory Therapy Technology Program

Respiratory Care Technology
Associate of Applied Science Degree

The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. In addition, the program emphasizes specialized training in areas such as pulmonary and cardiac medications, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates qualify them to take the RRT examination.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	7 quarters
Major Code	RE03
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

Courses		Credits
General Education		**30**
ENG 191	Composition & Rhetoric I	5
ENG 193	Literature and Composition	5
SPC 191	Fundamentals of Speech	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
CHM 191	Chemistry I	5
Occupational Education		**98**
SCT 100	Introduction to Microcomputers	3
BIO 193	Anatomy and Physiology I	5
BIO 194	Anatomy and Physiology II	5
BIO 197	Introductory Microbiology	5
AHS 156	Health Physics	5
RTT 111	Pharmacology	5
RTT 112	Introduction to Respiratory Therapy	5
RTT 113	Respiratory Therapy Lab I	5
RTT 209	Clinical Practice I	2
RTT 210	Clinical Practice II	2
RTT 211	Pulmonary Disease	5
RTT 212	Critical Respiratory Care	5
RTT 213	Mechanical Ventilation Equipment & Airway Care	5
RTT 214	Advanced Critical Care Monitoring	2
RTT 215	Pulmonary Function Testing	1
RTT 216	Pediatric and Neonatal Respiratory Care	3
RTT 217	Advanced Respiratory Care Seminar	5
RTT 218	Clinical Practice III	2
RTT 219	Clinical Practice IV	2
RTT 220	Clinical Practice V	5
RTT 222	Clinical Practice VI	10
RTT 227	Rehabilitation and Home Care	1
RTT 193	Cardiopulmonary Anatomy & Physiology	10
Total Required Credits for Graduation		**128**

Surgical Technology Program

Surgical Technology
Associate of Applied Science Degree

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. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists. The Surgical Technology program is accredited through the Commission on Accreditation for Allied Health Programs (CAAHEP) and graduates are eligible to take the national certifying examination to become a Certified Surgical Technologist (CST).

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	8 quarters
Major Code	ST03
Competitive Admission requirements	See website www.okefenokeetech.edu or contact program instructor

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introductory Psychology		5
SOC 191	Introduction to Sociology		5
Occupational Education		**79**	
SCT 100	Introduction to Microcomputers		3
BIO 193	Anatomy and Physiology I		5
BIO 194	Anatomy and Physiology II		5
BIO 197	Introduction to Microbiology		5
AHS 104	Introduction to Health Care		3
AHS 109	Medical Terminology for Allied Health Services		3
SUR 101	Introduction to Surgical Technology		6
SUR 102	Principles of Surgical Technology		5
SUR 109	Surgical Patient Care		3
SUR 110	Surgical Pharmacology		3
SUR 112	Introductory Surgical Practicum		7
SUR 203	Surgical Procedures I		6
SUR 204	Surgical Procedures II		6
SUR 213	Specialty Surgical Practicum		8
SUR 214	Advanced Specialty Surgical Practicum		8
SUR 224	Seminar in Surgical Technology		3
Total Required Credits for Graduation		**109**	

Surgical Technology
Diploma

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. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists. The Surgical Technology program is accredited through the Commission on Accreditation for Allied Health Programs (CAAHEP) and graduates are eligible to take the national certifying examination to become a Certified Surgical Technologist (CST).

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	ST02

Courses		Credits	
General Education		**15**	
ENG 101	English		5
MAT 101	General Mathematics		5
PSY 101	Psychology		5
Occupational Education		**72**	
SCT 100	Introduction to Microcomputers		3
AHS 101	Anatomy and Physiology		5
AHS 104	Introduction to Health Care		3
AHS 109	Medical Terminology for Allied Health Services		3
SUR 101	Introduction to Surgical Technology		6
SUR 102	Principles of Surgical Technology		5
SUR 108	Surgical Microbiology		3
SUR 109	Surgical Patient Care		3
SUR 110	Surgical Pharmacology		3
SUR 112	Introductory Surgical Practicum		7
SUR 203	Surgical Procedures I		6
SUR 204	Surgical Procedures II		6
SUR 213	Specialty Surgical Practicum		8
SUR 214	Advanced Specialty Surgical Practicum		8
SUR 224	Seminar in Surgical Technology		3
Total Required Credits for Graduation		**87**	

Central Service Assistant
Technical Certificate of Credit

The purpose of this certificate is to prepare graduates to enter the workforce in the role of an effective, efficient central service employee. Graduates also have the option to complete a certification examination with the International Association of Healthcare Central Service Material Management (IAHCSMM) after working for a period to complete required competencies.

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	CVA1

Courses		**Credits**	
General Education		**15**	
ENG 101	English		5
MAT 101	General Mathematics		5
PSY 101	Psychology		5
Occupational Education		**32**	
SCT 100	Introduction to Microcomputers		3
AHS 101	Anatomy & Physiology		5
AHS 104	Introduction to Healthcare		3
AHS 109	Medical Terminology		3
CSA 101	Infection Control & Instrumentation		5
CSA 102	Sterilization/Disinfections		5
CSA 103	Packaging/Managing Safety		5
SUR 108	Surgical Microbiology		3
Total Required Credits for Graduation			47

BUSINESS AND COMPUTER
Accounting Program

Accounting
Associate of Applied Science Degree

The Accounting associate degree program is a sequence of Courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate of Applied Science Degree, which qualifies them as accounting technicians.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	AC03

Courses		Credits	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introduction to Psychology		5
SOC 191	Introduction to Sociology		5
Occupational Education		**46**	
ACC 101	Principles of Accounting I		6
ACC 102	Principles of Accounting II		6
ACC 103	Principles of Accounting III		6
ACC 104	Computerized Accounting		3
ACC 106	Accounting Spreadsheet Fundamentals		3
ACC 151	Individual Tax Accounting		4
ACC 152	Payroll Accounting		4
BUS 101	Beginning Document Processing		6
BUS 108	Word Processing		5
SCT 100	Introduction to Microcomputers		3
Electives		**25**	
XXX xxx	Occupational Electives		20
XXX xxx	Electives (from outside the area of specialization)		5
Total Required Credits for Graduation		**101**	

Accounting
Diploma

The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AC02

Courses		**Credits**	
General Education		**18**	
EMP 100	Interpersonal Relation and Professional Dev.		3
ENG 111	Business English		5
ENG 112	Business Communication		5
MAT 111	Business Math		5
Occupational Education		**42**	
ACC 101	Principles of Accounting I		6
ACC 102	Principles of Accounting II		6
ACC 103	Principles of Accounting III		6
ACC 104	Computerized Accounting		3
ACC 106	Accounting Spreadsheet Fundamentals		3
ACC 152	Payroll Accounting		4
BUS 101	Beginning Document Processing		6
BUS 108	Word Processing		5
SCT 100	Introduction to Microcomputers		3
XXX xxx	Occupational Electives		12
Total Required Credits for Graduation		**72**	

Office Accounting
Technical Certificate of Credit

Office Accounting is designed to enable persons to obtain entry-level job training in a brief amount of time. The certificate also provides update training allowing individuals to increase their proficiency in their current job. The Office Accounting program will provide knowledge, understanding, and skills in the principles of accounting, computer fundamentals, and computerized accounting.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 Quarters
Major Code	5AY1

Courses		**Credits**
Occupational Education		**18**
SCT 100	Introduction to Microcomputers	3
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
Total Required Credits for Graduation		**18**

Business Administrative Technology Program

Business Administrative Technology
Associate of Applied Science Degree

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

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	BAT3

Courses		Credits	
General Education		**25**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
PSY 191	Introductory Psychology		5
MAT 191	College Algebra		5
Occupational Education		**70**	
SCT 100	Introduction to Microcomputers		3
ACC 101	Principles of Accounting I		6
ACC 102	Principles of Accounting II		6
BUS 101	Document Processing		6
BUS 105	Database Applications		3
BUS 106	Office Procedures		5
BUS 108	Word Processing		5
BUS 109	Applied Office Procedures		5
BUS 160	Electronic Communication Applications		5
BUS 201	Advanced Word Processing		5
BUS 202	Spreadsheet Applications		3
BUS 261	Presentation Applications		3
BUS 148	Business Document Proofreading and Editing		3
XXX xxx	Specific Occupational-Guided Elective(s)		12
Total Required Credits for Graduation		**95**	

Business Administrative Technology
Diploma

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

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	BAT2

Courses		Credits
General Education		**18**
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
EMP 100	Interpersonal Relations & Professional Dev	3
Occupational Education		**56**
SCT 100	Introduction to Microcomputers	3
BUS 101	Document Processing	6
BUS 108	Word Processing	5
ACC 101	Principles of Accounting I	6
BUS 148	Business Document Proofreading and Editing	3
BUS 106	Office Procedures	5
BUS 261	Presentation Applications	3
BUS 202	Spreadsheet Applications	3
BUS 160	Electronic Communication Applications	5
BUS 109	Applied Office Procedures	5
XXX xxx	Specific Occupational-Guided Electives	12
Total Required Credits for Graduation		**74**

Microsoft Office Application Professional
Technical Certificate of Credit

The certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5CG1

Courses		Credits
Occupational Education		**22**
SCT 100	Introduction to Microcomputers	3
BUS 105	Database Fundamentals	3
BUS 108	Word Processing	5
BUS 202	Spreadsheet Fundamentals	3
BUS 261	Presentation Applications	3
BUS xxx	BUS electives	5
Total Required Credits for Graduation		**22**

General Office Assistant
Technical Certificate of Credit

This certificate program prepares students for entry-level positions in business office administration. Courses will cover word processing, keyboarding, English and office procedures.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepte	Quarterly
Program Length	3 quarters
Major Code	GO01

Courses		Credits
Occupational Education		22
SCT 100	Introduction to Microcomputers	3
BUS 101	Beginning Document Processing	6
BUS 106	Office Procedures	5
BUS 108	Word Processing	5
BUS xxx	BUS Electives	3
Total Required Credits for Graduation		22

Computer Information Systems Program

Computer Support Specialist
Associate of Applied Science Degree

Computer Support Specialist associate degree program is a sequence of **Courses** designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test cores	Yes
Students accepted	Quarterly
Program Length	8 quarters
Major Code	CUM3

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
XXX xxx	Social/Behavioral Science Core Course		5
XXX xxx	General Core Elective		5
Occupational Education		**50**	
SCT 100	Introduction to Microcomputers		3
CIS xxx	Operating Systems Course (CIS 103)		6
CIS 105	Program Design & Development		5
CIS 106	Computer Concepts		5
CIS 1140	Networking Fundamentals		
or			6
CIS 2321	Introduction to LAN and WAN		
CIS 122	Microcomputer Installation & Maintenance		7
CIS 127	Comprehensive Word Processing and Presentation Graphics		6
CIS 2228	Comprehensive Spreadsheet Techniques		6
CIS 2229	Comprehensive Database Techniques		6
Electives		**30**	
CIS xxx	Language Elective		7
CIS xxx	Electives		23
Total Required Credits for Graduation		**110**	

Networking Specialist
Associate of Applied Science Degree

Networking Specialist associate degree program is a sequence of **Courses** designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	8 quarters
Major Code	CIN3

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
XXX xxx	Social/Behavioral Science Core Course		5
XXX xxx	General Core Elective		5
Occupational Education		**32**	
SCT 100	Introduction to Microcomputers		3
CIS xxx	Operating Systems Course (CIS 103)		6
CIS 105	Program Design & Development		5
CIS 106	Computer Concepts		5
CIS 122	Microcomputer Installation & Maintenance		7
CIS 1140 or	Networking Fundamentals		6
CIS 2321	Introduction to LAN and WAN		
Electives		**16**	
CIS xxx	Language Electives		7
CIS xxx	Networking Electives		9
	Complete one of the following specializations		
Microsoft Windows Networking Specialist (WIN3)		**24**	
CIS 2149	Implement Microsoft Windows Professional		6
CIS 2150	Implement Microsoft Windows Server		6
CIS 2153	Implement Microsoft Windows Net Infrastructure		6
CIS XXX	Microsoft MCSA elective		6
Cisco Networking Specialist (CIK3)		**24**	
CIS 2321	Introduction to LAN and WAN		6
	If taken as occupational course will need 6 hours of electives		
CIS 2322	Introduction to WANs and Routing		6
CIS 276	Advanced Routers and Switches		6
CIS 277	WAN Design		6
Total Required Credits for Graduation		**102**	

Computer Support Specialist
Diploma

The Computer Support Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are qualified for employment as computer support specialists.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	7 quarters
Major Code	CUM4

Courses		Credits	
General Education		**18**	
ENG 101 or	English		5
ENG 111	Business English		
ENG 102 or	Technical Writing		5
ENG 112	Business Communication		
MAT 103	Algebraic Concepts		5
EMP 100	Interpersonal Relations/Professional Development		3
Occupational Education		**50**	
SCT 100	Introduction to Microcomputers		3
CIS xxx	Operating Systems Course (CIS 103)		6
CIS 105	Program Design & Development		5
CIS 106	Computer Concepts		5
CIS 1140 or	Networking Fundamentals		6
CIS 2321	Introduction to LAN and WAN		
CIS 122	Microcomputer Installation & Maintenance		7
CIS 127	Comprehensive Word Processing and Presentation Graphics		6
CIS 2228	Comprehensive Spreadsheet Techniques		6
CIS 2229	Comprehensive Database Techniques		6
Electives		**22**	
CIS xxx	Language Elective		7
CIS xxx	Electives		15
Total Required Credits for Graduation		**90**	

Networking Specialist
Diploma

The Networking Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are qualified for employment as networking specialists.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	8 quarters
Major Code	CIN4

Courses		**Credits**	
General Education		**18**	
ENG 101 or	English		5
ENG 111	Business English		
ENG 102 or	Technical Writing		5
ENG 112	Business Communication		
MAT 103	Algebraic Concepts		5
EMP 100	Interpersonal Relations/Professional Development		3
Occupational Education		**32**	
SCT 100	Introduction to Microcomputers		3
CIS xxx	Operating Systems Course (CIS 103)		6
CIS 105	Program Design & Development		5
CIS 106	Computer Concepts		5
CIS 122	Microcomputer Installation & Maintenance		7
CIS 1140 or	Networking Fundamentals		6
CIS 2321			
Electives		**16**	
CIS xxx	Language Electives		7
CIS xxx	Networking Electives		9
	Complete one of the following specializations		
Microsoft Windows Networking Specialist (WIN3)		**24**	
CIS 2149	Implement Microsoft Windows Professional		6
CIS 2150	Implement Microsoft Windows Server		6
CIS 2153	Implement Microsoft Windows Net Infrastructure		6
CIS 2154	Implement Microsoft Windows Net Directory		6
Cisco Networking Specialist (CIK3)		**24**	
CIS 2321	Introduction to LAN and WAN		6
	If taken as occupational course will need take 6 hours of electives		
CIS 2322	Introduction to WANs and Routing		6
CIS 276	Advanced Routers and Switches		6
CIS 277	WAN Design		6
Total Required Credits for Graduation		**90**	

CompTIA A+ Certified Technician Preparation
Technical Certificate of Credit

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.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	5AT1

Courses		Credits
Occupational Education		**27**
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS xxx	Electives	6
Total Required Credits for Graduation		**27**

Network Administrator
Technical Certificate of Credit

This certificate program 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. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	5BC1

Courses		Credits
Occupational Education		**45**
SCT 100	Introduction to Microcomputers	3
CIS 106	Computer Concepts	5
CIS 103	Operating System Concepts	6
CIS 122	Microcomputer Installation & Maintenance	7
CIS 1140 or	Networking Concepts	6
CIS 2321	Introduction to LAN & WAN	
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS xxx	Electives	6
Total Required Credits for Graduation		**45**

Cisco Network Specialist
Technical Certificate of Credit

The purpose of this certificate of credit is to teach students the skills needed to design, build, and maintain small to medium size networks (LANS and WANS). Program completers will be prepared to enter the workforce and/or further their education and training in the computer-networking field. In addition, students will be prepared for the Cisco Certified Network Associate (CCNA) certification exam.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	5BG1

Courses		Credits
Occupational Education		**24**
CIS 2321	Introduction to LAN and WAN	6
CIS 2322	Introduction to WAN's and Routing	6
CIS 276	Advanced Routers and Switches	6
CIS 277	WAN Design	6
Total Required Credits for Graduation		**24**

Microsoft Office Application Specialist
Technical Certificate of Credit

The Microsoft Office Application Specialist certificate program enables the student to upgrade his/her microcomputer application software skills and prepare for certification.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5AN1

Courses		Credits
Occupational Education		**27**
SCT 100	Introduction to Microcomputers	3
CIS 127	Word Processing & Desktop Publishing	6
CIS 2228	Advanced Spreadsheet Techniques	6
CIS 2229	Advanced Database Techniques	6
CIS 224	Microsoft Office Specialist Certification - PowerPoint	3
CIS 225	Microsoft Office Specialist Certification – Outlook	3
Total Required Credits for Graduation		**27**

Internet Specialist Web Site Designer Assistant
Technical Certificate of Credit

The Internet Specialist Web Site Designer Certificate provides the student with skills to create and maintain web sites. After completion of this certificate, the student will be able to create interactive web sites that contain graphics, vectors, back end programming, and database storage. The purpose of this certificate is to provide training to experienced computer professionals or as additional training to students with previous computer training. Students completing this certificate will be prepared to become Web Site Designers.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	5CO1

Courses		**Credits**
Occupational Education		**37**
CIS 2202	XHTML Fundamentals	5
CIS 2231	Design Methodology	6
CIS 2281	Database Connectivity	6
CIS 2261	JavaScript Fundamental	4
CIS 2211	Web Site Design Tools	6
Web Graphics course (choose one)		4
CIS 1104	Web Graphics using Adobe Photoshop	
CIS 1108	Web Graphics using JASC Paintshop	
Web Graphics & Animation course (choose one)		6
CIS 1123	Web Graphics & Animation using Adobe Flash	
CIS 1124	Web Graphics & Animation using Adobe Illustrator and Adobe LiveMotion	
Total Required Credits for Graduation		**37**

PERSONAL SERVICES
Cosmetology Program

Cosmetology
Diploma

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.

Program Admission

Age:	17
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Summer and Winter Quarterly
Program Length	4 quarters
Major Code	CS02

Courses		Credits	
General Education		**13**	
ENG 101	English		5
MAT 101	Basic Mathematics		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**69**	
SCT 100	Introduction to Microcomputers		3
COS 100	Introduction to Cosmetology Theory		5
COS 101	Introduction to Permanent Wave and Relaxing		4
COS 103	Introduction to Skin, Scalp, Hair		3
COS 105	Introduction to Shampooing and Styling		4
COS 106	Introduction to Haircutting		3
COS 107	Advanced Haircutting		2
COS 108	Permanent Waving and Relaxing		3
COS 109	Hair Color		6
COS 110	Skin, Scalp, Hair		3
COS 111	Styling		3
COS 112	Manicuring and Pedicuring		3
COS 113	Practicum I		5
COS 114	Practicum II		8
COS 115	Practicum/Internship I		5
COS 116	Practicum/Internship II		5
COS 117	Salon Management		4
Total Required Credits for Graduation		**82**	

Nail Technician
Technical Certificate of Credit

The Nail Technician program is a sequence of courses that prepares students for careers in the field of Nail Technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Varies
Program Length	3 quarters
Major Code	NAP1

Courses		**Credits**
Occupational Education		**28**
COS 100	Introduction to Cosmetology Theory	5
COS 112	Manicuring and Pedicuring	3
COS 117	Salon/Shop Management	4
COS 118	Nail Care I	7
COS 119	Nail Care II	9
Total Required Credits for Graduation		**28**

Salon Receptionist
Technical Certificate of Credit

Salon Receptionist TCC is intended to produce graduates who are prepared for employment as a receptionist in salons. Competencies include: booking appointments, answering telephone appropriately, managing clients, and retailing professional supplies to the public.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 Quarters
Major Code	SAR1

Courses		**Credits**	
General Education		**11**	
ENG 101	English		5
MAT 100	Basic Mathematics		3
EMP 100	Interpersonal Relations/Professional Development		3
Occupational Education		**27**	
SCT 100	Introduction to Microcomputers		3
MKT 106	Fundamentals of Selling		5
MKT 109	Visual Merchandising		4
FSM 101	Fashion Fundamentals		5
COS 117	Salon/Shop Management		4
COS 156	Salon Receptionist Internship		6
Total Required Credits for Graduation		**38**	

Criminal Justice Program

Criminal Justice
Associate of Applied Science Degree

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.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	CJ03

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introductory Psychology		5
ECO 191	Principles of Economics		5
Occupational Education		**48**	
SCT 100	Introduction to Microcomputers		3
CRJ 101	Introduction to Criminal Justice		5
CRJ 103	Corrections		5
CRJ 104	Principles of Law Enforcement		5
CRJ 105	Criminal Procedure		5
CRJ 168	Criminal Law		5
CRJ 202	Constitutional Law		5
CRJ 207	Juvenile Justice		5
CRJ 209	Criminal Justice Practicum/Internship		5
CRJ 212	Ethics in Criminal Justice		5
XXX xxx	Occupationally Related Electives		20
Total Required Credits for Graduation		**98**	

Criminal Justice
Diploma

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	CJ02

Courses		**Credits**	
General Education		**15**	
ENG 101	English		5
MAT 101	General Mathematics		5
PSY 101	Psychology		5
Occupational Education		**48**	
SCT 100	Introduction to Microcomputers		3
CRJ 101	Introduction to Criminal Justice		5
CRJ 103	Corrections		5
CRJ 104	Principles of Law Enforcement		5
CRJ 105	Criminal Procedure		5
CRJ 168	Criminal Law		5
CRJ 202	Constitutional Law		5
CRJ 207	Juvenile Justice		5
CRJ 209	Criminal Justice Practicum/Internship		5
CRJ 212	Ethics in Criminal Justice		5
XXX xxx	Occupationally Related Electives		10
Total Required Credits for Graduation		**73**	

Law Enforcement Technician
Technical Certificate of Credit

The Law Enforcement Technician Certificate program is a sequence of courses that prepares students for a career in Criminal Justice. Learning opportunities develop academic, professional, and occupational knowledge and skills required for job acquisition and advancement in the Criminal Justice field. The program examines the emergence, progress, and problems of the Criminal Justice system in the United States. It examines the principles of organization, administration, and the duties of local and state law enforcement agencies with emphasis on policy departments. It provides an overview of all phases of the American correctional system and practices, and introduces the substantive law of major crimes against persons and property.

