

COLLEGE OF COASTAL GEORGIA

University System of Georgia

2008 - 2009 Catalog

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Brunswick Campus
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Brunswick, GA 31520-3632
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8001 Lakes Boulevard
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CCG Web Site: <http://www.cpga.edu>
CCG Admissions E-mail: admiss@cpga.edu
CCG Registrar E-mail: registra@cpga.edu

An Affirmative Action/Equal Opportunity/Equal Access Institution

If you are an individual with a disability and need specialized accommodations while attending the College of Coastal Georgia, please contact Student Development Services at (912) 279-5800. No qualified individual shall, on the basis of a disability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

This catalog is available in alternative formats upon request.

COLLEGE OF COASTAL GEORGIA

Dear Students,

It is a pleasure to welcome you to the College of Coastal Georgia. You are joining our College family at an exciting time. During academic year 2008-2009, the College of Coastal Georgia will transition to become a baccalaureate degree granting institution. The first steps toward our expanded mission will be seeking a new level of accreditation to offer bachelor's degree programs in Business Administration, Early Childhood Education, Middle Grades Education, and Nursing. The College's new name reflects the expanding role and new opportunities for our College.



Our comprehensive mission also includes providing pre-baccalaureate degree programs for transfer, technical programs leading to immediate employment, lifelong learning, participation in economic development within the College service area, and partnerships with K-12 schools. We have a rich history of providing exceptional offerings in these areas, and we will continue to ensure top quality education across all of our degree and program areas.

Our faculty and staff are fully committed to your success. The Welcome Center located within the Student Center provides a cordial atmosphere in which you may direct questions and resolve concerns. The College's online student registration system, known as COAST, provides ease for class registration and electronic information access from any location. The Camden Center of the College of Coastal Georgia offers classes toward the associate of arts and the associate of science degrees as well as the associate of applied science degree and certificate programs in selected technical fields.

College faculty and staff provide support for students through a range of opportunities, from joining discussions in class, to meeting during posted office hours and participating in specific learning communities. The libraries at the Brunswick campus and the Camden Center constitute a Learning Resources Center. The libraries provide educational materials in both print and non-print formats, a computer laboratory for enrolled students, tutorial services, and the federally funded TRIO Student Support Services Program.

Transfer of credit is easily accomplished among the University System of Georgia's 35 institutions as well as with colleges and universities in other states. The College of Coastal Georgia also has served for many years as a University Center providing bachelor, master, and education specialist degrees through partnership with Armstrong Atlantic State University and Georgia Southern University.

We welcome you to the College of Coastal Georgia. We look forward to helping you expand your horizons and supporting your continued success.

Sincerely,

Valerie A. Hepburn, Ph.D.
Interim President

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The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While the provisions of this catalog will ordinarily be applied as stated, the College of Coastal Georgia reserves the right to change any provision listed 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 following offices: Department Head, Division Chair, Vice President for Academic Affairs and Registrar/Admissions. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree or certificate program.

COLLEGE OF COASTAL GEORGIA
WHERE TO WRITE OR CALL

Offices are open 8:00 am to 5:00 pm unless otherwise noted.

College of Coastal Georgia
 3700 Altama Avenue
 Brunswick, GA 31520-3644
 Camden Campus
 8001 Lakes Boulevard
 Kingsland, GA 31548

Departments & Offices	Phone	Location	Office Hours
Academic Affairs, Vice President for	279-5710	Admin. Bldg. #138	Mon.-Fri. 8 am - 5 pm
Adult Literacy Center/GED Testing