Program Admission

Age:	18
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	LEF1

Courses		**Credits**	
Occupational Education		**20**	
CRJ 101	Introduction to Criminal Justice		5
CRJ 103	Introduction to Criminal Justice		5
CRJ 104	Pciples of Law Enforcement`		5
CRJ 105	Introduction to Criminal Procedure		5
Total Required Credits for Graduation		**20**	

Early Childhood Care and Education Program

Early Childhood Care and Education
Associate of Applied Science Degree

The Early Childhood Care and Education associate degree program is a sequence of course designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science Degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	OO03

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introductory Psychology		5
SOC 191	Introduction to Sociology		5
or XXX xxx	General Core Elective at 191 level or higher		
Occupational Education		**65**	
SCT 100	Introduction to Microcomputers		3
ECE 101	Introduction to Early Childhood		5
ECE 103	Human Growth and Development I		5
ECE 105	Health, Safety, & Nutrition		5
ECE 112	Curriculum Development		3
ECE 113	Art for Children		3
ECE 114	Music and Movement		3
ECE 115	Language Arts and Literature		5
ECE 116	Math & Science		5
ECE 121	Early Childhood Care and Education Practicum I		3
or XXX xxx	Elective		
ECE 122	Early Childhood Care and Education Practicum II		3
or XXX xxx	Elective		
ECE 201	Exceptionalities		5
ECE 202	Social Issues and Families		5
ECE 224	Early Childhood Care and Education Internship		12
	Complete one of the following specializations		
Paraprofessional Specialization		**15**	
ECE 203	Human Growth and Development II		5
ECE 211	Methods and Materials		5
ECE 212	Professional Practices		5
Program Management Specialization		**15**	
ECE 217	Program Administration		5
ECE 221	Facility Management		5
ECE 222	Personnel Management		5
Total Required Credits for Graduation		**110**	

Early Childhood Care and Education
Diploma

The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	OO02

Courses		Credits	
General Education		**15**	
ENG 101	English		5
MAT 101	General Mathematics		5
EMP 100	Interpersonal Relations & professional Dev		5
Occupational Education		**58**	
SCT 100	Introduction to Microcomputers		3
ECE 101	Introduction to Early Childhood		5
ECE 103	Human Growth and Development I		5
ECE 105	Health, Safety, & Nutrition		5
ECE 112	Curriculum Development		3
ECE 113	Art for Children		3
ECE 114	Music and Movement		3
ECE 115	Language Arts and Literature		5
ECE 116	Math & Science		5
ECE 121 or ECE xxx	Early Childhood Care and Education Practicum I Program Elective		3
ECE 122 or ECE xxx	Early Childhood Care and Education Practicum II Program Elective		3
ECE 202	Social Issues and Families		5
ECE 224	Early Childhood Care and Education Internship		12
Total Required Credits for Graduation		**73**	

Child Development Associate I
Technical Certificate of Credit

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

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	CDA1

Courses		Credits
Occupational Education		**19**
ECE 101	Introduction to Early Childhood	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety, & Nutrition	5
ECE 125	Professionalism through CDA Certificate Preparation	2
ECE 126	CDA Certificate Assessment Preparation	2
Total Required Credits for Graduation		**19**

Marketing Management Program

Marketing Management
Diploma

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with specializations in marketing administration, banking and finance, entrepreneurship, retail management, or fashion merchandising.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	MM02

Courses		**Credits**	
General Education		**18**	
ENG 111	Business English		5
ENG 112	Business Communications		5
MAT 111	Business Math		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**28**	
SCT 100	Introduction to Microcomputers		3
MKT 100	Introduction to Marketing		5
MKT 101	Principles of Management		5
MKT 103	Business Law		5
MKT 104	Principles of Economics		5
MKT 106	Fundamentals of Selling		5
	Complete one of the following specializations		
Entrepreneurship Specialization – EN02		**42**	
ACC 101	Principles of Accounting I		6
ACC 102	Principles of Accounting II		6
MKT 108	Advertising		4
MKT 110	Entrepreneurship		8
MKT 122	Buying & Merchandising Management		5
MKT 123	Small Business Management		5
MKT 134	Entrepreneurship O.B.I. I		3
MKT 135	Entrepreneurship O.B.I. II		3
XXX xxx	Electives		2
Retail Management Specialization – RI02		**42**	
ACC 101	Principles of Accounting I		6
MKT 108	Advertising		4
MKT 109	Visual Merchandising		4
MKT 122	Buying & Merchandising Management		5
MKT 125	Retail Operations Management		5
MKT 136	Retail Management O.B.I. I		3
MKT 137	Retail Management O.B.I. II		3
XXX xxx	Electives		12
Total Required Credits for Graduation		**88**	

Entrepreneurship
Technical Certificate of Credit

The Entrepreneurship Technical Certificate of Credit is program designed to provide students, interested in starting their own business, with the knowledge, skills, and resources needed to successfully compete in the world economy. Students will learn the importance of planning as it relates to owning and operating their own business. Topics include: regulatory requirements, financing options, legal environment, customer service skills, and cash flow analysis.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5CC1

Courses		**Credits**
Occupational Education		**18**
MKT 101	Principles of Management	5
MKT 110	Entrepreneurship	8
MKT 103	Business Law	5
Total Required for Graduation		**18**

TECHNICAL AND INDUSTRIAL TECHNOLOGY

Technical Studies
Associate of Applied Science Degree

The purpose of the AAS-Technical Studies is to provide students who are pursuing occupational programs within the technical program group the opportunity to earn an associate degree.

Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AHN3

Courses		**Credits**	
General Education Courses		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introductory Psychology		5
XXX xxx	**General Education** Core Elective		5
Occupational Education		**60**	
Diploma	Drafting		
	or		
Diploma	Electronics Technology		60+
Total Required Credits for Graduation		**90**	

Air Conditioning Technology Program

Air Conditioning Technology
Diploma

The Air Conditioning Technology, Diploma program is a sequence of **Courses** that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualifications of an air conditioning technician.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	AI02

Courses		**Credits**	
General Education		**13**	
ENG 100	English		5
MAT 101	General Mathematics		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**72**	
SCT 100	Introduction to Microcomputers		3
IFC 100	Industrial Safety Procedures		2
ACT 100	Refrigeration Fundamentals		4
ACT 101	Principles and Practices of Refrigeration		7
ACT 102	Refrigeration Systems Components		7
ACT 103	Electrical Fundamentals		7
ACT 104	Electric Motors		4
ACT 105	Electric Components		5
ACT 106	Electric Control Systems and Installation		4
ACT 107	Air Conditioning Principles		8
ACT 108	Air Conditioning Systems Installation		3
ACT 109	Troubleshooting Air Conditioning Systems		7
ACT 110	Gas Heating Systems		5
ACT 111	Heat Pumps and Related Systems		6
Total Required Credits for Graduation		**85**	

Air Conditioning Technician Assistant
Technical Certificate of Credit

Air Conditioning Maintenance Technician Assistant is a technical certificate of credit program designed to train individuals to assist a technician in his/her duties more efficiently by being knowledgeable of air conditioning theory and practical applications. Primary emphasis is to provide the student with basic skills and knowledge of tools, assembly, disassembly, and installation of air conditioning systems.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AX01

Courses		Credits	
Occupational Education		**18**	
ACT 100	Refrigeration Fundamentals		4
ACT 101	Principles and Practices of Refrigeration		7
ACT 102	Refrigeration Systems Components		7
Total Required Credits for Graduation		**18**	

Air Conditioning Repair Specialist
Technical Certificate of Credit

Air Conditioning Repair Specialist is a technical certificate of credit program designed to provide basic training and/or retraining in the principles of air conditioning.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AI01

Courses		Credits	
Occupational Education		**26**	
ACT 100	Refrigeration Fundamentals		4
ACT 103	Electrical Fundamentals		7
ACT 104	Electric Motors		4
ACT 110	Gas Heating Systems		5
ACT 111	Heat Pumps and Related Systems		6
Total Required Credits for Graduation		**26**	

Air Conditioning Electrical Technician
Technical Certificate of Credit

Air Conditioning Repair Specialist is a technical certificate of credit program designed to provide basic training and/or retraining in the principles of air conditioning.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AIR1

Courses		**Credits**	
Occupational Education		**20**	
ACT 103	Electrical Fundamentals		7
ACT 104	Electric Motors		4
ACT 105	Electrical Components		5
ACT 106	Electrical Control System & Installation		4
Total Required Credits for Graduation		**20**	

Automotive Collision Repair Program

Automotive Collision Repair
Diploma

The Automotive Collision Repair program includes straightening metal, estimating the cost of repairs, removing and replacing parts, welding, painting, refinishing plastics and fiberglass, and using the newest parts and materials available on the market. Skills are taught in a job-like setting with a major emphasis on safety. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 to 6quarters
Major Code	AU02

Courses		Credits	
General Education		**13**	
ENG 100	English		5
MAT 101	General Mathematics		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**54**	
SCT 100	Introduction to Microcomputers		3
ACR 100	Safety		1
ACR 101	Automobile Components Identification		3
ACR 102	Equipment and Hand Tools Identification		1
ACR 104	Mechanical and Electrical Systems		2
ACR 105	Body Fiberglass, Plastic, Rubber Repair		3
ACR 106	Welding and Cutting		4
ACR 107	Trim, Accessories, and Glass		2
ACR 109	Damage Identification and Assessment		3
ACR 110	Minor Collision Repair		2
Major Collision Repair Specialization			
ACR 120	Conventional Frame Repair		3
ACR 121	Unibody Identification and Damage Analysis		2
ACR 122	Unibody Measuring and Fixturing Systems		2
ACR 123	Unibody Straightening Systems and Techniques		4
ACR 124	Welding Techniques		2
ACR 125	Unibody Structural Panel Repair & Replacement		3
ACR 126	Conventional Body Structural Panel Repair		5
ACR 127	Unibody Suspensions and Steering Systems		2
ACR 128	Bolt-on Body Panel Removal and Replacement		4
ACR 129 or	Major Collision Repair Internship/Practicum		3
XXX xxx	Electives		
Paint and Refinishing Specialization			
ACR 130	Sanding, Priming, and Paint Preparation		5
ACR 132	Special Refinishing Application		5
ACR 134	Urethane Enamels Refinishing Application		6
ACR 135	Tint and Match Colors		6
ACR 136	Detailing		2
ACR 137	Paint and Refinishing Internship		3
XXX xxx	Electives		3
Total Required Credits for Graduation		**67**	

Automotive Collision Major Repair Assistant
Technical Certificate of Credit

The Automotive Collision Major Repair Assistant certificate is intended to produce graduates who are prepared as Automotive Collision Major Repair Assistant. Program graduates will be competent in the following occupational areas of auto body: conventional frame repair, unibody identification and damage 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,

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	AUF1

Courses		**Credits**	
Occupational Education		**27**	
ACR 120	Conventional Frame Repair		3
ACR 121	Unibody Identification and Damage Analysis		2
ACR 122	Unibody Measuring and Fixturing Systems		2
ACR 123	Unibody Straightening Systems and Techniques		4
ACR 124	Welding Techniques		2
ACR 125	Unibody Structural Panel Repair & Replacement		3
ACR 126	Conventional Body Structural Panel Repair		5
ACR 127	Unibody Suspensions and Steering Systems		2
ACR 128	Bolt-on Body Panel Removal and Replacement		4
Total Required Credits for Graduation		**27**	

Auto Body Repair Assistant
Technical Certificate of Credit

The Body Repair Assistant certificate is intended to produce graduates who are prepared as autobody repair helpers. Program graduates will be competent in the following occupational areas of auto body: safety, components identification, hand tools and equipment identification, mechanical and electrical systems, fiberglass-plastic-rubber techniques, welding and cutting, trim and glass, damage identification and assessment, and minor collision repair.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	BYR1

Courses		Credits
Occupational Education		**21**
ACR 100	Safety	1
ACR 101	Automobile Components Identification	3
ACR 102	Equipment and Hand Tools Identification	1
ACR 104	Mechanical and Electrical Systems	2
ACR 105	Body Fiberglass, Plastic, Rubber Repair	3
ACR 106	Welding and Cutting	4
ACR 107	Trim, Accessories, and Glass	2
ACR 109	Damage Identification and Assessment	3
ACR 110	Minor Collision Repair	2
Total Required Credits for Graduation		**21**

Painting and Refinishing Specialist
Technical Certificate of Credit

The Paint and Refinishing Specialist certificate is intended to produce graduates who are prepared as Paint and Refinishing Specialist. Program graduates will be competent in the following occupational areas of autobody: sand, prime, and paint preparation, special refinishing application, urethane enamels application, tint and match colors, and detailing.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	PRF1

Courses		Credits
Occupational Education		**24**
ACR 130	Sanding, Priming, and Paint Preparation	5
ACR 132	Special Refinishing Application	5
ACR 134	Urethane Enamels Refinishing Application	6
ACR 135	Tint and Match Colors	6
ACR 136	Detailing	2
Total Required Credits for Graduation		**24**

Automotive Technology Program

Automotive Fundamentals
Diploma Program

The Automotive Fundamentals program is a sequence of **Courses** designed to prepare students for careers in the automotive service and repair profession. The program includes electronics, mechanical and parts replacements, troubleshooting or diagnosis, automatic transmissions. Industry and safety requirements are stressed. The Automotive Technology program at Okefenokee Technical College is an Automotive Service Excellence (ASE) Master Certified Program. This certification means that the instructor, curriculum, equipment and tools have all met ASE requirements.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	UT02

Courses		**Credits**	
General Education		**13**	
ENG 101	English		5
MAT 101	General Mathematics		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**64**	
SCT 100	Introduction to Microcomputers		3
AUT 120	Introduction to Automotive Technology		3
AUT 122	Electrical and Electronic Systems		6
AUT 124	Battery Starting and Charging		4
AUT 126	Engine Principles of Operation and Repair		6
AUT 128	Fuel, Ignition, and Emission Systems		7
AUT 130	Automotive Brake Systems		4
AUT 132	Suspension and Steering Systems		4
AUT 134	Drivelines		4
AUT 140	Electronic Engine Control Systems		7
AUT 142	Climate Control Systems		6
AUT 144	Introduction to Automatic Transmissions		4
AUT 220 or	Automotive Technology Internship		6
XXX xxx	Electives		
Total Required Credits for Graduation		**77**	

Automotive Technology
Diploma Program

The Automotive Technology program is a sequence of **Courses** designed to prepare students for careers in the automotive service and repair profession. The program includes electronics, mechanical and parts replacement, troubleshooting or diagnosis, automatic and manual transmissions. The student if trained on most systems from the front of the vehicle to the rear of it. Industry and safety requirements are stressed. The Automotive Technology program at OTC is an Automotive Service Excellence (ASE) Master Certified Program. This certification means that the instructor, curriculum, equipment and tools have all met ASE requirements.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	UTA4

Courses		**Credits**	
General Education		**13**	
ENG 101	English		5
MAT 101	General Mathematics		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**90**	
SCT 100	Introduction to Microcomputers		3
AUT 120	Introduction to Automotive Technology		3
AUT 122	Electrical and Electronic Systems		6
AUT 124	Battery Starting and Charging		4
AUT 126	Engine Principles of Operation and Repair		6
AUT 128	Fuel, Ignition, and Emission Systems		7
AUT 130	Automotive Brake Systems		4
AUT 132	Suspension and Steering Systems		4
AUT 134	Drivelines		4
AUT 138	Manual Transmission/Transaxle		4
AUT 140	Electronic Engine Control Systems		7
AUT 142	Climate Control Systems		6
AUT 144	Introduction to Automatic Transmissions		4
AUT 210	Automatic Transmission Repair		7
AUT 212	Advanced Electronic Transmission Diagnosis		3
AUT 214	Advanced Electronic Brake Systems		4
AUT 216	Advanced Electronic Controlled Suspension and Steering Systems		4
AUT 218	Advanced Electronic Engine Control Systems		4
AUT 220 or	Automotive Technology Internship		6
XXX xxx	Electives		
Total Required Credits for Graduation		**103**	

Automotive Brake Technician
Technical Certificate of Credit

The Automotive Brake Technician is a sequence of courses designed to prepare students for careers in the automotive brake profession.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	5CU1

Courses		Credits	
Occupational Education		**17**	
AUT 120	Introduction to Automotive Technology		3
AUT 122	Electrical and Electronic Systems		6
AUT 130	Automotive Brake Systems		4
AUT 214	Advanced Electronic Controlled Brake System Diagnosis		4
Total Required Credits for Graduation		**17**	

Automotive Electrical/Electronic Technician
Technical Certificate of Credit

This program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic systems as an entry-level automotive technician. Topics include automotive batteries, starting systems, charging systems, instrumentation, lighting, and accessories.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	5AS1

Courses		Credits	
Occupational Education		**15**	
AUT 120	Introduction to Automotive Technology		3
AUT 122	Electrical and Electronic Systems		6
AUT 124	Battery Starting and Charging Systems		4
XXX xxx	Electives		2
Total Required Credits for Graduation		**15**	

Automotive Heating and Air Conditioning Technician
Technical Certificate of Credit

The Automotive Heating and Air Conditioning Technician certificate provides students with skills for entering the automotive industry as entry-level heating and air conditioning technicians. This program includes theory, diagnosis, servicing, and repair of automotive heating and air conditioning systems.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	5AM1

Courses		Credits	
Occupational Education		**15**	
AUT 120	Introduction to Automotive Technology		3
AUT 122	Electrical and Electronic Systems		6
AUT 142	Climate Control Systems		6
Total Required Credits for Graduation		**15**	

Certified Economic Development Program

Certified Manufacturing Specialist
Technical Certificate of Credit

The Certified Manufacturing Specialist program provides students with knowledge about the manufacturing industry thereby producing skilled employees for these types of businesses. Skills taught have been derived from typical business requirements for existing manufacturing employees and those entering the workforce.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	TG01

Courses		Credits	
Occupational Education		**16**	
AMF 152	Manufacturing Organization Principles		2
AMF 154	Manufacturing Workplace Skills		3
AMF 156	Manufacturing Production Requirements		1
AMF 158	Automated Manufacturing Skills		4
AMF 160	Representative Manufacturing Skills		6
Total Required Credits for Graduation		**16**	

Building and Facilities Maintenance Program

Industrial Facilities Maintenance Technology
Diploma

Industrial Facilities Maintenance Technology diploma will give students the skills to attain employment in the construction and industrial maintenance job fields. Those fields include but not limited to air conditioning, electrical, maintenance, and carpentry.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	IFM2

Courses		Credits	
General Education		**13**	
ENG 101	English		5
MAT 101	General Mathematics		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**68**	
SCT 100	Introduction to Microcomputers		3
IFC 100	Industrial Safety Procedures		2
ACT 100	Refrigeration Fundamentals		4
ELT 100	Electrical Worker		5
BFM 103	Fundamentals of Structural Maintenance		6
BFM 104	Building Climate Controls		4
BFM 105	Fundamentals of Plumbing		3
CFC 101	Introduction to Construction		2
CAR 101	Safe Use of Power Tools		3
CAR 105	Print Reading		5
ACT 101	Principles and Practices of Refrigeration		7
ACT 102	Refrigeration System Components		7
ELT 102	Electricity Principles I		9
ELT 120	Residential Wiring I		5
XXXxxx	Electives		3
Total Required Credits for Graduation		**81**	

Property Maintenance Technology
Technical Certificate of Credit

The purpose of the Property Maintenance Technology technical certificate of credit is to provide education to individuals that will enable them to obtain the knowledge, skills, and attitudes to succeed in building repair and maintenance.

Program Admission

Age:	16
High School Diploma or GED	No, but required to complete
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	8 quarters
Major Code	PB01

Courses		Credits	
General Education		**5**	
MAT 101	General Mathematics		5
Occupational Education		**47**	
BFM 103	Fundamentals of Structural Maintenance		6
BFM 104	Building Climate Controls		4
BFM 105	Fundamentals of Plumbing		3
ELT 102	Electricity Principles		9
IFC 100	Industrial Safety Procedures		2
ACT 100	Refrigeration Fundamentals		4
ACT 101	Principles and Practices of Refrigeration		7
ACT 102	Refrigeration Systems Components		7
ELT 120	Residential Wiring I		5
Total Required Credits for Graduation		**52**	

Carpentry Program

Carpentry Framing
Technical Certificate of Credit

The purpose of the Carpentry Framing TCC is to provide educational opportunities and technical training for individuals to enable them to obtain the knowledge, skills, and attitudes to succeed in the construction industry.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	2 quarters
Major Code	CR01

Courses		Credits	
Occupational Education		**23**	
CAR 101	Safe Use of Hand Power Tools		3
CAR 103	Materials		3
CAR 105	Print Reading		5
CAR 110	Floor Framing		3
CAR 111	Wall Framing		3
CAR 112	Ceiling and Roof Framing		6
Total Required Credits for Graduation		**23**	

Commercial Truck Driving Prgram

Commercial Truck Driving
Technical Certificate of Credit

Commerical Truck Driving is designed to provide students with the necessary skills training through classroom, driving range, and on-the-road experiences to become successful drivers in the trucking industry. Upon completion of the program, students will take the Georgia CDL State Exam.

Program Admission

Age:	21*
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	1 quarter
Major Code	TU01

*Based on ability to benefit, (18-20) year olds may enter the program; however, they will be limited to intrastate trucking and licensed for GA only. Most carriers require applicants to be 21+ years of age for insurance purposes.

Courses		Credits	
Occupational Education		**15**	
CTD 101	Fundamentals of Commercial Truck Driving		5
CTD 102	Basic Operations and Range Work		5
CTD 103	Advanced Operations		5
Total Required Credits for Graduation		**15**	

Drafting Program

Drafting Technology
Diploma

The Drafting Technology program is designed to prepare students for employment in a variety of positions in the drafting 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 upgrade present knowledge and skills or to retrain in drafting.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	DR02

Courses		**Credits**	
General Education		**30**	
ENG 101	English		5
MAT 103	Algebraic Concepts		5
MAT 104	Geometry & Trigonometry		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**47**	
SCT 100	Introduction to Microcomputers		3
DDF 100	Drafting Fundamentals		6
DDF 102	Size and Shape Description I		5
DDF 107	Introduction to CAD		6
DDF 111	Intermediate CAD		6
DDF 112	3D Drawing and Modeling		6
Mechanical Drafting Specialization (MD02)			
DDF 103	Size and Shape Description II		5
DDF 105	Auxiliary Views		3
DDF 106	Fasteners		6
DDF 108	Intersections and Development		5
DDF 109	Assembly Drawings I		5
XXX xxx	Electives		3
Architectural Drafting Specialization (AD02)			
DDS 203 or	Surveying I		3
DDS 204	Estimating		
DDS 205	Residential Architectural Drawing I		6
DDS 207	Mechanical Systems for Architecture		3
DDS 208	Residential Architectural Drawing II		6
XXX xxx	Electives		9
Total Required Credits for Graduation		**77**	

Drafting Aide
Technical Certificate of Credit

This Technical Certificate will provide training and skills in the drafting fields. Completers of the program will have the knowledge and experience to become entry-level employees in the field of computer-aided drafting.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	DRF1

Courses		**Credits**	
Occupational Education		**17**	
DDF 100	Drafting Fundamentals		6
DDF 102	Size and Shape Description I		5
DDF 107	Introduction to CAD		6
Total Required Credits for Graduation		**17**	

Electrical Construction and Maintenance Program

Electrical Technician
Technical Certificate of Credit

The purpose of the Electrician Technician technical certificate of credit is to provide training opportunities for persons needing employment skills. This entry-level training in basic electrical wiring skills will enable them to be employed in the manufactured housing and residential wiring field.

Program Admission

Age:	16
High School Diploma or GED	No, but required for completion
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	LL01

Courses		Credits	
General Education		**5**	
MAT 101	General Mathematics		5
Occupational Education		**37**	
ELT 100	Electrical Worker		5
IFC 100	Industrial Safety		2
ELT 102	Electrical Principles		9
ELT 120	Residential Wiring I		5
ELT 121	Residential Wiring II		6
ELT 106	Electrical Prints, Schematics, and symbols		3
ELT 110	State License Preparation		7
Total Required Credits for Graduation		**42**	

Electrical Lineworker Apprentice
Technical Certificate of Credit

The Electrical Lineworker Apprentice program will prepare individuals for entry level employment as apprentice electrical lineworker candidates with utility companies. The program provides an opportunity to study and practice the basic skills of electrical lineworkers and technicians.

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Program Admission

Age:	18
High School Diploma or GED	Yes
Admission Test Scores	No
Students accepted	Quarterly
Program Length	1 quarters
Major Code	ELL1

Courses		Credits	
Occupational Education		**16**	
ELC 180	Electrical Lineworker Organizational Principles		4
ELC 182	Electrical Lineworker Workplace Skills		2
ELC 184	Electrical Lineworker Automation Skills		2
ELC 186	Electrical Lineworker Occupational Skills		8
Total Required Credits for Graduation		**16**	

Electronics and Telecommunications Program

Electronics Fundamentals
Diploma

The Electronics Fundamentals program is designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics theory and practical application necessary for successful employment. Program graduates receive an Electronics Fundamentals diploma, which prepares them for entry-level positions in the electronics field and qualifies them for admission to the Electronics Technology program.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Spring and Fall Quarters
Program Length	5 quarters
Major Code	EF02

Courses		**Credits**	
General Education		**17**	
ENG 101	English		5
MAT 103	Algebraic Concepts		5
MAT 104	Geometry & Trigonometry		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**17**	
SCT 100	Introduction to Microcomputers		3
IFC 100	Industrial Safety Procedures		2
IFC 101	Direct Current Circuits I		4
IFC 102	Alternating Current I		4
IFC 103	Solid State Devices I		4
ELC 104	Soldering Technology		2
ELC 108	Direct Current Circuits II		4
ELC 110	Alternating Current II		4
ELC 115	Solid State Devices II		4
ELC 117	Linear Integrated Circuits		4
ELC 118	Digital Electronics I		4
ELC 119	Digital Electronics II		4
ELC 120	Microprocessors Fundamentals		4
Total Required Credits for Graduation		**65**	

Electronics Technology
Diploma

The Electronics Technology 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.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Spring and Fall Quarters
Program Length	8 quarters
Major Code	EFA4

Courses		**Credits**	
Completion of Electronics Fundamentals and one of the following Specializations		**65**	
General Electronics Specialization – GEA4		**25**	
ELC 123	Communications Electronics Survey		7
ELC 124	Industrial Electronics Survey		4
XXX xxx	Technically Related Electives		14
Biomedical Instrumentation Specialization – OIA4		**25**	
AHS 101	Anatomy & Physiology		5
AHS 109	Medical Terminology		3
BMI 232	Medical Equipment-Function and Operation I		4
BMI 233	Internship-Medical Systems I		5
BMI 242	Medical Equipment-Function and Operation II		3
BMI 243	Internship-Medical Systems II		5
Computer Electronics Specialization – OMA4		**25**	
ELC 217	Computer Hardware		7
ELC 218	Operating Systems Technologies		7
ELC 219	Networking I		4
ELC 286	CompTIA A+ Certification		5
XXX xxx	Technically Related Elective		2
Industrial Electronics Specialization – ILA4		**25**	
ELC 211	Process Control		6
ELC 212	Motor Controls		6
ELC 213	Programmable Controllers		5
ELC 214	Mechanical Devices		3
ELC 215	Fluid Power		3
ELC 216	Robotics		2
Telecommunications Electronics Specialization – TLA4		**25**	
ELC 217	Computer Hardware		7
ELC 219	Networking I		4
ELC 259	Fiber Optics Systems		4
ELC 260	Telecommunications & Data Cabling		4
ELC 261	Telecommunications Systems Installation/Prog		3
ELC 262	Telecommunications & Data Transmission		3
Total Required Credits for Graduation		**90**	

Basic Electronics
Technical Certificate of Credit

The Basic Electronics certificate of credit program is intended to produce graduates who are prepared for employment as bench technicians. Program completers will be competent in general areas of math and microcomputer applications. Futhermore, completers will be competent in the occupational areas of industrial safety procedures, problem solving, OHM's Law, resistor color-coding, meter functions, and basic soldering.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Spring and Fall Quarters
Program Length	2 quarters
Major Code	IES1

Courses		Credits	
General Education		**5**	
MAT 103	Algebraic Concepts		5
Occupational Education		**11**	
SCT 100	Introduction to Microcomputers		3
IFC 100	Industrial Safety Procedures		2
IFC 101	Direct Current Circuits I		4
ELC 104	Soldering Technology		2
Total Required Credits for Graduation		**16**	

Locomotive Electrical Systems
Technical Certificate of Credit

The purpose of the Locomotive Electrical Systems certificate is to prepare individuals to work as electrical technicians in the rail industry specifically focusing on diesel/electric locomotives. Upon completion of this certificate, students will be prepared for entry-level positions in the rail industry as locomotive electrical technicians.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Spring and Fall Quarters
Program Length	4 quarters
Major Code	LES1
Employment Condition	Federal Regulation requires railroad employees to be at least 18 years of age.

Courses		Credits	
General Education		**5**	
MAT 103	Algebraic Concepts		5
Occupational Education		**53.5**	
SCT 100	Introduction to Microcomputers		3
IFC 100	Industrial Safety Procedures		2
ADM 103	Basic Engine Theory		5
ELC 104	Soldering Technology		2
IFC 101	Direct Current Circuits I		4
IFC 102	Alternating Current I		4
ELC 110	Alternating Current II		4
IFC 103	Solid State Devices I		4
IDS 103	Industrial Wiring		6
IDS 105	DC and AC Motors		3
IDS 110	Fundamentals of Motor Control		3
IDS 113	Magnetic Starters and Braking		3
RRT 100	Introduction to the Railroad Industry		7
RRT 102	Locomotive Electrical Systems		3.5

Environmental Horticulture Program

Environmental Horticulture
Diploma

The Environmental Horticulture 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.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	EH02

Courses		Credits	
General Education		**11**	
ENG 100	English		5
MAT 100	Basic Mathematics		3
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**27**	
SCT 100	Introduction to Microcomputers		3
EHO 100	Horticulture Science		5
EHO 101	Woody Ornamental Plant Identification		6
EHO 102	Herbaceous Plant Identification		5
EHO 108	Pest Management		5
EHO 115	Environmental Horticulture Internship		3
	Complete one of the following specializations		
Horticulturist Specialization (HOR2)		**38**	
EHO 103	Greenhouse Operations		3
EHO 104	Horticulture Construction		3
EHO 105	Nursery Production		4
EHO 106	Landscape Design		5
EHO 107	Landscape Installation		3
EHO 112	Landscape Management		5
EHO 114	Garden center Management		3
XXX xxx	Electives		12
Landscape Management Specialization (LNM2)		**38**	
EHO 104	Horticulture Construction		3
EHO 106	Landscape Design		5
EHO 107	Landscape Installation		3
EHO 112	Landscape Management		5
EHO 131	Irrigation		5
EHO 133	Turfgrass Management		5
XXX xxx	Electives		12
Plant Production Specialization (PPR2)		**38**	
EHO 103	Greenhouse Operations		3
EHO 105	Nursery Production		4
EHO 125	Plant Propagation		5
EHO 123	Greenhouse Production		6
EHO 131	Irrigation		5
XXX xxx	Elective(s)		15
Total Required Credits for Graduation		**76**	

Plant Production Specialist
Technical Certificate of Credit

The Plant Production Specialist technical certificate of credit provides entry-level skills in plant production. Topics include: horticulture science, plant identification, greenhouse operations and plant production.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5AD1

Courses		Credits
Occupational Education		**26**
EHO 100	Horticulture Science	5
EHO 101	Woody Ornamental Plant Identification	6
EHO 102	Herbaceous Plant Identification	5
EHO 103	Greenhouse Operations	3
EHO 105	Nursery Production	4
XXX xxx	Electives	3
Total Required Credits for Graduation		**26**

Environmental Horticulture Technician
Technical Certificate of Credit

The Environmental Horticulture Technician technical certificate of credit provides entry-level skills for employment as a horticulture technician.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	ENH1

Courses		Credits
Occupational Education		**22**
EHO 100	Horticulture Science	5
EHO 105	Nursery Production	4
EHO 107	Landscape Installation	3
EHO 108	Pest Management	5
EHO	Irrigation	5
Total Required Credits for Graduation		**22**

Landscape Specialist
Technical Certificate of Credit

The Landscape Specialist technical certificate of credit provides entry-level skills in landscape design and installation. Topics include: horticulture science, plant identification, landscape design and installation skills.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	No
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5AE1

Courses		**Credits**	
Occupational Education		**29**	
EHO 100	Horticulture Science		5
EHO 101	Woody Ornamental Plant Identification		6
EHO 107	Landscape Installation		3
EHO 108	Pest Management		5
EHO 112	Landscape Management		5
XXX xxx	Electives		5
Total Required Credits for Graduation		**29**	

Forestry Technology Program

Forest Technology
Associate of Applied Science Degree

The Forest Technology program is a sequence of courses that prepares students for employment in the field of forestry. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The technical knowledge and skills in this program focus on forest biology, forest products, forest protection, forest management, forest measurements, and surveying and mapping. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive a Forest Technology Degree which qualifies them as forest technicians.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	6 quarters
Major Code	FO03

Courses		**Credits**	
General Education		**30**	
ENG 191	Composition & Rhetoric I		5
ENG 193	Literature and Composition		5
SPC 191	Fundamentals of Speech		5
MAT 191	College Algebra		5
PSY 191	Introductory Psychology		5
ECO 191	Principles of Economics		5
Occupational Education		**68**	
SCT 100	Introduction to Computers		3
FOR 101	Forest Safety & Orientation		1
FOR 102	Forest Soils		4
FOR 103	Dendrology		4
FOR 104	Forest Protection		4
FOR 105	Forest Products		4
FOR 116	Introduction to Surveying & Mapping I		4
FOR 117	Introduction to Surveying & Mapping II		3
FOR 121	Applied Surveying and Mapping I		3
FOR 122	Applied Surveying and Mapping II		3
FOR 126	Introduction to Forest Measurement I		4
FOR 127	Introduction to Forest Measurement II		3
FOR 131	Silviculture I		4
FOR 132	Silviculture II		4
FOR 141	Applied Forest Measurement I		3
FOR 142	Applied Forest Measurement II		3
FOR 146	Forest Management I		5
FOR 147	Forest Management II		5
FOR 158	Wildlife Management		4
or FOR 160	Forest Technology Internship		
Total Required Credits for Graduation		**98**	

Forest Technology
Diploma

The Forest Technology program is a sequence of **Courses** that prepares students for employment in the field of forestry. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The technical knowledge and skills in this program focus on forest biology, forest products, forest protection, forest management, forest measurements, and surveying and mapping. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive a Forest Technology diploma which qualifies them as forest technicians.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	FO02

Courses		**Credits**	
General Education		**13**	
ENG 101	English		5
MAT 101	General Math		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**68**	
SCT 100	Introduction to Computers		3
FOR 101	Forest Safety & Orientation		1
FOR 102	Forest Soils		4
FOR 103	Dendrology		4
FOR 104	Forest Protection		4
FOR 105	Forest Products		4
FOR 116	Introduction to Surveying & Mapping I		4
FOR 117	Introduction to Surveying & Mapping II		3
FOR 121	Applied Surveying and Mapping I		3
FOR 122	Applied Surveying and Mapping II		3
FOR 126	Introduction to Forest Measurement I		4
FOR 127	Introduction to Forest Measurement II		3
FOR 131	Silviculture I		4
FOR 132	Silviculture II		4
FOR 141	Applied Forest Measurement I		3
FOR 142	Applied Forest Measurement II		3
FOR 146	Forest Management I		5
FOR 147	Forest Management II		5
FOR 158 or	Wildlife Management		4
FOR 160	Forest Technology Internship		
Total Required Credits for Graduation		**81**	

Forest Technician Assistant
Technical Certificate of Credit

The Forest Technician Assistant technical certificate of credit provides skills necessary for program completers to obtain entry-level employment in the area of forestry. Topics include: satfety, dentrology, product identification and utilatization, surveying and mapping, and forest measurements.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	FO01

Courses		Credits	
Occupational Education		**23**	
FOR 101	Forest Safety & Orientation		1
FOR 103	Dendrology		4
FOR 105	Forest Products		4
FOR 116	Introduction to Surveying & Mapping I		4
FOR 117	Introduction to Surveying & Mapping II		3
FOR 126	Introduction to Forest Measurement I		4
FOR 127	Introduction to Forest Measurement II		3
Total Required Credits for Graduation		**23**	

Land Surveying Technician
Technical Certificate of Credit

The Land Surveying Technician technical certificate of credit program is intended to produce graduates who are prepared for employment as Land Surveying Technicians in organizations that conduct land surveying activities.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	SUP1

Courses		Credits	
General Education		**5**	
MAT 101	General Math		5
Occupational Education		**14**	
FOR 101	Forest Safety & Orientation		1
FOR 116	Introduction to Surveying & Mapping I		4
FOR 117	Introduction to Surveying & Mapping II		3
FOR 121	Applied Survey and Mapping I		3
FOR 122	Applied Survey and Mapping II		3
Total Required Credits for Graduation		**19**	

Industrial Systems Technology Programs

Industrial Systems Technology
Diploma

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.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	5 quarters
Major Code	ICS4

Courses		Credits	
General Education		**13**	
ENG 101	English		5
MAT 103	Algebraic Concepts		5
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**77**	
SCT 100	Introduction to Microcomputers		3
IFC 100	Industrial Safety Procedures		2
IFC 101	Direct Current Circuits I		4
IFC 102	Alternating Current I		4
IFC 103	Solid State Devices I		4
IDS 101	Industrial Computer Applications		5
IDS 103	Industrial Wiring		6
IDS 105	DC and AC Motors		3
IDS 110	Fundamentals of Motor Control		3
IDS 113	Magnetic Starters and Braking		3
IDS 115	Two-Wire Control Circuits		2
IDS 121	Advanced Motor Controls		2
IDS 131	Variable Speed Motor Controls		3
IDS 141	Basic Industrial PLC's		6
IDS 142	Industrial PLC's		6
IDS 209	Industrial Instrumentation		6
IDS 215	Industrial Mechanics		6
IDS 221	Industrial Fluid Power		7
IDS 231	Pumps and Piping Systems		2
Total Required Credits for Graduation		**90**	

Industrial Electrician
Technical Certificate of Credit

The Industrial Electrician program prepares students for employment using basic electrical maintenance skills. This certificate program will provide knowledge, understanding, and skills in the occupational areas of industrial safety, direct current circuits, alternating current circuits, and industrial wiring.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	ISB1

Courses		Credits	
Occupational Education		**16**	
IDS 103	Industrial Wiring		6
IFC 100	Industrial Safety Procedures		2
IFC 101	Direct Current Circuits I		4
IFC 102	Alternating Current I		4
Total Required Credits for Graduation		**16**	

Locomotive Mechanical Systems
Technical Certificate of Credit

The purpose of the Locomotive Mechanical Systems certificate is to prepare individuals to work as mechanical technicians in the rail industry specifically focusing on diesel/electrical locomotives. Upon completion of this technical certificate of credit, students will be trained for entry-level positions in the rail industry as locomotive mechanical technicians.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	LMS1
Employment Condition	Federal regulation requires Railroad Employees to be at least 19 years of age

Courses		**Credits**	
General Education		**5**	
MAT 101	General Mathematics		5
Occupational Education		**48.5**	
SCT 100	Introduction to Microcomputers		3
ADM 103	Basic Engine Theory		5
ELC 152	Preparatory Electricity & Electronics		4
IFC 100	Industrial Safety Procedures		2
IDS 215	Industrial Mechanics		6
IDS 221	Industrial Fluidpower		7
IDS 231	Pumps and Piping Systems		2
WLD 103	Blueprint Reading I		3
WLD 108	Blueprint Reading for Welders II		3
WLD 133	Metal Welding and Cutting Techniques		3
RRT 102	Introduction to the Railroad Industry		7
RRT 104	Locomotive Mechanical Systems		3.5
Total Required Credits for Graduation		**53.5**	

Welding and Joining Technology Program

Welding & Joining Technology
Diploma

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.

Program Admission

Age:	16
High School Diploma or GED	Yes
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	WJ02

Courses		Credits	
General Education		**11**	
ENG 100	English		5
MAT 100	Basic Mathematics		3
EMP 100	Interpersonal Relations & Professional Dev		3
Occupational Education		**62**	
SCT 100	Introduction to Microcomputers		3
WLD 100	Introduction to Welding Technology		6
WLD 101	Oxyfuel Cutting		4
WLD 103	Blueprint Reading I		3
WLD 104	Shielded Metal Arc Welding I		6
WLD 105	Shielded Metal Arc Welding II		6
WLD 106	Shielded Metal Arc Welding III		6
WLD 107	Shielded Metal Arc Welding IV		6
WLD 108	Blueprint Reading II		3
WLD 109	Gas Metal Arc Welding		6
WLD 110	Gas Tungsten Arc Welding		4
WLD 112	Preparation for Industrial Qualification		4
XXX xxx	Electives		5
Total Required Credits for Graduation		**73**	

Flat Shielded Metal ARC Welding
Technical Certificate of Credit

Flat Shielded Metal Arc Welder prepares students for careers in shielded metal arc welding.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	No
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5BR1

Courses		Credits	
Occupational Education		**16**	
WLD 100	Introduction to Welding Technology		6
WLD 101	Oxyfuel Cutting		4
WLD 104	SMAW I (Flat Position)		6
Total Required Credits for Graduation		**16**	

Gas Tungsten Arc Welder
Technical Certificate of Credit

Gas Tungsten Arc Welder introduces students to gas tungston are welding.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	No
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5BT1

Courses		Credits	
Occupational Education		**17**	
WLD 100	Introduction to Welding Technology		6
WLD 101	Oxyfuel Cutting		4
WLD 110	GTAW TIG		4
XXX xxx	Elective(s)		3
Total Required Credits for Graduation		**17**	

Overhead Shielded Metal Arc Welder
Technical Certificate of Credit

Overhead Shielded Metal Arc Welder prepares students for careers in welding.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	4 quarters
Major Code	5BU1

Courses		Credits	
Occupational Education		**18**	
WLD 105	Shielded Metal Arc Welding II		6
WLD 106	Shielded Metal Arc Welding III		6
WLD 107	Shielded Metal Arc Welding IV		6
Total Required Credits for Graduation		**18**	

Gas Metal Arc Welder
Technical Certificate of Credit

Gas Metal Arc Welder prepares students for careers in gas metal arc welding.

Program Admission

Age:	16
High School Diploma or GED	No
Admission Test Scores	Yes
Students accepted	Quarterly
Program Length	3 quarters
Major Code	5BW1

Courses		Credits	
Occupational Education		**19**	
WLD 100	Introduction to Welding Technology		6
WLD 101	Oxyfuel Cutting		4
WLD 109	GMAW (Gas Metal Arc Welding)		6
XXX xxx	Program Elective(s)		3
Total Required Credits for Graduation		**19**	

COURSE DESCRIPTIONS

ACC 101 PRINCIPLES OF ACCOUNTING I 4-4-6
Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 102 PRINCIPLES OF ACCOUNTING II 4-4-6
Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.
Prerequisite: ACC 101

ACC 103 PRINCIPLES OF ACCOUNTING III 4-4-6
Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flows, cost accounting, budgeting and long term liabilities. Laboratory work demonstrates theory presented in class.
Prerequisite: ACC 102

ACC 104 COMPUTERIZED ACCOUNTING 1-4-3
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical application.
Prerequisite/Corequisite: ACC 102; SCT 100

ACC 106 ACCOUNTING SPREADSHEET FUNDAMENTALS 1-4-3
Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include: spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications. Laboratory work includes theoretical and technical application.
Prerequisite/Corequisite: SCT 100

ACC 151 INDIVIDUAL TAX ACCOUNTING 3-2-4
Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 152 PAYROLL ACCOUNTING 3-2-4
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.
Prerequisite/Corequisite: ACC 101

ACC 154 PERSONAL FINANCE 5-0-5
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: , cash management, time value of money, credit, major purchasing decisions,, housing, transportation, insurance, investments, retirement, and estate planning.

ACR 100 SAFETY 1-0-1
Provides instruction in procedures and practices necessary for safe operation of automotive collision repair facilities. Topics include: work facility safety, work facility cleanliness, safety devices, fire prevention and safety, and environmental safety.

ACR 101 AUTOMOBILE COMPONENTS IDENTIFICATION 3-1-3
Introduces the structural configuration and identification of the structural members of various automotive unibodies and frames. Topics include: unibody construction, frame types, stub frame types, body panels, and mechanical components.
Prerequisite/Corequisite: ACR 100

ACR 102 EQUIPMENT AND HAND TOOLS IDENTIFICATION 1-1-1
Introduces equipment and hand tools used in automotive collision repair. Topics include: safety procedures, hand tools identification, power hand tools identification, air supply systems, and hydraulic systems.
Prerequisite/Corequisite: ACR 100

ACR 104 MECHANICAL AND ELECTRICAL SYSTEM 1-3-2
Introduces various mechanical and electrical systems requiring repair of damages incurred through automobile collisions. Topics include: engine accessory systems, emission control systems, air conditioning systems, braking systems, steering column damage, engine removal and replacement sequence, lighting systems, and engine wiring, power accessories systems, and restraint systems.
Prerequisite/Corequisite: ACR 100

ACR 105 BODY FIBERGLASS, PLASTIC, AND RUBBER REPAIR TECHNIQUES 1-7-3
Provides instruction in non-metallic auto body repair techniques. Topics include: cracked or splintered area repair, bonding agent usage, fiberglass and plastic body parts removal and replacement procedure, partial fiberglass header panel replacement procedure, plastics identification, and plastic and rubber welding techniques, and sheet molded compound (SMR) repairs.
Prerequisite/Corequisite: ACR 100

ACR 106 WELDING AND CUTTING 2-5-4
Introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques. Topics include: MIG welding, oxyfuel welding, metal cutting techniques, resistance welding, unibody welding techniques, weld removal techniques, and safety procedures, and plasma arc cutting.
Prerequisite/Corequisite: ACR 100

ACR 107 TRIM, ACCESSORIES, AND GLASS 1-3-2
Provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile. Topics include: interior and exterior trim, mirrors, weather stripping, stationary and non-stationary glass, interior components, fasteners, and safety procedures.
Prerequisite/Corequisite: ACR 100

ACR 109 DAMAGE IDENTIFICATION AND ASSESSMENT 2-2-3
Introduces procedures and resources used in the identification and assessment of automotive collision damages. Topics include: assessment plan determination, damage analysis, collision estimation, service manual use and computerized estimation.
Prerequisite/Corequisite: ACR 100

ACR 110 MINOR COLLISION REPAIR 1-5-2
Introduces the materials and operations required to repair minor collision damage. Topics include: pick, file, and finish procedures; body repair materials identification; body fillers usage; disc grinder procedures; safety procedures, and stud welders.
Prerequisite/Corequisite: ACR 100

ACR 120 CONVENTIONAL FRAME REPAIR 1-5-3
Emphasizes the diagnosis, straightening, measurement, and alignment of conventional automobile and truck frames. Topics include: alignment measurement systems; damage diagnosis; equipment types and usage, frame straightening, repair, and alignment; safety precautions, and computerized damage diagnosis.
Prerequisite/Corequisite: ACR 100

ACR 121 UNIBODY IDENTIFICATION AND DAMAGE ANALYSIS 1-4-2
Provides instruction in the identification and analysis of various forms of unibody damage. Topics include: collapse or buckle damage identification, sag damage identification, sideways damage identification, twist damage identification, and secondary damage identification, and lift equipment usage and safety.
Prerequisite/Corequisite: ACR 100

ACR 122 UNIBODY MEASURING AND FIXTURING SYSTEMS 1-4-2
Provides instruction in a variety of alignment measuring and fixturing systems. Topics include: universal mechanical measuring system, universal laser measuring system, dedicated fixture system, upper body panel measurement, and English/metric tape alignment measurement.
Prerequisite/Corequisite: ACR 100

ACR 123 UNIBODY STRAIGHTENING SYSTEMS AND TECHNIQUES 1-9-4
Introduces unibody straightening systems and techniques used in automotive collision repair. Topics include: equipment types and usage, safety procedures, primary/ rough and secondary damage pull, single pull correction and multiple pull correction, and impact or pull stress relief.
Prerequisite/Corequisite: ACR 100

ACR 124 WELDING TECHNIQUES 0-5-2
Provides instruction in specific welding applications in automotive collision repair. Topics include: MIG welder panel welding, plug weld collision repair, butt weld collision repair, lap weld collision repair, safety procedures, resistance welding, aluminum MIG and TIG welding.
Prerequisite/Corequisite: ACR 100

ACR 125 UNIBODY STRUCTURAL PANEL REPAIR AND REPLACEMENT 1-5-3
Provides instruction in attachment methods, proper repair and replacement of structural panels, dimensional control, areas of high stress concentration, sectional principles, and crush zones. Selection and preparation of recycled parts will be emphasized. Topics include: primary structure, rear cross member, apron and rails, trans X member, rocker, w/s posts, hinge pillar, center pillar, floor pan, spot weld removal, panel sectional cuts, and damaged panel removal and replacement.
Prerequisite/Corequisite: ACR 100

ACR 126 CONVENTIONAL BODY STRUCTURAL PANEL REPAIR 2-8-5
Introduces conventional body structural panel repair. A variety of removal and replacement techniques is emphasized. Topics include: partial or complete quarter panel removal and replacement, rocker panel removal and replacement, and center pillar post removal and replacement.
Prerequisite/Corequisite: ACR 100

ACR 127 UNIBODY SUSPENSION AND STEERING SYSTEMS 2-3-2
Provides instruction in unibody suspension and steering system damage analysis and repair. Topics include: parallelogram suspension parts removal and replacement, rack and pinion steering system removal and replacement, damage analysis, quick check system damage determination, front end suspension equipment usage, and safety procedures.
Prerequisite/Corequisite: ACR 100

ACR 128 BOLT-ON BODY PANEL REMOVAL AND REPLACEMENT 2-5-4
Provides instruction in the removal and replacement of bolt-on automobile body panels. Topics include: hood, deck panels, and header panels removal and replacement; fender removal and installation/coining; door removal and installation, headlamp and filler panels removal and replacement, grill removal and replacement, and headlamp adjustment.
Prerequisite/Corequisite: ACR 100

ACR 129 MAJOR COLLISION REPAIR INTERNSHIP/PRACTICUM 0-10-3
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.
Prerequisite: Completion of all required courses in the Major Collision Repair specialization

ACR 130 SANDING, PRIMING, AND PAINT PREPARATION 2-7-5
Introduces the materials and procedures involved in preparing automobile bodies for refinishing. Topics include: feather edging; masking procedures; safety procedures; surface preparation; corrosion preventative application; primers, sealers, primer surface applications; and spray gun operation and maintenance.
Prerequisite/Corequisite: ACR 100

ACR 132 SPECIAL REFINISHING APPLICATION 2-8-5
Provides instruction in the equipment, material, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; base metals preparation and priming; equipment use and maintenance; color application; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and fiberglass, plastics, and rubber refinishing.
Prerequisite/Corequisite: ACR 100

ACR 134 URETHANE ENAMELS REFINISHING APPLICATION 2-10-6
Provides instruction in the equipment, material, and techniques used in the application of urethane enamels paint. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; base metals preparation and priming; equipment use and maintenance; base coat/clear coat application; color application of solid and metallic finishes; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and tri-coat finishing.
Prerequisite/Corequisite: ACR 100

ACR 135 TINT AND MATCH COLORS 2-8-6
Introduces methods and techniques used in the process of color matching and production. Topics include: tinting methods, gun techniques, variables adjustments, color flip-flop determination and correction, and reduction procedures.
Prerequisite/Corequisite: ACR 100

ACR 136 DETAILING 1-4-2
Introduces the methods and techniques used in detailing a refinished automotive surface. Topics include: finish analysis, color sanding, polishes and glazes, cleaning vehicle, and decal and stripes.
Prerequisite/Corequisite: ACR 100

ACR 137 PAINT AND REFINISHING INTERNSHIP 0-10-3
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; detailing; and employability skills.
Prerequisite: Completion of all required courses in Paint and Refinish specialization

ACT 100 REFRIGERATION FUNDAMENTALS 3-2-4
Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, refrigerant identification, the refrigeration cycle, and safety.

ACT 101 PRINCIPLES AND PRACTICES OF REFRIGERATION 5-5-7
Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation; evacuation, charging, and safety.
Prerequisite/Corequisite: ACT 100

ACT 102 REFRIGERATION SYSTEMS COMPONENTS 5-5-7
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.
Prerequisite/Corequisite: ACT 101

ACT 103 ELECTRICAL FUNDAMENTALS 5-5-7
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution system, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 ELECTRIC MOTORS 2-5-4
Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Prerequisite/Co-requisite: ACT 103

ACT 105 ELECTRICAL COMPONENTS 3-5-5
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.
Prerequisite/Co-requisite: ACT 103

ACT 106 ELECTRICAL CONTROL SYSTEMS AND INSTALLATION 2-5-4
Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.
Prerequisite/Co-requisite: ACT 105

ACT 107 AIR CONDITIONING PRINCIPLES 6-4-8
Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.
Prerequisite/Co-requisites: ACT 102

ACT 108 AIR CONDITIONING SYSTEMS AND INSTALLATION 2-3-3
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add-on systems, packaged systems, and safety
Prerequisite/Co-requisite: ACT 102; ACT 106

ACT 109 TROUBLESHOOTING AIR CONDITIONING SYSTEMS 5-5-7
Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.
Prerequisite/Co-requisites: ACT 108

ACT 110 GAS HEATING SYSTEMS 2-8-5
Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 HEAT PUMPS AND RELATED SYSTEMS 3-7-6
Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include: installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety
Prerequisite/Corequisite: ACT 102

ADM 103 BASIC ENGINE THEORY 4-2-5
Provides instruction in the theory of operation, components, and the major operating systems of diesel engines. Topics include: two and four-cycle diesel engine theory, engine components, fuel systems, intake and exhaust systems, lubrication systems, and cooling systems.

AHS 101 ANATOMY AND PHYSIOLOGY 5-0-5
Focuses on basic normal structure and function of the human body. Topics include: medical terms describing the human body, and structure and function of the human body.

AHS 102 DRUG CALCULATION AND ADMINISTRATION 2-2-3
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.
Prerequisite: MAT 101

AHS 103 NUTRITION AND DIET THERAPY 2-0-2
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

AHS 104 INTRODUCTION TO HEALTH CARE 2-3-3
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control, and blood/air-borne pathogens.

AHS 109 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES 3-0-3
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins(roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.

AHS 156 HEALTH SCIENCE PHYSICS 5-0-5
This course introduces the student to the basic laws of physics, with specific applications for health science students. Topics include: Basic Newtonian mechanics, static and dynamic fluid concepts, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.
Prerequisite/Corequisite: MAT 191

AMF 152 MANUFACTURING ORGANIZATION PRINCIPLES 2-0-2
Provides an overview of the functional and structural composition of manufacturing organizations. Topics include: manufacturing/consumer connection, manufacturing operational typed, structure of manufacturing organizations, manufacturing business principles, and type of manufacturing processes.

AMF 154 MANUFACTURING WORKPLACE SKILLS 3-0-3
Provides the knowledge and skills needed to succeed in the manufacturing environment. Topics include: listening, working together, change management, stress management, decision making, and job interview skills and creating a positive image.

AMF 156 MANUFACTURING PRODUCTION REQUIREMENTS 1-0-1
Provides the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include: world class manufacturing, tools for excellence, and statistical process control.

AMF 158 AUTOMATED MANUFACTURING SKILLS 4-0-4
Provides an introduction into computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include: basic mechanics, mechanical systems, hand tools, power tools, industrial controls, electrical safety, hydraulic systems, pneumatic systems, troubleshooting principles, and computers and automation principles.

AMF 160 REPRESENTATIVE MANUFACTURING SKILLS 4-2-6
Provides an introduction to representative manufacturing skills and associated safety requirements. Topics include: plant safety, materials movement equipment, precision measurements for manufacturing, and blueprint reading.

AUT 120 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3-2-3
Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety procedures; legal/ethical responsibilities; measurement; machining; hand tools; and shop organization, management, and work flow systems.

AUT 122 ELECTRICAL AND ELECTRONIC SYSTEMS 4-6-6
Introduces automotive electricity. Topics include: general electrical system diagnosis; lighting system diagnosis and repair; gauges, warning devices, and driver information system diagnosis and repair; horn and wiper/washer diagnosis and repair; accessories diagnosis and repair.
Prerequisite/Corequisite: AUT 120

AUT 124 BATTERY STARTING AND CHARGING SYSTEMS 2-6-4
Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include: battery diagnosis and service; starting system diagnosis and repair; charging system diagnosis and repair.
Prerequisite/Corequisite: AUT 122

AUT 126 ENGINE PRINCIPLES OF OPERATION AND REPAIR 3-9-6
Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.
Prerequisite: AUT 120

AUT 128 FUEL, IGNITION, AND EMISSION SYSTEMS 5-6-7
Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include: general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.
Prerequisite/Corequisite: AUT 122, AUT 124, AUT 126

AUT 130 AUTOMOTIVE BRAKE SYSTEMS 3-3-4
Introduces Brake systems theory and its application to automotive systems. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.
Prerequisite: AUT 122

AUT 132 SUSPENSION AND STEERING SYSTEMS 3-3-4
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: steering systems diagnosis and repair; suspension systems diagnosis and repair; wheel alignment diagnosis, adjustment and repair; wheel and tire diagnosis and repair.
Prerequisite: AUT 122

AUT 134 DRIVELINES 2-6-4
Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (cv) joint diagnosis and repair ; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair.
Prerequisite: AUT 122

AUT 138 MANUAL TRANSMISSION/TRANSAXLE 3-3-4
Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxle diagnosis and repair
Prerequisite: AUT 122

AUT 140 ELECTRONIC ENGINE CONTROL SYSTEMS 6-3-7
Introduces concept of electronic engine control. Topics include: computerized engine controls diagnosis and repair ; intake air temperature controls ; early fuel evaporation (intake manifold temperature) controls ; evaporative emissions controls.
Prerequisite: AUT 128

AUT 142 CLIMATE CONTROL SYSTEMS 5-3-6
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
Prerequisite: AUT 122

AUT 144 INTRODUCTION TO AUTOMATIC TRANSMISSIONS 3-3-4
Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: general transmission and transaxle diagnosis; transmission and transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair.
Prerequisite: AUT 122

AUT 210 AUTOMATIC TRANSMISSION REPAIR 5-6-7

Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include: removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; friction and reaction units.
Prerequisite: AUT 144

AUT 212 ADVANCED ELECTRONIC TRANSMISSION DIAGNOSIS 2-3-3
Introduces automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include: electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.
Prerequisite/Corequisite: AUT 210

AUT 214 ADVANCED ELECTRONIC CONTROLLED BRAKE SYSTEM DIAGNOSIS 3-3-4
Introduces anti-lock brake system (ABS) to include ABS components and ABS operation, testing and diagnosis. Topics include: general brake and anti-lock brake systems diagnosis and testing, light truck rear anti-lock brake system, four-wheel anti-lock brake system locations, components, and operation.
Prerequisite: AUT 130

AUT 216 ADVANCED ELECTRONIC CONTROLLED SUSPENSION AND STEERING SYSTEMS3-3-4
Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include: electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.
Prerequisite: AUT 132

AUT 218 ADVANCED ELECTRONIC ENGINE CONTROL SYSTEMS 3-3-4
Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced driveability diagnosis and data interpretation using a scanner. Topics include: OBD II standards; monitoring capabilities; OBD II diagnostics; OBD II terms.
Prerequisite: AUT 140

AUT 220 AUTOMOTIVE TECHNOLOGY INTERNSHIP 0-18-6
Provides student work experience in the occupational environment. Topics include: application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.
Prerequisite: AUT 128

BFM 103 FUNDAMENTALS OF STRUCTURAL MAINTENANCE 2-8-6
Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing
Prerequisite/Corequisite: MAT 101

BFM 104 BUILDING CLIMATE CONTROLS 3-2-4
Provides instruction in heating and cooling control systems used in modern residential and commercial structures. Topics include: thermostats, valves and dampers, pneumatic controls, and refrigeration system schematics and symbols.

BFM 105 FUNDAMENTALS OF PLUMBING 1-4-3
Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

BIO 193 ANATOMY AND PHYSIOLOGY I 4-3-5
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include: body organization, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system, and the urinary system. Laboratory experience supports classroom learning.

BIO 194 ANATOMY AND PHYSIOLOGY II 4-3-5
Continues the study of the anatomy and physiology of the human body. Topics include: the reproductive system, the cardiovascular system, the blood and lymphatic systems, the nervous and sensory systems, the endocrine system, and the immune system. Laboratory experience supports the classroom learning.
Prerequisite: BIO 193

BIO 197 INTRODUCTORY MICROBIOLOGY 3-4-5
Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include: characterization, classification, and description of microorganisms; use of compound microscope; morphology and fine structure of bacteria; gram positive and gram negative bacteria; reproduction and growth of bacteria; viral diseases; host-parasite relationship; host defense mechanisms; epidemiology; antimicrobial and chemotherapeutic agents; control of microorganisms; and laboratory safety.
Prerequisite/Corequisite: BIO 193

BMI 232 MEDICAL EQUIPMENT - FUNCTION AND OPERATION I 3-3-4
Introduces the study of electro mechanical systems currently in use throughout the health care field. Provides an overview of typical biomedical instruments used in the field. Topics include: monitors, intensive care units, coronary care units, operating room equipment, telemetry systems, and ECG machines.
Prerequisite: ELC 120
Prequisites/Corequisite: AHS 101, AHS 109

BMI 233 INTERNSHIP - MEDICAL SYSTEMS I 1-12-5
Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.
Prerequisite/Corequisite: BMI 232

BMI 242 MEDICAL EQUIPMENT - FUNCTION AND OPERATION II 3-0-3
Continues the study of electro mechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultra sound, electro surgery units, and hemodialysis machines.
Prerequisite: BMI 232

BMI 243 INTERNSHIP - MEDICAL SYSTEMS II 1-12-5
Continues the student to an on-site experience at an operating biomedical equipment section of health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirement, servicing biomedical instruments, evaluating operating cost, and professional development.
Prerequisite: BMI 233
Prerequisite/Corequisite: BMI 242

BUS 100 1-4-3
Introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUS 101 BEGINNING DOCUMENT PROCESSING 2-8-6
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.
Prerequisite: The ability to key at least 25 wpm or BUS 100
Corequisite: SCT 100

BUS 105 DATABASE FUNDAMENTALS 1-4-3
Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.
Prerequisite: SCT 100

BUS 106 OFFICE PROCEDURES 5-0-5
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.
Prerequisite/Corequisite: SCT 100

BUS 108 WORD PROCESSING 2-6-5
Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.
Prerequisite: SCT 100

BUS 109 APPLIED OFFICE PROCEDURES 2-6-5
This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.
Prerequisite: BUS 101, BUS 106, BUS 108, BUS 202
Corequisite: BUS 208 or ACC 101, BUS 148, BUS 160

BUS 148 BUSINESS DOCUMENT PROOFREADING AND EDITING 1-4-3
Emphasizes proper proofreading and editing as applied to business documents. Topics include: applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.
Prequisite: BUS 101 and ENG 111 or ENG 101 or ENG 191

BUS 160 - Electronic Communication Applications 2-6-5
Provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.
Prerequisite: BUS 108

BUS 201 ADVANCED WORD PROCESSING 2-6-5
Provides instruction in advanced word processing. Topics include: advanced word processing concepts and applications, and proofreading.
Prerequisite: BUS 108, ENG 111

BUS 202 SPREADSHEET APPLICATION 1-4-3
Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.
Prerequisite: SCT 100

BUS 203 OFFICE MANAGEMENT 5-0-5
Provides students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.
Prerequisite: ENG 111, BUS 106

BUS 261 PRESENTATION FUNDAMENTALS 1-4-3
This course provides a study of creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.
Prerequisite: SCT 100

CAR 101 SAFE USE OF HAND AND POWER TOOLS 2-4-3
Provides instruction in the use of hand and power tools. Emphasis will be placed on the safe use of each tool covered. Topics include: layout and measuring tools, cutting tools, drilling and boring tools, finishing and fastening tools, and ladders and scaffolding safety

CAR 103 MATERIALS 3-0-3
Introduces the fundamental array of building materials used in residential and commercial construction. Topics include: fasteners, wood products, finishing materials, and manufactured products.

CAR 105 PRINT READING 5-0-5
Introduces the reading and interpretation of prints and architectural drawings. Topics include: types of plans, scales, specifications, conventions, and schedules.

CAR 110 FLOOR FRAMING 2-3-3
Introduces materials identification, materials estimation, and installation procedures of floor and sill framing members. On-site construction procedures will be emphasized. Topics include: size selection of girders and joists, materials estimation, and layout and installation procedures.
Prerequisite: CAR 101, CAR 103

CAR 111 WALL FRAMING 2-3-3
Provides instruction in identification, materials estimation, and framing production of wall and partition members. Emphasis will be placed on practical application of competencies. Topics include: estimation and computation procedures, rough opening layouts, construction and erection of wall members, and sheathing installation.
Prerequisite: CAR 110

CAR 112 CEILING AND ROOF FRAMING 4-6-6
Introduces terminology, concepts, and procedures used in identification, estimation, layout, and installation of ceiling system materials estimation, ceiling system layout procedures, scaffolding and ladder safety, ceiling system installation and decking, and vent systems.
Prerequisite: CAR 111

CFC 100 SAFETY 1-0-1
Provides a review of general safety rules and practices and provides students with information about state and federal regulations to include OSHA Hazard Communication Standard and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding hazards. Topics include: overview of safety rules and regulations, protective equipment, barriers and barricades, flammable materials, electrical hazards, ladders and scaffolding, safety in trenches and excavations, and introduction to rigging.

CFC 101 INTRODUCTION TO CONSTRUCTION 2-0-2
This course covers orientation and introduction to construction technology dealing with building and facility maintenance, cabinetmaking, carpentry, construction management, masonry, plumbing and advanced plumbing. Topics include: workplace expectations of quality of work performed, professional ethical standards, proper communication practices, working in teams, learning for success and life skills.

CHM 191 CHEMISTRY I 4-3-5
Provides an introduction to basic chemical principles and concepts that explain the behavior of matter. Topics include: measurement, atomic structure, chemical bonding, physical states of matter, nomenclature, and stoichiometry.

CHM 192 CHEMISTRY II 4-3-5
Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory, solution chemistry, acid-base theory, and nuclear chemistry.
Prerequisite: CHM 191

CIS 101 KEYBOARDING 1-4-3
Provides an introduction to the effective and efficient use of electronic machine keyboards. Topics include: touch typing skills, and text formatting and manipulation. Manual dexterity is developed using microcomputers and machine driven exercises.

CIS 103 OPERATING SYSTEMS CONCEPTS 4-4-6
Provides an overview of operating systems functions and commands that are necessary in a computer working environment. Topics include: multiprogramming, single and multi-user systems, resource management, command languages, and operating system utilities, file system utilization and multiple operating systems.
Prerequisite/Corequisite: SCT 100

CIS 105 PROGRAM DESIGN AND DEVELOPMENT 5-0-5
Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudo code. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.
Prequisite: SCT100

CIS 106 COMPUTER CONCEPTS 5-0-5
Provides an overview of computers and information technology. Topics include: computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.
Prerequisite/Corequisite: SCT 100

CIS 107 MICROCOMPUTER ESSENTIALS 0-4-2
Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.
Prerequisite/Co-requisite: SCT 100

CIS 109 BASIC EQUIPMENT MAINTENANCE AND TROUBLESHOOTING TECHNIQUES 1-4-3
Provides basic instruction for troubleshooting problems with equipment used in multimedia work.

CIS 110 MICROCOMPUTER SETUP AND PREVENTIVE MAINTENANCE 1-0-1
Provides an introduction to the fundamentals of installing and maintaining computers. Topics include: safety, installation procedures, and simple preventive maintenance.

CIS 122 MICROCOMPUTER INSTALLATION AND MAINTENANCE 4-6-7
Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.
Prequisite: CIS 106

CIS 124 MICROCOMPUTER DATABASE PROGRAMMING 4-6-7
Provides a study of database programming using microcomputer database management systems (DBMS) software packages. Topics include: development of systems, structured programming techniques, data editing, and output design.
Prerequisite: CIS 105, CIS 2228

CIS 127 ADVANCED WORD PROCESSING AND DESKTOP PUBLISHING TECHNIQUES 4-4-6
Provides a study of word processing and desktop publishing. Topics include: word processing fundamentals, desktop publishing fundamentals, advanced word processing concepts, development of macros, and presentation graphics fundamentals.
Prerequisite: SCT 100

CIS 156 INTRO TO THE INTERNET & WIDE AREA NETWORKS 2-6-5
Introduces the Internet, a nationwide computer network that links colleges, technical institutes, businesses, and government agencies. Provides an excellent opportunity to understand, investigate, and explore the Internet and related wide area networks. The student will learn how to connect a PC to the Internet as well as how to use communications software to access the many resources available on the network. Topics include: network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, and information services.
Prerequisite: SCT 100

CIS 157 INTRO TO VISUAL BASIC PROGRAMMING 4-6-7
Introduces Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include: Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics.
Prerequisite: CIS 105

CIS 224 MICROSOFT OFFICE SPECIALIST CERTIFICATION - POWERPOINT 2-3-3
Provides the fundamental, intermediate, and advanced Microsoft PowerPoint competencies to provide the user with the skills necessary to obtain expert user certification. Topics include presentation creation, presentation views, slide shows, templates, animations, HTML creation, navigation, and presentation transition
Prerequisite: CIS 127

CIS 225 MICROSOFT OFFICE SPECIALIST CERTIFICATION – OUTLOOK 2-3-3
Provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain expert user certification. Topics include using Outlook 2000 Mail to communicate with others inside and outside your company, to manage your mail, navigating thorough Outlook, using calendar, using task, and using contacts and notes. Integrate Office applications and other applications with Outlook 2000 components.
Prerequisite: SCT 100

CIS 265 MICROCOMPUTER TROUBLESHOOTING 4-6-7

Emphasizes the use of system theory and diagnostic routines to isolate failures, replace the defective module or subsystem, and verify proper operation. Topics include: basic system theory, operating systems use, diagnostic programs, subsystem isolation, upgrading systems, preventive maintenance, and service reports preparation.
Prerequisite: (ELC 217; ELC 218) or (CIS103; CIS122)

CIS 276 ADVANCED ROUTERS AND SWITCHES 4-4-6
Introduces LAN design, LAN switching and switch segmentation, advanced routing, and multiple protocols. Topics include: a review of quarters I and II, local area network (LAN) switching, virtual local area networks (VLANS), local area network (LAN) design, interior gateway routing protocols (IGRP), access control lists, and Novell IPX.
Prerequisite: CIS 2322

CIS 277 WAN DESIGN 4-4-6
Emphasizes WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include: a review of quarters I, II and III, wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay.
Prerequisite: CIS 276

CIS 286 A+ Preparation 4-6-7
Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.
Prerequisite: CIS122

CIS 1114 FUNDAMENTALS FOR WIRELESS LANS 4-4-6
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a and 802.11b technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID; and Vendor interoperability strategies.
Prerequisite: CIS 2321; CIS2322

CIS 1131 HELP DESK CONCEPTS 4-4-6
The purpose of the Help Desk Concepts course is to prepare students to work in positions that provide customer and technical support through analysis and problem solving. Students will master the role of a help desk analysis, navigate the help desk environment, and learn crucial problem solving skills. In addition, students will learn to troubleshoot hardware problems, printer problems, OS problems, application problems, and user problems.
Prequisite/Corequisite: CIS 106

CIS 1140 NETWORKING FUNDAMENTALS 4-4-6
Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.
Prerequisite: SCT 100

CIS 1141 NETWORK+ PREPARATION 4-6-7
To fundamentally prepare the student for the CompTIA Network+ certification examination. Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining local and wide area networks. Topics include: An introduction to networking, networking standards and the OSI model, network protocols, transmission basics and networking media, physical and logical topologies, networking hardware, WANs and remote connectivity, network operating systems and Windows - based networking, NetWare - based networking, networking with UNIX, networking with TCP/IP and the Internet, troubleshooting network problems, maintaining and upgrading a network, ensuring integrity and availability, network security and managing network design and implementation.
Prerequisite: CIS 1140

CIS 1715 CIS EXTERNSHIP I 0-27-9
This course will give students the opportunity to become well-rounded PC Repair Specialists and to enhance skills learned in the Computer Information Systems programs. Students will also have the opportunity to work on specific activities by participating in ongoing projects.
Prerequisite: Recommendation of a CIS instructor

CIS 2149 IMPLEMENTING MICROSOFT WINDOWS PROFESSIONAL 4-4-6
Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.
Prerequisite: CIS 103;
Prerequisite/Corequisite: CIS 1140

CIS 2150 IMPLEMENTING MICROSOFT WINDOWS SERVER 4-4-6
Provides the ability to implement, administrator, and troubleshoot Windows Server as a member server of a domain in an Active Directory.
Prerequisite: CIS 103;
Preqequisite/Corequisite: CIS 1140

CIS 2153 IMPLEMENTING MICROSOFT WINDOWS NETWORKING INFRASTRUCTURE 4-4-6
Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.
Prerequisite: CIS 2149, CIS 2150

CIS 2154 IMPLEMENTING MICROSOFT WINDOWS NETWORK DIRECTORY 4-4-6
Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.
Prerequisite/Corequisite: CIS 2153

CIS 2160 INSTALLING, CONFIGURING, AND ADMINISTRATING MICROSOFT EXCANGE 2000 SERVER 4-4-6
Provides students with the knowledge and skills required to install and configure Microsoft Exchange 2000. This course covers the component architecture, installing, and core management functionality of Microsoft Exchange 2000.
Prerequistie: 2145

CIS 2191 INTERNET BUSINESS FUNDAMENTALS 3-2-4
Internet Business Fundamentals teaches students how to access the Internet and the World Wide Web using a Web Brower as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Student will gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia data and objects as well as Java, Shockwave, and Active X content. A variety of Web-based search engines will be used to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about business on the Internet, and how business research can help gain market intelligence.

CIS 2201 HTML FUNDAMENTALS 2-3-3
HTML Fundamentals is designed to teach basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes

CIS 2211 WEB SITE DESIGN TOOLS 4-4-6
Web Site Design Tools teaches an understanding of how to create and manage impressive web sites using the sizeable amounts of new technology available on the Web. Students will learn to create web sites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.
Prequisite: CIS 2201

CIS 2221 WEB GRAPHICS AND MULTIMEDIA 4-4-6
Web Graphics and Multimedia teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating attractive textures for backgrounds, com-positing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.
Prequisite: CIS 2201

CIS 2228 COMPREHENSIVE SPREADSHEET TECHNIQUES 4-4-6
Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.
Prerequisite: SCT 100

CIS 2229 COMPREHENSIVE DATABASE TECHNIQUES 4-4-6
Provides a study of databases. Topics include: advanced database concepts, data integration concepts, development of user interfaces, troubleshooting databases, development of macros, and relational database concepts.
Prerequisite: SCT 100

CIS 2291 NETWORK SECURITY 4-4-6
Network Security introduces students to network security, firewalls, Windows NT network security, UNIX and TCP/IP network security, security auditing, attacks, and threat analysis.
Prequisite: CIS 106

CIS 2321 INTRODUCTION TO LAN AND WAN 4-4-6
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

CIS 2322 INTRODUCTION TO WANS AND ROUTING 4-4-6
This course provides instruction on performing basic router configuration and troubleshooting.
Prerequisite: 2321

CIS 2554 INTRODUCTION TO LINUX/UNIX 4-4-6
This course introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include: History of Linux/UNIX, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, Linux/UNIX manual help pages, using the Linux/UNIX graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.
Prerequisite: CIS 106, SCT 100

CIS 2725 SECURING CISCO IOS ROUTER NETWORK 4-4-6
Details the skills to secure CISCO IOS router networks.
Prerequisite: CIS 2321; CIS 2322; CIS 276; CIS 277

CIS 2726 SECURE NETWORK WITH ADVANCED CISCO SECURITY 4-4-6
Details the skills to describe, configure, verify and manage the PIX Firewall product family.
Prerequisite: CIS 2321; CIS 2322; CIS 276; CIS 277

CNA 100 PATIENT CARE FUNDAMENTALS 5-6-8
Introduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

CLT 101 INTRODUCTION TO CLINICAL LABORATORY TECHNOLOGY 2-3-3
Introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment, and techniques; phlebotomy/specimen processing; quality control concepts; process improvement; documentation; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or clinical setting.

CLT 103 URINALYSIS/BODY FLUIDS 2-3-3
Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; safety and quality control.
Prerequisite/Corequisite: BIO 193, BIO 194, AHS 104, CLT 101

CLT l04 HEMATOLOGY/COAGULATION 5-7-8
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood tests, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical levels and blood cell dycrasias, safety and quality control, and process improvement.
Prerequisite/Corequisite: BIO 193, BIO 194, AHS 104, MAT 101, CLT 101

CLT 105 SEROLOGY/IMMUNOLOGY 3-2-3
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, common serological techniques, safety and quality control, and process improvement
Prerequisite/Corequisite: BIO 193, BIO 194, AHS 104, MAT 191, CLT 101

CLT 106 IMMUNOHEMATOLOGY 5-5-7
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical implications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control.
Prerequisite/Corequisite: CLT 105

CLT 107 CLINICAL CHEMISTRY 5-5-7
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach) and critical thinking skills.
Prerequisite/Corequisite: BIO 193, BIO 194, AHS 104, CHM 191, CHM 192, MAT 191, MLT 101

CLT 108 MICROBIOLOGY 6-6-8
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.
Prerequisite/Corequisite: BIO 193, BIO 194, AHS 104, CHM 192, CHM 193, MLT 101, MAT 191

CLT 109 CLINICAL (P/U/S) PRACTICUM 0-12-4
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: basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, and safety and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Prerequisite: CLT 101, CLT 103, CLT 105

CLT 110 CLINICAL IMMUNOHEMATOLOGY PRACTICUM 0-20-6
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; and records and reagent quality control, equipment and safety, and regulatory accrediting agency standards. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Prerequisite/Corequisite: CLT 106

CLT 111 CLINICAL HEMATOLOGY/COAGULATION PRACTICUM 0-20-6
Provides students with an opportunity for in-dept 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 counts and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of tests results to disease states and critical levels; instrumentation; and recording, safety, and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Prerequisite/Corequisite: CLT 104

CLT 112 CLINICAL MICROBIOLOGY PRACTICUM 0-20-6
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; antimicrobial sensitivity; media preparation; safety and quality control; and special areas such as mycology, microbacteriology, virology, FA techniques, and parasitology. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Prerequisite/Corequisite: CLT 108

CLT 113 CLINICAL CHEMISTRY PRACTICUM 0-20-6
Provides students with an opportunity for in-dept 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; recording ; accuracy, safety, and quality control; correlation of test results to disease states and critical levels; and instrumental. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Prerequisite/Corequisite: CLT 107

CLT 118 CLT CERTIFICATION REVIEW I 0-3-1
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 processing; Infection control; Quality control; Computers in the lab; Urinalysis/Body Fluids-theory, tests, correlation; Hematology – RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dycrasias; Immunology/Serology – immune system, antigen-antibody reactions, diseases of immune system, serological techniques, genetic theory, correlation of results to disease.
Prerequisite/Corequisite: CLT 101, CLT 103, CLT 104, CLT 105, CLT 106, CLT 107, CLT 108, CLT 109, CLT 110, CLT 111, CLT 112, CLT 113

CLT 119 CLT LICENSURE REVIEW II 0-3-1
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: Immunohematology-Donor unit collection and storage; Pretransfusion testing; Transfusion reactions, and management of diseases; Clinical chemistry – Carbohydrates, Electrolytes, Acid-base balance, Nitrogenous compounds, Enzymes, Endocrinology, Liver functions, Lipids, Toxicology and drug monitoring; Microbiology – Fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology.
Prerequisite/Corequisite: CLT 101, CLT 103, CLT 104, CLT 105, CLT 106, CLT 107, CLT 108, CLT 109, CLT 110, CLT 111, CLT 112, CLT 113

COS 100 INTRODUCTION TO COSMETOLOGY THEORY 5-0-5

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology, and types of equipment
Prerequisite: Program Admission

COS 101 INTRODUCTION TO PERMANENT WAVING AND RELAXING 3-2-4
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave and chemical relaxer application procedures on manikins, hair analysis, and scalp analysis.
Prerequisite/Corequisite: COS 100

COS 103 INTRODUCTION TO SKIN, SCALP, AND HAIR 2-4-4
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: basic corrective hair and scalp treatments, plain facial, products and supplies, and diseases and disorders, and safety precautions.
Prerequisite/Corequisite: COS 100

COS 105 INTRODUCTION TO SHAMPOOING AND STYLING 2-4-4
Introduces the fundamental theory and skills required to shampoo and create shapings, pin curls, finger waves, roller placement, and comb outs. Laboratory training includes styling training to total 20 hours on manikins and 25 hours on live models without compensation. Topics include: braiding/intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, finger waves, comb out techniques, skip waves, ridge curls, and safety precautions.
Prerequisite/Corequisite: COS 100

COS 106 INTRODUCTION TO HAIRCUTTING 2-2-3
Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination, and precautions, cutting implements, haircutting techniques.
Prerequisite: COS 100

COS 107 ADVANCED HAIRCUTTING 0-5-2
Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis.
Prerequisite: COS 106

COS 108 PERMANENT WAVING AND RELAXING 2-2-3
Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.
Prerequisite: COS 101

COS 109 HAIR COLOR 4-4-6
Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.
Prerequisite/Corequisite: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108

COS 110 SKIN, SCALP, AND HAIR 2-2-3
Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.
Prerequisite/Corequisite: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109

COS 111 STYLING 1-4-3
Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.
Prerequisite/Corequisite: COS 110

COS 112 MANICURING AND PEDICURING 2-2-3
Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, hand and foot anatomy, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps, tips, acrylics).
Prerequisite/Corequisite: COS 100,

COS 113 PRACTICUM I 1-12-5
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Prerequisite/Corequisite: COS 111, COS 112

COS 114 PRACTICUM II 4-12-8
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).
Prerequisite/Corequisite: COS 113

COS 115 PRACTICUM/INTERNSHIP I 1-12-5
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: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Prerequisite/Corequisite: COS 114

COS 116 PRACTICUM/INTERNSHIP II 1-12-5
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.
Prerequisite/Corequisite: COS 115

COS 117 SALON MANAGEMENT 3-2-4
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.
Prerequisite/Corequisite: COS 112

COS 118 NAIL CARE I 0-21-7
Provides additional experience in manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using living models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, and advanced and new techniques.
Prerequisite: COS 100, COS 112

COS 119 NAIL CARE II 4-15-9
Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure/pedicure, nail repair, artificial nails, electric file, advanced/new techniques, HIV and OSHA updates, nail art, receptionist/dispensary, and state board licensure preparation.
Prerequisite/Corequisite: COS 117, COS 118

COS 152 - State Board Preparation for Cosmetology 1-3-2
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting or classroom. Topics include: permanent waving and relaxers; hair color and pre-lightening; skin, scalp,hair treatments, and disorders; haircutting; hair styling; manicure/pedicure/advanced nail techniques; safety precautions/decontamination; Hazardous Duty Standards Act compliance; analysis of license preparation; and theory review.

COS 156 SALON RECEPTIONIST PRACTICUM/INTERNSHIP 0-18-6
Provides experience necessary for professional development and completion of requirements for salon receptionist. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in combination of a laboratory setting and approved internship facility. The occupation-based instruction is Implemented through the use of written individualized training plans, written performance evaluations by the student and the salon, required weekly meetings, and required practicum or on the job training. Topics include; application of salon receptionist techniques to include phone etiquette, problem solving, proper interpersonal skills, retailing techniques and procedures, client retention, and specific salon rules and regulations.
Prerequisite: MKT 106, MKT 108, FSM 101, COS 117

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE 5-0-5
Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include: the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections, and career opportunities and requirements.

CRJ 103 CORRECTIONS 5-0-5
Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJ 104 PRINCIPLES OF LAW ENFORCEMENT 5-0-5
Examines the principles and organization and administration and the duties of local and state law enforcement agencies. Emphasis is placed on police departments. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJ 105 INTRODUCTION TO CRIMINAL PROCEDURE 4-2-5
Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice/overview of Constitutional Law.
Prerequisite/Corequisite: CRJ 101

CRJ 158 FUNDAMENTAL ISSUES IN POLICING 5-0-5
This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operations. Topics include: occupational standards, health related hazards, and daily preparedness.

CRJ 162 METHODS OF CRIMINAL INVESTIGATION 5-0-5
Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 163 INVESTIGATION AND PRESENTATION OF EVIDENCE 1-4-3
This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homocide and suicide investigation.
Prerequisite: CRJ 162

CRJ 168 CRIMINAL LAW 5-0-5
This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 202 CONSTITUTIONAL LAW 5-0-5
Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government, principles governing the operation of the Constitution, and Bill of Rights and the Constitutional Amendments.
Prerequisite: CRJ 101

CRJ 206 CRIMINOLOGY 5-0-5
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offences and offenders. Topics include: scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior, behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRJ 207 INTRODUCTION TO JUVENILE JUSTICE 5-0-5
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 209 CRIMINAL JUSTICE TECHNOLOGY PRACTICUM/INTERNSHIP 0-15-5
Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study projects.
Prerequisite: Completion of all required courses

CRJ 212 ETHICS IN CRIMINAL JUSTICE 5-0-5
This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics

CSA 101 INFECTION CONTROL AND INSTRUMENTATION 5-1-5
Provides experiences necessary for development of skills required for the central service assistant. Emphasis will be placed on the development of professional conduct and positive attitudes. Requirements for this course will be met in a laboratory and classroom setting. The occupation-based instruction is implemented with written lesson plans, demonstration and performance lab activities, instructor lecture, and written performance evaluations. Topics include: orientation to Central Supply, introduction to infection control, introduction to principles of aseptic techniques, introduction to the principles of sterilization and disinfection, introduction to basic instrumentation.
Prerequisite: ENG 101, MAT 101, PSY 101, SCT 100, AHS 109, AHS 104
Prerequisite/Corequisite: AHS 101,SUR 108

CSA 102 STERILIZATION/DISINFECTIONS 5-1-5
Provides experiences necessary for development of skills required for the central service assistant. Emphasis will be placed on the development of concepts and skills needed to accurately prepare and sterilize equipment, supplies, and instrumentation in the Central Service Setting. Instruction is implemented using written lesson plans, demonstration and performance lab activities, instructor lecture, and written performance evaluations. Topics include: introduction to the principles of sterilization and disinfection for steam sterilization, ETO sterilization, hydrogen peroxide, and peracetic acid.; use of chemical and disinfectants in preparing supplies, equipment, and instrumentation;
Prerequisite: AHS 101, SUR 108
Prerequisite/Corequisite: CSA 101

CSA 103 MATERIALS MANAGEMENT 5-0-5
Provides students with knowledge and skills concepts necessary for assisting in the control and distribution of equipment and supplies in the CSR. Emphasis is placed on inventory methods and control systems, physical inventories, prevention of shortages, and current available technology that supports the institutions inventory planning and management of supplies and equipment. Topics include: inventory control, equipment and supply management/distribution and control of supplies and equipment, safety in CSR.
Prerequisite: CSA 101
Prerequisite/Corequisite: CSA 102

CTD 101 FUNDAMENTALS OF COMMERCIAL TRUCK DRIVING 5-0-5
Introduces students to the trucking 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 Commercial Truck Driving program.
CTD 102 BASIC OPERATION 3-5-5
Focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. In addition, students acquire basic coupling and uncoupling skills.
Prerequisite/Corequisite: CTD 101

CTD 103 ADVANCED OPERATIONS 1-13-5
Focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Students drive a total of 750 documented, overthe- road miles.
Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.
Prerequisite/ Corequisite: CTD 102

CUL 100 PROFESSIONALISM IN CULINARY ARTS 3-0-3
Provides an overview of the professionalism in culinary arts and culinary career opportunities. Chef history, pride, and espirit d corp are taught. Topics include: cuisine, food service organizations, career opportunities, food service styles, and basic culinary management techniques

CUL 110 FOOD SERVICE SAFETY AND SANITATION 2-4-3
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUL 116 FOOD SEVICE PURCHASING AND CONTROL 2-2-3
Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

DDF 100 DRAFTING FUNDAMENTALS 2-6-8
Introduces fundamental concepts and operations necessary to utilize microcomputers for developing fundamental drafting techniques. Emphasis is placed on the basic concepts, terminology, and techniques necessary for CAD applications. Topics include: history of drafting, safety practices, geometric terms/media sizes, hardware and software care and use, basic entities, CAD commands, line relationships, basic CAD applications, and geometric construction.

DDF 102 SIZE AND SHAPE DESCRIPTION I 1-9-5
Provides multi view and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include: multi view drawing, basic dimensioning practices, tolerances and fits, sketching, and precision measurement.
Prerequisite/Corequisite: DDF 100 OR DDF 101

DDF 103 SIZE AND SHAPE DESCRIPTION II 1-9-5
Continues dimensioning skill development and introduces sectional views. Topics include: advanced dimensioning practices and section views.
Prerequisite: DDF 102

DDF 105 AUXILIARY VIEWS 1-4-3
Introduces techniques necessary for auxiliary view drawings. Topics include: primary auxiliary views and secondary auxiliary views.
PrerequisiteCorequisite: DDF 107

DDF 106 FASTENERS 3-6-6
Provides knowledge and skills necessary to draw and specify fasteners. Topics include: utilization of technical reference sources, types of threads, representation of threads, specifying threads, fasteners, and welding symbols.
Prerequisite: DDF 107

DDF 107 INTRODUCTION TO CAD 2-8-6
Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic CAD applications.
DDF 108 INTERSECTIONS AND DEVELOPMENT 1-9-5
Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development; establishment of true length; and intersections of surfaces.
Prerequisite/Corequisite: DDF 111, MAT 104

DDF 109 ASSEMBLY DRAWINGS I 1-9-5
Provides knowledge and skills necessary to make working drawings. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.
Prerequisite/Corequisite: DDF 106, DDF 112

DDF 111 INTERMEDIATE CAD 2-8-6
Continues developing CAD utilization skills in discipline-specific applications. Topics include: intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation, and system variables.
Prerequisite: DDF 107

DDF 112 3-D DRAWING AND MODELING 2-8-6
Continues developing CAD utilization skills indiscipline-specific applications. Topics include: advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawings.
Prerequisite/Corequisite: DDF 111

DDS 204 ESTIMATING 2-3-3
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products. Topics include: blue print reading, material take-offs, price extension and utilization of reference sources.
Prerequisite/Corequisite: MAT 103

DDS 205 RESIDENTIAL ARCHITECTURAL DRAWING I 2-8-6
Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: footing, foundation , and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.
Prerequisite/Corequisite: DDF 111, DDF 112

DDS 207 MECHANICAL SYSTEMS FOR ARCHITECTURE 1-4-3
Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.
Prerequisite/Corequisite: DDS 205

DDS 208 RESIDENTIAL ARCHITECTURAL DRAWING II 2-8-6
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical systems.
Prerequisite/Corequisite: DDS 205

ECE 101 INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION 5-0-5
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment cultural diversity, licensing and accreditation, and professional development file (portfolio) guidelines.

ECE 103 HUMAN GROWTH AND DEVELOPMENT I 5-0-5
Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include: developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

ECE 105 HEALTH, SAFETY, AND NUTRITION 5-0-5
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include: CPR and first aid, children’s health problems. environmental health and safety, child abuse and neglect, and nutritional needs of children.

ECE 112 CURRICULUM DEVELOPMENT 3-2-3
Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, approaches to teaching, learning, and assessing.
Prerequisite/Corequisite: ECE 101, ECE 103

ECE 113 ART FOR CHILDREN 1-4-3
Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art experiences; appreciation of children's art processes and products; developmental stages in art; and art appreciation.

ECE 114 MUSIC AND MOVEMENT 1-4-3
Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce the developmental influences of music and movement; their social and emotional value; and media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous/planned music and movement, media, methods and material, music material, and coordination of movement and music, developmental stages of music, music appreciation.

ECE 115 LANGUAGE ARTS AND LITERATURE 5-0-5
Develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading readiness activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation and stages of language acquisition.
Prerequisite: ECE 103

ECE 116 MATH AND SCIENCE 5-0-5
Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, development of math and science materials.
Prerequisite: ECE 103

ECE 121 EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM I 1-6-3
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised planning, interaction with children, parents, and co-workers, application of guidance techniques, classroom management, and documentation of child's development.

ECE 122 EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM II 1-6-3
Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. The course will emphasize planning and implementation of activities and physical, social, emotional, and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

ECE 125 PROFESSIONALISM THROUGH CDA CERTIFICATE PREPARATION 2-1-2
Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment; professional resource file development and strategies to establish positive and productive relationships with families.
Prerequisite: ECE 101, ECE 103, ECE 105, and 480 clock hours of work experience within the last 5 years with young children or ECE 121, ECE122 AND ECE 124.

ECE 126 CDA CERTIFICATE ASSESSMENT PREPARATION 2-1-2
Provides opportunities to demonstrate and obtain documentation of competence in the following areas: professional resource file completion; parent opinion questionnaires; formal observation; oral interview; and written assessment.
Prerequisite: ECE 125

ECE 201 EXCEPTIONALITIES 5-0-5
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include: inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, community resources.
Prerequisite: ECE 103

ECE 202 SOCIAL ISSUES AND FAMILY INVOLVEMENT 5-0-5
Enables the student to become familiar with the social problems that affect families of today and to develop a plan for coping with these problems as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: professional responsibilities, family issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child and school family activities.

ECE 203 HUMAN GROWTH AND DEVELOPMENT II 5-0-5

Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth, development and maturation, and theories of learning and behavior. Topics include: developmental characteristics, guidance techniques, and developmentally appropriate practice, introduction to children with special needs, and observation skills.

ECE 211 METHODS AND MATERIALS 5-0-5
Develops skills to enable the student to work as a paraprofessional in a program for prekindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instructions and learning environments.
Prerequisite: ECE 112

ECE 212 PROFESSIONAL PRACTICES AND CLASSROOM MANAGEMENT 5-0-5
Develops knowledge that will enable the student to become acquainted with the factors involved in a good program for pre-kindergarten through elementary aged children. Topics include: professional qualifications, professionalism, supvervised planning, application of guidance and techniques and classroom management.
Prerequisite/Corequisite: ECE 211

ECE 217 PROGRAM ADMINISTRATION 5-0-5
Provides training in planning, implementation, and maintenance of an effective early childhood organization. Topics include: organization, mission, philosophy, goals, and history of a program; types of programs; laws, rules, regulation, and accreditation and program evaluation; needs assessments; administrative roles and board of directors; marketing, public and community relations, grouping, and enrolling and retention; working with parents; professionalism and work ethics, and time and stress management.

ECE 221 FACILITY MANAGEMENT 5-0-5
Provides training in early childhood facilities management. Topics include money management/cost containment, space management, and program and equipment supply management.

ECE 222 PERSONNEL MANAGEMENT 5-0-5
Provides personnel management training in early childhood settings. Topics include: communication; management strategies; personnel planning; personnel policies; managing payroll/cost containment; recruitment, selection, hiring and firing, and staff retention; staff scheduling; staff development; guidance and supervision; conflict resolution; and staff evaluations.

ECE 224 EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP 0-36-12
Provides student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance on the job. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practices, professional development, and resource file (portfolio) assessment.

ECO 191 PRINCIPLES OF ECONOMICS 5-0-5
Provides a description and analysis of economic operations in a 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.

EHO 100 HORTICULTURE SCIENCE 5-0-5
Introduces the fundamentals of plant science and horticulture as a career field. Topics include: industry overview, plant parts, plant functions, environmental factors in horticulture, soil function and components, fertilizer elements and analysis, and propagation techniques.

EHO 101 WOODY ORNAMENTAL PLANT IDENTIFICATION 5-2-6
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.

EHO 102 HERBACEOUS PLANT IDENTIFICATION 5-0-5
Emphasizes the taxonomy, identification, and culture requirements of herbaceous plants. Topics include: introduction to herbaceous plants, classification of herbaceous plants, and herbaceous plant identification and culture requirements.

EHO 103 GREENHOUSE OPERATIONS 2-3-3
Develops a basic understanding of greenhouse design, construction, and environmental factors affecting plant growth. Topics include: greenhouse construction, greenhouse heating and cooling, greenhouse soil functions and components, irrigation types and effects, fertilizer types and applications, and fall crops for the local area.

EHO 104 HORTICULTURE CONSTRUCTION 2-3-3
Develops skills necessary to design and construct landscape features such as retaining walls, walkways, and irrigations systems. Topics include: tool use and safety, retaining walls, drainage, irrigation/water use, low-voltage lighting, and walkways.

EHO 105 NURSERY PRODUCTION 3-4-4
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.

EHO 106 LANDSCAPE DESIGN 2-8-5
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.

EHO 107 LANDSCAPE INSTALLATION 2-3-3
Introduces cultural techniques required for proper landscape installation with emphasis on practical application. Topics include: landscape installation procedures and managerial functions for landscape installers.

EHO 108 PEST MANAGEMENT 5-0-5
Provides experience in insect, disease, and weed identification and control with emphasis on safety and legal requirements for state licensure. Topics include: identification of insects, diseases, and weeds; safety regulations; equipment use and care; and regulations for licensure.

EHO 112 LANDSCAPE MANAGEMENT 2-8-5
Introduces cultural techniques required for proper landscape maintenance with emphasis on practical application and managerial techniques. Topics include: landscape management; landscape equipment safety, operation and maintenance and administrative functions for landscape managers.

EHO 114 GARDEN CENTER MANAGEMENT 2-3-3
Presents cultural and managerial techniques required for success in the garden center industry. Topics include: garden center establishment, garden center management, and post-production handling and marketing.

EHO 115 ENVIRONMENTAL HORTICULTURE INTERNSHIP 0-10-3
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.

EHO 131 IRRIGATION 4-4-5
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.

EHO 133 TURFGRASS MANAGEMENT 4-4-5
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

ELC 104 SOLDERING TECHNOLOGY 1-2-2
Develops the ability to solder circuits and repair printed circuit boards with accuracy and speed. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELC 108 DIRECT CURRENT CIRCUITS II 3-2-4
Continues direct current (DC) concepts and applications. Topics include: complex series/parallel circuits and DC theorems.
Prerequisite/Corequisite: IFC 101

ELC 110 ALTERNATING CURRENT II 3-2-4
Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include: reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.
Prerequisite/Corequisite: IFC 102

ELC 115 SOLID STATE DEVICES II 3-2-4
Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: PN diodes, power supplies, voltage regulation, special applications, bipolar junction theory, and bipolar junction application.
Prerequisite/Corequisite: IFC 103

ELC 117 LINEAR INTEGRATED CIRCUITS 3-2-4
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators.
Prerequisite/Corequisite: ELC 115

ELC 118 DIGITAL ELECTRONICS I 3-2-4
Introduces the basic building blocks of digital circuits. Topics include: binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment.
Prerequisite/Corequisite: IFC 103

ELC 119 DIGITAL ELECTRONICS II 1-9-4
Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include: flip-flops, counters, multiplexers, demultiplexes, encoding, decoding, displays, analog to digital, and digital to analog conversions.
Prerequisite/Corequisite: ELC 118

ELC 120 MICROPROCESSORS FUNDAMENTALS 3-2-4
Introduces microprocessor fundamentals with a focus on current generation microprocessors. Topics include: microprocessor architecture, instruction set, addressing schemes, debugging, and memory devices.
Prerequisite/Corequisite: ELC 118

ELC 123 COMMUNICATIONS ELECTRONICS SURVEY 5-5-7
Introduces the fundamental concepts and devices used in electronics communications. Topics include: transmission, modulation, detection, receivers, transmitters, propagation, antennas, and deterioration.
Prerequisite/Corequisite: ELC 115

ELC 124 INDUSTRIAL ELECTRONICS SURVEY 3-2-4
Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include: process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.
Prerequisite/Corequisite: ELC 115

ELC 152 PREPARATORY ELECTRICITY AND ELECTRONICS TRAINING I 1-9-4
Provides students with a survey of the fundamental knowledge and skill for understanding direct current and alternating current principles and applications. Topics include: safety, measuring instruments, power supplies, electrical/electronic symbols, device identification codes, Ohm's Law, scientific notation, characteristics of direct and alternating current, and motor and generator principles.

ELC 180 – ELECTRICAL LINEWORKER ORGANIZATION PRINCIPLES 4-0-4
Provides a comprehensive summary of lineworker requirements. Physical and mechanical ability requirements will be presented and tests given. Other topics include electrical and workplace safety and positive work ethics.

ELC 182 – ELECTRICAL LINEWORKER WORKPLACE SKILLS 2-0-2
Familiarizes the student with the importance of working together and team building. Topics: Basic tools in the problem solving process; Causes, acceptance, and management of change in the workplace; Creating a positive image; Creating a resume and the job interview.

ELC 184 – ELECTRICAL LINEWORKER AUTOMATION SKILLS 2-5-2
Familiarizes the student with the identification, the proper use, and the maintenance of hand tools and power tools.This course will prepare the students to understand and safely operate hydraulic and pneumatic systems. Other topics include the fundamental principles of electricity, conductors and insulators, and voltage current and power.

ELC 186 – ELECTRICAL LINEWORKER OCCUPATIONAL SKILLS 5-8-8
Provides a basic introduction to the principles of ratio and proportion. The information, activities, and practice of this unit will enable participants to identify and understand blueprints. Forklift, Back Hoe, Ditchers, Line trucks, Bucket trucks and other powered industrial equipment will be demonstrated and the students will operate each safely. This course will aid and assist the students in the passing of the commercial driver written test. The student will observe electrical lineworkers as they perform their daily jobs. This observation based instruction offers the student a real life experience as an Electrical Lineworker Apprentice.

ELC 204 HIGH-LEVEL LANGUAGES 2-3-3
Introduces computer programming using a high-level language such as BASIC, Pascal, Fortran, "C", or others. Topics include: flowcharting, problem analysis, solution design, solution coding, program execution, and debugging procedures.
Prerequisite: SCT 100

ELC 211 PROCESS CONTROL 4-4-6
Introduces industrial process control applications with the emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.
Prerequisite: ELC 115

ELC 212 MOTOR CONTROLS 4-4-6
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.
Prerequisite: ELC 115

ELC 213 PROGRAMMABLE CONTROLLERS 4-3-5
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.
Prerequisite: ELC 118

ELC 214 MECHANICAL DEVICES 2-3-3
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.
Prerequisite/Corequisite: MAT 104

ELC 215 FLUID POWER 2-3-3
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluid systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.
Prerequisite/Corequisite: MAT 103

ELC 216 ROBOTICS 1-2-2
Explores robotics concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming.
Prerequisite: ELC120

ELC 217 COMPUTER HARDWARE 4-6-7
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.

ELC 218 OPERATING SYSTEMS TECHNOLOGIES 4-6-7
Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, Windows XP, and future operating systems. Topics include: operating system fundamentals; installing, configuration, and upgrading; diagnosing and troubleshooting; and networks.

ELC 219 NETWORKING I 3-3-4
Provides an introduction to networking technologies. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and WAN technologies, TCP/IP configuring and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.
Prerequisite: ELC 218

ELC 256 CERTIFIED ELECTRONICS TECHNICIAN (CET) LICENSE PREPARATION 5-0-5
Prepares the student for taking a certifying examination such as the ones administered by Electronics Technicians Association International (ETA-I), International Society of Certified Electronics Technicians (ISCET) or Federal Communication Commission (FCC). Topics include: mathematics, electrical properties, series circuits, parallel circuits, oscillators, detectors, comparators, demodulators, test equipment, electronic components nomenclature, semiconductors, digital concepts, computer basics, communications, safety, television, video, antennas, signal distribution, consumer electronics, block diagrams, and troubleshooting.
Prerequisite/Corequisite: ELC 120

ELC 259 FIBER OPTIC SYSTEMS 3-2-4
Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics include: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.
Prerequisite: IFC 103

ELC 260 TELECOMMUNICATION & DATA CABLING 3-2-4
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELC 261 TELECOMMUNICATIONS SYSTEMS INSTALLATION AND PROGRAMMING 2-3-3
Teaches the installation, programming, testing, and repair of simple and complex telephone systems. Laboratory activities give practical hands-on experience with various telephone systems. Topics include: multi-line system installation, system programming, peripheral devices, and customer relations.
Prerequisite: IFC 103

ELC 262 TELECOMMUNICATIONS AND DATA TRANSMISSION CONCEPTS 2-3-3
Provides an introduction to basic concepts on telecommunication and data transmission. Topics include: introduction to frequency and bandwidth, delineation of signal types and characteristics, methods of modulation and detection, transmission modes, characteristics of transmission media, measuring transmission signals, noise and distortion levels, multiplexing and emerging technologies.
Prerequisite: ELC 260
Prerequisite/Corequisite: ELC 261

ELC 286 CompTIA A+ CERTIFICATION 4-6-7
Provides the necessary training to meet the CompTIA (Computer Technology Industry Association) A+ Certification requirements. Course covers the CORE and DOS objectives necessary to pass the A+ requirements. Topics include: identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventative maintenance.
Prerequisite: (ELC 217; ELC 218) or (CIS103; CIS122)

ELT 100 ELECTRICAL WORKER 2-6-5
Introduces work areas hazards present during the construction of manufacturing of homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site. Topics include: hazards of electricity, safe use of electrical tools and equipment, and the repair of electrical cords, plugs, lights, and switches.
Prerequisite: MAT 101

ELT 102 ELECTRICITY PRINCIPLES 8-6-9
Introduces electrical theory and principles used in residential, commercial, and industrial wiring applications. Emphasis is placed on electron theory, DC and AC circuits, Ohm's law, test equipment, transformers, and electrical power systems. Topics include: electricity production, electrical formulas, test equipment, transformer fundamentals, and fundamentals of AC and DC circuits.
Prerequisite: MAT 101

ELT 106 ELECTRICAL PRINTS, SCHEMATICS, AND SYMBOLS 3-1-3
Introduces electrical symbols and their use in construction blueprints, electrical schematics and diagrams. Topics include: electrical symbols, component identification, and print reading.

ELT 110 STATE LICENSE PREPARATION 3-12-7
Provides the student with the rules and regulations they must use while working with electricity. Topics include: general knowledge, wiring protection, wiring method and material, equipment for general use, special occupancies, special equipment, special condition, and tables.

ELT 111 SINGLE-PHASE AND THREE-PHASE MOTORS 5-1-5
Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.
Prerequisite: ELT 102; IFC 100

ELT 120 - RESIDENTIAL WIRING I 3-6-5
Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, and wiring materials.
Prerequisite: ELT 102

ELT 121 - RESIDENTIAL WIRING I 5-3-6
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two-family service calculations, load balancing, sub-panels and feeders, residential single-family service installation, residential two-family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.
Prerequisite: ELT 120

EMP 100 INTERPERSONAL RELATIONS AND PROFESSIONAL DEVELOPMENT 3-0-3
Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: human relations skills, job acquisition skills, job retention skills, job advancement skills, and professional image skills.

EMP 101 JOB ACQUISITION SKILLS 2-0-2
Provides knowledge and skills necessary to attain employment. Topics include: job search, oral communication skills, interview skills, job application analysis of job demands, analysis of job benefits, resume preparation and job marketing. Homework assignments provide an opportunity to practice job acquisition skills and result in production of a usable resume.

EMS 126 INTRODUCTION TO THE PARAMEDIC PROFESSION 3-1-3
Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127 PATIENT ASSESSMENT 3-2-4

Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 128 APPLIED PHYSIOLOGY AND PATHOPHYSIOLOGY 3-0-3

This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 PHARMACOLOGY 3-2-4

This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standards.

EMS 130 RESPIRATORY FUNCTION AND MANAGEMENT 4-2-5

This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 TRAUMA 4-2-5

This Unit is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Student should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMS 132 CARDIOLOGY I 4-2-5

Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 133 CARDIOLOGY II 4-2-5
This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 134 MEDICAL EMERGENCIES 4-1-4
Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 135 MATERNAL/PEDIATRIC EMERGENCIES 4-2-5
Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division's 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 SPECIAL PATIENTS 2-1-2
Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMS 200 CLINICAL APPLICATION OF ADVANCED EMERGENCY CARE 0-30-10
This course provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMS 201 SUMMATIVE EVALUATIONS 4-4-5
Provides supervised clinical experience in the hospital and prehospital advanced life support settings to include: EMS leadership, summative case evaluations, EKG interpretation and pharmacology. This course also includes a comprehensive paramedic program examination and a board examination review.

EMS 1101 INTRODUCTION TO THE EMT PROFESSION 3-2-4
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include: basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT– Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

EMS 1103 PATIENT ASSESSMENT FOR THE EMT 1-2-2
The course covers the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 5 and part of Section 6. Topics include: Scene-Size Up, Intitial Asssessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, and EMS communications for the EMT-I.

EMS 1105 AIRWAY MANAGEMENT FOR THE EMT 1-2-2
The course covers the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 2. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 7. The 2002 Supplemental Airway Modules for the NSC-B 1994 curriculum will also be used. Topics include: Airway, Advanced Airway and Basic/Advanced Airway.
Prerequisite: EMS 1103

EMS 1107 MEDICAL AND BEHAVIORAL EMERGENCIES FOR THE EMT 2-2-3
The course covers lessons 1 through 8, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic/altered mental emergencies, and non-traumatic abdominal emergencies.
Prerequisite: EMS 1113

EMS 1109 ASSESSMENT FNAD MANAGEMENT ACROSS THE LIFESPAN FOR EMT 1-2-2
The course covers lessons 11 through 12 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic,1994 Standard. All of Module 6 of the NSC-B 1994 curriculum is also included. The Georgia Office of EMS specific module for Geriatrics as well as the TCSG specific module for Special Needs Patients is included. Topics include obstetrical/gynecological emergencies, infants & children, geriatrics and patients with special needs.
Prerequisite: EMS 113

EMS 1111 TRAUMA EMERGENCIES AND WMD RESPONSE 3-2-4
The course covers the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 5. In addition to the NSC-B 1994 standards, this course also includes portions the NSC EMT-Intermediate 1985 Standard. The Georgia Office of EMS specific module for Emergency Response to Wapons of Mass Destruction is also included. Topics include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine, patient access and extrication, and emergency medical response to WMD.
Prerequisite: EMS 1103

EMS 1113 – CLINICAL APPLICATIONS FOR THE EMT BASIC 0-3-1
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Basic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under module-C(Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours.
Prerequisite: EMS 1103

EMS 1115 PRACTICAL APPLICATIONS FOR THE EMT – BASIC 1-2-2
The course covers the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, as well as Sections 1 through 7 of the NSC-B 1985 standards and the Georgia Office of EMS specific modules on CPR, Geriatrics and WMD. This course will focus on critical thinking skills and will enhance the assessment based management skills for EMT students. Topics include Based Management for the EMT-Basic.
Prerequisite: EMS 1113

EMS 1202 PHARMACOLOGY AND SHOCK/TRAUMA MANAGEMENT FOR EMT-INTERMEDIATE 2-2-3

The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics include" general pharmacology review, IV and IO therapy and shock/trauma assessment and management.
Prerequisite: EMS 1203

EMS 1203 CLINICAL APPLICATIONS FOR THE EMT-INTERMEDIATE I 0-3-1

The course will cover clinical hours to be spent in both Hospital Emergency Departments and Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under module-C(Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate-II, will include a minimum skill set.
Prerequisite: EMS 1113

EMS 1205 – CLINICAL APPLICATIONS FOR THE EMT – INTERMEDIATE II 0-3-1

The course will cover clinical hours to be spent in both Hospital Emergency Departments and Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under module-C(Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate-I, will include a minimum skill set.
Prerequisite: EMS 1203

EMS 1207 – PRACTICAL APPLICATIONS FOR THE EMT – INTERMEDIATE 1-2-2

This is the final course for those pursuing EMT-Intermediate Certification. This course expands upon the critical thinking skills and assessment based management techniques covered in the 'Practical Applications for the EMT-Basic' course. This course integrates all components of the US DOS EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum, and all Georgia specific modules for the EMT-Basic and EMT-Intermediate curricula. Preparation for the national certification exam for EMT-Intermediate/85s will be paramount throughout the course, and students will be required to complete this course prior to being eligible to sit for the National Registry Intermediate-1985 Exam. Topics will include skills competency verification and assessment based management techniques for the EMT-Intermediate.
Prerequisite: EMS 1203

ENG 095 ENGLISH I 0-10-5 I.C.

Introduces fundamental grammar. Topics include basic vocabulary, basic sentence structure, sentence capitalization and punctuation, and basic writing.
Prerequisite: Entrance English score in accordance with approved TCSG admission score levels

ENG 096 ENGLISH II 5-0-5 I.C.

Emphasizes standard English usage. Topics include capitalization, subjects and predicates, punctuation, sentence structure, correct verb tenses, standard spelling, and basic paragraph development.
Prerequisite: ENG 095, or entrance English score in accordance with approved TCSG admission score levels

ENG 097 ENGLISH III 5-0-5 I.C.

Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, mechanics, spelling, sentence writing and paragraphing skills needed for writing memos, letters, reports, and short essays.
Prerequisite: ENG 096, or entrance English score in accordance with approved TCSG admission score levels

ENG 098 ENGLISH IV 5-0-5 I.C.

Emphasizes the ability to communicate using written and oral methods. Topics include writing and the process of writing, revising, and oral communication.
Prerequisite: ENG 097 or entrance English score in accordance with approved TCSG admission score levels.

ENG 100 BASIC ENGLISH 5-0-5
Emphasizes the development and improvement of written and oral communication abilities. Topics include: basic oral communications, listening skills, basic grammar and sentence skills, paragraph development, and reading skills. Homework assignments reinforce classroom learning.
Prerequisite: ENG 096, or entrance English score in accordance with approved TCSG admission score levels; and RDG 096, or entrance reading score in accordance with approved TCSG admission score levels

ENG 101 ENGLISH 5-0-5
Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, oral presentation skills. Homework assignments reinforce classroom learning.
Prerequisite: ENG 097, or entrance English score in accordance with approved TCSG admission score levels; and RDG 097, or entrance reading score in accordance with approved TCSG admission score levels

ENG 111 BUSINESS ENGLISH 5-0-5
Emphasizes a functional and comprehensive review of English usage. Topics include: English grammar and sentence structure and composition fundamentals.
Prerequisite: ENG 097, or entrance English score in accordance with approved TCSG admission score levels; and RDG 097, or entrance reading score in accordance with approved TCSG admission score levels

ENG 112 BUSINESS COMMUNICATIONS 5-0-5
Provides knowledge and application of written and oral communications found in business situations. Topics include: writing fundamentals and speaking fundamentals.
Prerequisite: ENG 101 or ENG 111

ENG 191 COMPOSITION AND RHETORIC I 5-0-5
Focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, including introductory use of a variety of research skills; explores the analysis of expository essays and creative nonfiction about issues in the humanities and in society. The course includes a review of grammar and stylistic usage in proofreading and editing, with emphasis on the rhetorical function of these mechanics. Topics include writing analysis and practice, revision, and research.
Prerequisite: Entrance English score in accordance with approved TCSG admission score level or ENG 098 or ENG 101 or ENG 111

ENG 193 LITERATURE AND COMPOSITION 5-0-5
Develops writing skills beyond the levels of proficiency required by ENG 191, emphasizes interpretation and evaluation, and incorporates a variety of more advanced research methods; emphasizes the student's ability to read literature and literary criticism analytically and meaningfully and to communicate that information clearly. Students analyze, critically interpret, and evaluate the form and content of a range of literary texts and practice various strategies of writing. Topics include reading and analysis of fiction, poetry, and drama; advanced research methods; and writing about literature.
Prerequisite: ENG 191

FSM 101 FASHION FUNDAMENTALS 5-0-5
Emphasizes the basic fashion industry environment. Topics include: fashion terminology; history of fashion industry, costume, and silhouettes; environmental influences; fashion cycles; fashion forecasting; secondary markets; wholesale markets and distribution; retail stores; and career awareness.

FOR 101 FOREST SAFETY AND ORIENTATION 1-0-1
Introduces the fundamentals of safety in the field and of forestry as a profession. Topics include: history and importance of forestry and forest safety.

FOR 102 FOREST SOILS 3-2-4
Introduces the role of forest soils in the forest ecosystem and the importance of forest soil properties as they relate to modern forestry practices. Topics include: forest soil formation, forest soil properties and site productivity, soils and their influence on silvicultural recommendations, and fertilization.

FOR 103 DENDROLOGY 3-2-4
Provides the basis for fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include: tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

FOR 104 FOREST PROTECTION 3-2-4
Provides experience in identification and control of destructive and harmful agents in the forest environment. Topics include: detrimental growth factors; biological and economic factors for forest pests; chemical pest control; classification and description of wildfires; and fire fighting methods, tools, and equipment.

FOR 105 FOREST PRODUCTS 3-2-4
Presents identification of primary and secondary forest products and their manufacturing processes and uses. Topics include: history of forest products manufacturing, and raw forest resource identification.

FOR 116 INTRODUCTION TO SURVEYING AND MAPPING I 3-2-4
Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include: surveying and mapping equipment and surveying and mapping measurements.
Prerequisite/Corequisite: MAT 101; FOR 117

FOR 117 INTRODUCTION TO SURVEYING AND MAPPING II 2-3-3
Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include: surveying and mapping methods and introduction to global positioning systems and geographical information systems.
Prerequisite/Corequisite: MAT 101; FOR 116

FOR 121 APPLIED SURVEY AND MAPPING I 2-3-3
Focuses on application of the fundamental principles and practices of land surveying and mapping, and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying, and area determination. Topics include: deed search, tract location, surveying, and area determination.
Prerequisite/Corequisite: MAT 101; FOR 116, FOR 117, FOR 122

FOR 122 APPLIED SURVEY AND MAPPING II 2-3-3
Focuses on application of the fundamental principles and practices of land surveying and mapping, and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying, and area determination. Topics include: area determination, global positioning systems, geographical information systems, and aerial photography.
Prerequisite/Corequisite: MAT 101, FOR 116, FOR 117, FOR 121

FOR 126 INTRODUCTION TO FOREST MEASUREMENTS I 3-2-4
Introduces the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling. Topics include: importance of forest measurements, forest measurement tools and equipment, and forest measurement methods.
Prerequisite/Corequisite: MAT 101, FOR 127

FOR 127 INTRODUCTION TO FOREST MEASUREMENTS II 2-3-3

Introduces the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling. Topics include: importance of forest measurements, forest measurement methods, and cruising and scaling methods.
Prerequisite/Corequisite: MAT 101, FOR 126

FOR 131 SILVICULTURE I 3-2-4
Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include: timber stand improvement methods.

FOR 132 SILVICULTURE II 3-2-4
Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include: regeneration methods and environmental impact of silvicultural practices.

FOR 141 APPLIED FOREST MEASUREMENTS I 2-3-3
Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot and prism method of statistical sampling. Topics include: map construction and cruising methods.
Prerequisite/Corequisite: MAT 101, FOR 126, FOR 127

FOR 142 APPLIED FOREST MEASUREMENTS II 2-3-3
Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot and prism method of statistical sampling. Topics include: cruising methods and volume determination.
Prerequisite/Corequisite: MAT 101, FOR 126, FOR 127, FOR 141

FOR 146 FOREST MANAGEMENT I 5-0-5
Introduces the techniques of multiple-use forest resource management. Topics include: multipleuse management, prescribed burning, site preparation methods and logging.
Prerequisite/Corequisite: FOR 131, FOR 132, FOR 147

FOR 147 FOREST MANAGEMENT II 5-0-5
Introduces the techniques of multiple-use forest resource management. Topics include: land ownership, timber marking, and forest management plan.
Prerequisite/Corequisite: FOR 131, FOR 132, FOR 146

FOR 158 WILDLIFE MANAGEMENT 3-2-4
Develops a basic understanding of the living processes and classification of animals. Emphasizes population dynamics. Topics include: plant and animal classification, adaptation, and evolution; population dynamics; and basic principles of wildlife management.

FOR 160 FOREST TECHNOLOGY O.B.I. 0-12-4
Focuses on the application and reinforcement of forest technology skills in an actual workplace environment. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into forestry applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of forest technology skills in a workplace setting, and professional development.

GRN 100 UNDERSTANDING THE CLIENT 2-0-2
Description of the aging client in the aging services network. Examination of sociological, psychological, and biological aspects of aging.

GRN 102 BEHAVIORAL HEALTH ASPECTS OF AGING 3-0-3
Addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences. Discussion of prevention, diagnosis, assessment, and intervention. Examination of legislation.

GRN 106 ALZHEIMER'S DISEASE AND DEMENTIA 5-0-5
Examination of Alzheimer's disease and other forms of dementia. Provides the foundation for caregiving. Involves experiential learning activities as well as didactics. Emphasis on therapeutic techniques.

GRN 107 LEGAL ASPECTS OF AGING (ETHICS) 5-0-5
Exploration of legal and ethical issues and the relationship to nursing care of the gerontological client. Review of laws which govern and protect the aging client. Review of moral principles and values that guide human behaviors.

IDS 101 INDUSTRIAL COMPUTER APPLICATIONS 4-4-5
Provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.
Prerequisite: IFC 101; SCT 100

IDS 103 INDUSTRIAL WIRING 3-9-6
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (threephase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.
Prerequisite/Corequisite: IFC 101; IFC 102, MAT 103

IDS 105 DC AND AC MOTORS 2-3-3
Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors (series, shunt, and compound), scheduled preventive maintenance, and troubleshooting and failure analysis.
Prerequisite/Corequisite: IFC 101, IFC 102, MAT 103

IDS 110 FUNDAMENTALS OF MOTOR CONTROLS 2-3-3
Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.
Prerequisite/Corequisite: IDS 105

IDS 113 MAGNETIC STARTERS AND BRAKING 1-5-3
Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.
Prerequisite/Corequisite: IDS 110

IDS 141 BASIC INDUSTRIAL PLC’S 4-6-6
Introduces operational theory, systems, terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on plc programming, connections, installations, and start-up procedures. Topics include: plc hardware and software, plc functions and terminology, introductory numbering systems, plc installation and set up, plc programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and plc safety procedures.
Prerequisite/Corequisite: IDS 121

IDS 142 INDUSTRIAL PLC’S 4-6-6
Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLC’s) in an industrial setting. This course includes advanced skills necessary to complete the students knowledge and skills to understand and work with PLC’s in an industrial plant.
Prerequisite/Corequisite: IDS 141

IDS 209 INDUSTRIAL INSTRUMENTATION 4-6-6
Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: Instrument Tags, Process Documentation, sensing Pressure, Flow, Level, and Temperature, Instrument calibration, and Loop tuning.
Prerequisite/Corequisite: IDS 141, IDS 142

IDS 215 INDUSTRIAL MECHANICS 4-6-6
Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.

IDS 221 INDUSTRIAL FLUIDPOWER 6-4-7
Provides instruction in fundamental concepts and theories for safely operating hydraulic systems and pneumatic systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

IDS 231 PUMPS AND PIPING SYSTEMS 1-4-2
Studies the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification; pump operations; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

IFC 100 INDUSTRIAL SAFETY PROCEDURES 2-1-2
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations, safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IFC 101 DIRECT CURRENT CIRCUITS I 3-2-4
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
Prerequisite/Corequisite: MAT 103

IFC 102 ALTERNATING CURRENT I 3-2-4
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.
Prerequisite/Corequisite: IFC 101

IFC 103 SOLID STATE DEVICES I 3-2-4
Introduces the physical characteristics and application of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.
Prerequisite/Corequisite: IFC 102

ISA 132 CLINICAL PRACTICE 0-8-2
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: Hospital area and hospital protocol, film processing procedures, basic patient care and radiation safety radiographic procedure responsibilities and office and file room procedures.
Prerequisite: AHS 101, RAD 101
Prerequisite/Corequisite: AHS 104

MAS 101 MEDICAL LAW AND ETHICS 3-0-3
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 and medical law, physician-patient-assistant relationship, medical office in litigation, ethics, and bio-ethics and state laws.

MAS 103 PHARMACOLOGY 5-0-5
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.
Prerequisite: AHS 101, AHS 109, MAT 101

MAS 106 MEDICAL OFFICE PROCEDURES 4-2-5
Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, appointment scheduling, medical office equipment, mail services, medical references, medical records, and professional communications.
Prerequisite/Corequisite: BUS 101

MAS 108 MEDICAL ASSISTING SKILLS I 2-10-6
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.
Prerequisite: AHS 101, AHS 109
Corequisite: AHS 104, MAS 103

MAS 109 MEDICAL ASSISTING SKILLS II 2-10-6
Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.
Prerequisite: MAS 103, MAS 108

MAS 110 MEDICAL INSURANCE MANAGEMENT 1-5-3
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.
Prerequisite: AHS 101, AHS 109, MAS106
Corequisite: MAS 103, MAS 111, MAS 112

MAS 111 ADMINISTRAIVE PRACTICE MANAGEMENT 2-5-4
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.
Prerequisite: ENG 101, AHS 101, AHS 109, BUS 101, SCT 100
Corequisite: MAS 103, MAS 106, MAS 110

MAS 112 HUMAN DISEASES 5-0-5
Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.
Prerequisite: AHS 101, AHS 109

MAS 117 MEDICAL ASSISTING EXTERNSHIP 0-18-6
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills; functioning in the work environment; communication; and following directions.
Prerequisite: Completion of all required courses except MAS 118
Corequisite: MAS 118

MAS 118 MEDICAL ASSISTING SEMINAR 4-0-4
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, job applications, job interviews, letters of resignation and review of program competencies for employment and certification.
Prerequisite: Completion of all required courses except MAS 117
Corequisite: MAS 117

MAT 095 LEARNING SUPPORT MATHEMATICS I 0-10-5 I.C
Introduces elementary arithmetic needed for advancement to the level of basic mathematics. Topics include: standard notation, addition and subtraction of whole numbers, multiplication and division of whole numbers, rounding and estimating whole numbers, solving equations, applications and problem solving, exponential notation and order of operations, factorizations, divisibility, and least common multiples.
Prerequisite: Entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 096 LEARNING SUPPORT MATHEMATICS II 5-0-5 I.C
Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: whole numbers, fractions, decimals, and measurement.
Prerequisite: MAT 095, or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 097 LEARNING SUPPORT MATHEMATICS III 5-0-5 I.C
Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include: whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.
Prerequisite: MAT 096, or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 098 ELEMENTRY ALGEBRA 5-0-5 I.C
This course provided instruction in basic algebra. Topics include: introduction to real numbers and algebraic expressions, solving equations, polynomial operations and polynomial factoring.
Prerequisite: MAT 097, or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 099 INTERMEDIATE ALGEBRA 5-0-5 I.C
This course provides instruction in intermediate algebra Topics include: factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.
Prerequisite: MAT 098, MAT 103, or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 100 BASIC MATHEMATICS 3-0-3
Emphasizes basic mathematical concepts. Topics include: mathematical operations, fractions, decimals, percent, ratio and proportion, and measurement and conversion. Class includes lecture, applications, and homework to reinforce learning.
Prerequisite: MAT 096,or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 101 GENERAL MATHEMATICS 5-0-5
Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems. Topics include: properties of numbers, fractions, decimals, ratio/proportion, percents, ratio and proportion, measurement and conversion, exponents and radicals, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.
Prerequisite: MAT 097, or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 103 ALGEBRAIC CONCEPTS 5-0-5
Introduces concepts and operations, which can be applied to the study of algebra. Course content emphasizes: use of variables, manipulation of algebraic expressions, solution of linear and quadratic equations, evaluation and graphing of linear and quadratic functions, and solution of systems of linear equations.
Prerequisite: MAT 098, or entrance arithmetic and algebra scores in accordance with approved TCSG admission score levels.

MAT 104 GEOMETRY AND TRIGONOMETRY 5-0-5
Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: geometric concepts and trigonometric concepts.
Prerequisite: MAT 103

MAT 111 BUSINESS MATH 5-0-5
Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).
Prerequisite: MAT 097 or entrance arithmetic score in accordance with approved TCSG admission score levels.

MAT 191 COLLEGE ALGEBRA 5-0-5
Emphasizes techniques of problem solving using algebraic concepts. Topics include: algebraic concepts and operations, linear and quadratic equations and functions, simultaneous equations, inequalities, exponents and powers, graphing techniques, and analytic geometry.
Prerequisite: entrance test scores in accordance with approved TCSG admission score

MKT 100 INTRODUCTION TO MARKETING 5-0-5
Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include: marketing strategies, marketing mix, marketing trends, and dynamic forces affecting markets.

MKT 101 PRINCIPLES OF MANAGEMENT 5-0-5
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include: management theories; employee morale; motivating, supervising, and evaluating employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

MKT 103 BUSINESS LAW 5-0-5
Introduces the study of contracts and other business obligations in the legal environment. Topics include: creation and evolution of laws, court decision processes, sales contracts, commercial papers, risk-bearing devices, and Uniform Commercial Code.

MKT 104 PRINCIPLES OF ECONOMICS 5-0-5
Provides a study of micro and macro economic principles, policies, and applications. Topics include: supply and demand, money and the banking system, business cycle, and economic systems.

MKT 106 FUNDAMENTAL OF SELLING 5-0-5
Emphasizes sales strategies and techniques to assist the student in the sales process. Topics include: customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentations, and ethics of selling.

MKT 108 ADVERTISING 3-2-4
Introduces the fundamental principles and practices associated with advertising activities. Topics include: purposes of advertising; principles of advertising; budgeting; marketing and advertising plans; regulations and controls; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

MKT 109 VISUAL MERCHANDISING 3-2-4
Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, and materials, and installation of displays. Topics include: design principles, color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

MKT 110 ENTREPRENEURSHIP 6-4-8
Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of a business plan.

MKT 122 BUYING & MERCHANDISE MANAGEMENT 5-0-5
Introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include: assortment planning; locating resources; ordering merchandise; just-in-time or quick response inventory control; pricing for profit; and financial statements, ratios, and accounting vocabulary, principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, and types of discounts.

MKT 123 SMALL BUSINESS MANAGEMENT 5-0-5
Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, marketing functions, financial applications, and entrepreneurial growth potential.

MKT 125 RETAIL OPERATIONS MANAGEMENT 5-0-5
Emphasizes the planning, organizing, and managing of retail firms. Topics include: organizational development, strategic planning, short-term planning, human resource management, inventory controls, analysis of profit and loss statements and balance sheets, and entrepreneurship.

MKT 134 ENTREPRENEURSHIP O.B.I.I 0-10-3
Introduces the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: ENG 111, MKT 101

MKT 135 ENTREPRENEURSHIP O.B.I.II 0-10-3
Focuses on the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: MKT 134

MKT 136 RETAIL MANAGEMENT O.B.I.I 0-10-3
Introduces the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: ENG 111, MKT 101

MKT 137 RETAIL MANAGEMENT O.B.I.II 0-10-3
Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: MKT 136

MSD 103 LEADERSHIP AND DECISION MAKING 5-0-5
Familiarizes the student with the principles and methods of sound leadership and decision making. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility.

NPT 112 MEDICAL SURGICAL NURSING PRACTICUM I 0-21-7
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prerequisite/Corequisite: NSG 112

NPT 113 MEDICAL SURGICAL NURSING PRACTICUM II 0-21-7
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, medication administration, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prerequisite/Corequisite: NSG 113

NPT 212 PEDIATRIC NURSING PRACTICUM 0-6-2
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, medication administration, and diet therapy of the pediatric client, growth and development; and standard precautions.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prerequisite/Corequisite: NSG 212, NSG 213, NPT 212, NPT 213

NPT 213 OBSTETRICAL NURSING PRACTICUM 0-9-3
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prerequisite/Corequisite: NPT 212, NSG 212, NPT 215

NPT 215 NURSING LEADERSHIP PRACTICUM 0-7-2
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prerequisite/Corequisite: NSG 215

NSG 110 NURSING FUNDAMENTALS 5-12-10
An introduction to the nursing process. Topics include: orientation of the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.
Prerequisite: AHS 101, AHS 104, ENG 101, MAT 101, PSY 101

NSG 112 MEDICAL SURGICAL NURSING I 9-0-9
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.
Prerequisite: AHS 102, AHS 103, AHS 109,NSG 110
Prerequisite/Corequisite: NPT 112

NSG 113 MEDICAL SURGICAL NURSING II 9-0-9
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Corequisite: NPT 113

NSG 212 PEDIATRIC NURSING 5-0-5
Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.
Prerequisite: AHS 102, AHS 103, NSG 110
Prerequisite/Corequisite: NPT 212, NSG 213, NPT 213

NSG 213 OBSTETRICAL NURSING 5-0-5
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prerequisite/Corequisite: NPT 213, NPT 212, NSG 212, NPT 215

NSG 215 NURSING LEADERSHIP 2-0-2
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.
Prerequisite: AHS 102, AHS 103, AHS 109, NSG 110
Prequisites/Corequisite: NPT 215

PCT 105 ADVANCED PATIENT CARE 3-7-6
An introduction to patient care techniques and skills needed to function in a hospital and/or health care setting. Topics include: growth and development, communication skills, pain assessment, care of the disoriented client, vital signs, heights, weights, patient safety, patient education, and advanced technical skills.
Prerequisite: MAT 101, PSY 101, SCT 100, AHS 104, CNA 100

PHL 103 INTRODUCTION TO VENIPUNCTURE 2-2-4
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 and safety; isolation techniques, venipuncture problems, and definitions; lab test profiles, other specimen collections, and patient care areas; test combinations and skin punctures; specimen processing and CPR; professional ethics and malpractice; and certification and licensure.
Prerequisite: AHS 101, AHS 109

PHL 105 CLINICAL PRACTICE 0-24-8
Provides work experience in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to hospital policies and procedures and work ethics; routine collections: adults, pediatrics, and newborn; and special procedures.
Prerequisite: PHL 103

PHY 190 INTRODUCTORY PHYSICS 4-3-5
Introduces the student to the basic laws of physics. Topics include: Newtonian mechanics, fluids, heat, light and optics, sound, electricity and magnetism, and modern physics.
Prerequisite: MAT 191

PSY 101 BASIC PSYCHOLOGY 5-0-5
Presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; and life span development.

PSY 191 INTRODUCTORY PSYCHOLOGY 5-0-5
Emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

RAD 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY 4-2-5
Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include: ethics, medical and legal considerations, "Right to Know Law," professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical institution/college affiliation, medical emergencies, contrast agents/media, OR and mobile procedures, patient preparation, death and dying, and body mechanics/transportation..

RAD 103 BODY, TRUNK, AND UPPER EXTREMITY PROCEDURES 2-3-3
Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, and the shoulder girdle; and anatomy and routine projections of the bony thorax.
Prerequisite: AHS 101, RAD 101

RAD 106 LOWER EXTREMITY AND SPINE 2-3-3
Continues to develop knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine.
Prerequisite: RAD 101

RAD 107 PRINCIPLES OF RADIOGRAPHIC EXPOSURE I 3-3-4
Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, automatic processor, artifacts, silver recovery, processing quality assurance concepts, and state and federal regulations; and basic principles of digital imaging.
Prerequisite: RAD 101

RAD 109 CONTRAST PROCEDURES 2-2-3
Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, sterile techniques, and minor procedures; and sectional anatomy of the neck, thorax, and abdomen.
Prerequisite: RAD 101

RAD 113 CRANIUM PROCEDURES 2-1-2
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography and anatomy and routine facial radiography; and sectional anatomy of the head.
Prerequisite: RAD 101, RAD 109

RAD 116 PRINCIPLES OF RADIOGRAPHIC EXPOSURE II 3-0-3
Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.
Prerequisite: RAD 107

RAD 117 RADIOGRAPHIC IMAGING EQUIPMENT 3-3-4
Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, other imaging equipment, digital imaging/PACS, monitoring and maintenance, and state and federal regulations.
Prerequisite: RAD 116

RAD 119 RADIOGRAPHIC PATHOLOGY & MEDICAL TERMINOLOGY 3-0-3
Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, trauma/physical injury, systemic classifications of disease and medical terminology.
Prerequisite: AHS 101

RAD 120 PRINCIPLES OF RADIATION BIOLOGY AND PROTECTION 5-0-5
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.

RAD 123 RADIOLOGIC SCIENCE 5-0-5
Introduces the concepts of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topics include: atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage and rectification, x-ray tubes, x-ray circuits, and production and characteristics of radiation.
Prerequisite/Corequisite: MAT 103

RAD 126 RADIOLOGIC TECHNOLOGY REVIEW 4-0-4
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.
Prerequisite/Corequisite: RAD 134, RAD 138

RAD 132 CLINICAL RADIOGRAPHY I 0-14-5
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.
Prerequisite/Corequisite: RAD 103 or RAD 108

RAD 133 CLINICAL RADIOGRAPHY II 0-21-7
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Prerequisite: RAD 101, RAD 132

RAD 134 CLINICAL RADIOGRAPHY III 0-21-7
Provides students with continued hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures and practiced in previous clinicals. Topics include: equipment utilization; exposure techniques; participation in and/or observation of gastrointestinal (GI), genitourinary (GU), and biliary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Prerequisite: RAD 101, RAD 133

RAD 135 CLINICAL RADIOGRAPHY IV 0-21-7
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; sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Prerequisite: RAD 101

RAD 136 CLINICAL RADIOGRAPHY V 0-21-7
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; and participation in and/or observation of special equipment use. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Prerequisite: RAD 135

RAD 137 CLINICAL RADIOGRAPHY VI 0-24-10
Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; equipment utilization; exposure techniques; and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision
Prerequisite/Corequisite: RAD 120, RAD 136

RAD 138 CLINICAL RADIOGRAPHY VII 0-24-10
Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include: patient care; behavioral and social competency; equipment utilization; exposure techniques; participation in and/or observation of routine and special radiographic procedures;, and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Prerequisite: RAD 137

RDG 095 READING I 0-10-5 I.C
This course provides instruction for the development of reading with emphasis on practical reading skills for the adult learner. Topics include vocabulary and comprehension skills.
Prerequisite: Entrance reading score in accordance with approved TCSG admission score levels.

RDG 096 READING II 5-0-5 I.C
This course emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary vocabulary skills, comprehension skills, and study skills.
Prerequisite: RDG 095, or entrance reading score in accordance with approved TCSG admission score levels.

RDG 097 READING III 5-0-5 I.C
This course emphasizes vocabulary, comprehension and critical skills development. Topics include: vocabulary skills, comprehension skills, critical reading skills, study skills, content reading skills.
Prerequisite: RDG 096, or entrance reading score in accordance with approved TCSG admission score levels.

RDG 098 READING IV 5-0-5 I.C
This course provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content reading skills.
Prerequisite: RDG 097, or entrance reading score in accordance with approved TCSG admission score levels.

RRT 101 INTRODUCTION TO THE RAIL INDUSTRY 6-2-7
Introduces the fundamental concepts and operations in the Railroad Industry. Topics include introduction to the rail industry orientation, locomotive familiarization, EMD locomotives, GE locomotives, introduction to locomotive air brake systems, introduction to the Department of Transportation, and FRA rules overview.

RRT 102 LOCOMOTIVE ELECTRICAL SYSTEMS 3-1-3.5
This course introduces a basic understanding of locomotive electrical systems and how to use blueprints and charts to identify and locate them on the locomotive. This course would be a pre-requisite to interviewing for a student electrician (apprenticeship) position with a Class I railroad.
Prerequisite/Corequisite: RRT 100

RRT 104 LOCOMOTIVE MECHANICAL SYSTEMS 3-1-3.5
Introduces the fundamental concepts and operations of locomotive mechanical systems. Topics include: EMD diesel engines, EMD cooling and lubrication systems, EMD fuel and engine systems, GE diesel engines, GE cooling and lubrication systems, and GE fuel and engine air systems.
Prerequisite/Corequisite: RRT 100

RTT 111 PHARMACOLOGY 5-0-5
Introduces the physiologic and pharmacologic basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, bronchoactive drugs, and cardiopulmonary system related drugs.
Prerequisite: BIO 193; BIO 194; MAT 191

RTT 112 INTRODUCTION TO RESPIRATORY THERAPY 5-0-5
Provides students with the principles of chemistry and physics as they apply to respiratory therapy. Emphasizes specific modes of respiratory care in order to understand principles of application to patients, indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, universal precautions, and hospital safety.
Prerequisite: BIO 193; MAT 191
Prerequisite/Corequisite: RTT 113, BIO 194, BIO197, AHS 156

RTT 113 RESPIRATORY THERAPY LAB I 0-10-5
Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment. Students perform simulated clinical exercises as well as bedside assessments and cardiopulmonary resuscitation. Topics include: patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, and medical ethics.
Prerequisite/Corequisite: RTT 112

RTT 193 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY 10-0-10
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; and renal physiology.
Prerequisite/Corequisite: BIO 193; BIO 194; MAT 191

RTT 209 CLINICAL PRACTICE I 0-8-2
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, patient assessment, and cardiopulmonary resuscitation.
Prerequisite/Corequisite: RTT 111, RTT 112, RTT 113

RTT 210 CLINICAL PRACTICE II 0-8-2
Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.
Prerequisite/Corequisite: RTT 209

RTT 211 PULMONARY DISEASE 5-0-5
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, patient assessment, laboratory tests, chest radiographs, and trauma.
Prerequisite: RTT 111, RTT 112

RTT 212 CRITICAL RESPIRATORY CARE 5-0-5
Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, adult critical care, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, and ventilator discontinuance.
Prerequisite: RTT 112, RTT 113

RTT 213 MECHANICAL VENTILATION EQUIPMENT AND AIRWAY CARE 2-7-5
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, fiber optic bronchoscopy, thoracentesis, chest tube maintenance, and arterial blood gas sampling.
Prerequisite: RTT 112, RTT 113
Prerequisite/Corequisite: RTT 212

RTT 214 ADVANCED CRITICAL CARE MONITORING 2-0-2
Provides a study of advanced critical care techniques for homodynamic and noninvasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and noninvasive monitoring techniques.
Prerequisite: RTT 112, RTT 113, RTT 193

RTT 215 PULMONARY FUNCTION TESTING 1-1-1
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, and blood gas analysis.
Prerequisite: RTT 193

RTT 216 PEDIATRIC AND NEONATAL RESPIRATORY CARE 3-0-3
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 and neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, adolescent assessment, and adolescent respiratory care.
Prerequisite: RTT 193, RTT 212, RTT 213

RTT 217 ADVANCED RESPIRATORY CARE SEMINAR 5-0-5
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.
Prerequisite/Corequisite: RTT 212, RTT 213, CHM 191, PHY 190 or PHY 191, BIO 197

RTT 218 CLINICAL PRACTICE III 0-8-2
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.
Prerequisite/Corequisite: RTT 210

RTT 219 CLINICAL PRACTICE IV 0-8-2
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.
Prerequisite/Corequisite: RTT 218

RTT 220 CLINICAL PRACTICE V 0-16-5
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.
Prerequisite/Corequisite: RTT 212, RTT 213, RTT 218

RTT 222 CLINICAL PRACTICE VI 0-32-10
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, homodynamic measurement, homodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.
Prerequisite: RTT 219

RTT 227 REHABILITATION AND HOME CARE 1-1-1
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.
Prerequisite/Corequisite: RTT 112

SCT 100 INTRODUCTION TO MICROCOMPUTERS 1-4-3
Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

SOC 191 INTRODUCTION TO SOCIOLOGY 5-0-5
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, and social change.

SPC 191 FUNDAMENTALS OF SPEECH 5-0-5
Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY 5-2-6
Provides an overview of the Surgical Technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to Surgical Technology, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of sterilization principles.

SUR 102 PRINCIPLES OF SURGICAL TECHNOLOGY 4-3-5
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis; wound healing; surgical dressings, catheters, and drains; incisions; and tissue handling techniques. Prerequisite: SUR 101, SUR 108 (diploma), SUR 109 and PSY 101 (diploma), or PSY 191 (degree), BIO 197 (degree)

SUR 108 SURGICAL MICROBIOLOGY 3-0-3
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, blood borne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.
Prerequisite/Corequisite: AHS 104, AHS 109, BIO 193, SCT 100, ENG 101, MAT 101, (diploma), or ENG 191 and MAT 191 (degree)
Corequisite: SUR 101, PSY 101, (diploma), or PSY 191 (degree)

SUR 109 SURGICAL PATIENT CARE 2-2-3
Introduces a complex diversity of surgical patients. Topics include: Biopsychosocial diversities and needs, preoperative routine, intraoperative patient care, postoperative patient care, and health and wellness.
Prerequisite: MAT 101 (diploma) or MAT 191 (degree), PSY 101(diploma) or PSY 191(degree), SCT 100, ENG 101(diploma) or ENG 191(degree), ENG 193 (degree), SOC 191 (degree), AHS 109, AHS 104, AHS 101 (diploma) or BIO 193 (degree) and BIO 194 (degree), SPC 191(degree)
Corequisite: SUR 101; SUR 108 (diploma); BIO 197 (degree)

SUR 110 SURGICAL PHARMACOLOGY 2-3-3
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.
Prerequisite: PSY 101 (diploma), or PSY 191 (degree),
Prerequisite/Corequisite: SUR 101, SUR 102, SUR 108, SUR 109

SUR 112 INTRODUCTORY SURGICAL PRACTICUM 0-21-7
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.
Prerequisite: BIO 193, SUR 101(taken no longer than 6 months prior to enrollment in SUR 112)
Prerequisite/Corequisite: SUR 102

SUR 203 SURGICAL PROCEDURES I 5-2-6
Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.
Prerequisite: SUR 102, SUR 109, SUR 110, SUR 112
Prerequisite/Corequisite: SUR 213

SUR 204 SURGICAL PROCEDURES II 5-2-6
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.
Prerequisite: SUR 203, SUR 213
Prerequisite/Coequisite : SUR 214

SUR 213 SPECIALTY SURGICAL PRACTICUM 0-24-8
Continues development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.
Prerequisite: SUR 102, SUR 109, SUR 110, SUR 112
Prerequisite/Corequisite: SUR 203

SUR 214 ADVANCED SPECIALTY SURGICAL PRACTICUM 0-24-8
Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.
Prerequisite: SUR 203, SUR 213
Prerequisite/Corequisite: SUR 204, SUR 224

SUR 224 SEMINAR IN SURGICAL TECHNOLOGY 3-0-3
Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. Topics include: professional preparation, certification review, and test-taking skills.
Prerequisite: SUR 203, SUR 213
Prerequisite/Corequisite: SUR 204, SUR 214

WCM 100 WOUND CARE MANAGEMENT 3-3-4
Focuses on various methods of providing would care management as well as the importance of maintaining a medical as well as surgical asepsis when providing wound care.

WLD 100 INTRODUCTION TO WELDING TECHNOLOGY 4-4-6
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 operations; measurement; laboratory procedures; introduction to codes and standards; welding career potentials; basic electricity and power sources; preparation, and testing procedures.

WLD 101 OXYFUEL CUTTING 2-6-4
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 oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, and oxyfuel pipe cutting. Practice in the laboratory is provided.
Prerequisite: WLD 100

WLD 103 BLUEPRINT READING I 1-4-3
Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines, sketches, basic views, notes and specifications, dimensions, structural shapes, isometrics, sectional views, joint design, and detail and assembly prints.
Prerequisite/Corequisite: MAT 100

WLD 104 SHIELDED METAL ARC WELDING I 3-7-6
Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are =used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; SMAW theory; basic electrical principles; introduction to SMAW machines; equipment set up; identification and selection of low hydrogen, mild steel, and other common electrodes; joint design; selection and preparation of materials; and production of beads and joints in the flat position.
Prerequisite: WLD 100

WLD 105 SHIELDED METAL ARC WELDING II 3-7-6
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.
Prerequisite: WLD 104

WLD 106 SHIELDED METAL ARC WELDING III 3-7-6
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.
Prerequisite: WLD 104

WLD 107 SHIELDED METAL ARC WELDING IV 3-7-6
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.
Prerequisite: WLD 104

WLD 108 BLUEPRINT READING II 1-4-3
Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design.
Prerequisite/Corequisite : WLD 103

WLD 109 GAS METAL ARC WELDING (GMAW/MIG) 3-7-6
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.
Prerequisite : WLD 100

WLD 110 GAS TUNGSTEN ARC WELDING (GTAW/TIG) 2-5-4
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.
Prerequisite : WLD 100

WLD 112 PREPARATION FOR INDUSTRIAL QUALIFICATION 2-6-4
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: qualification test methods and procedures, codes and standards, fillet and groove weld test specimens, and national industrial student preparation for qualification and job entry.
Prerequisite: WLD 101, WLD 105, WLD 106, WLD 107

WLD 133 METAL WELDING AND CUTTING TECHNIQUES 2-3-3
Provides instruction in the fundamental use of the electric arc welder and the oxyacetylene cutting outfit. Emphasis is placed on safe setup and use of equipment. Topics include: arc welding, flame cutting, safety practices, oxyfuel welding, and brazing.

WLD 150 ADVANCED GAS TUNGSTEN ARC WELDING 2-8-5
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 in all positions.
Prerequisite: WLD 110

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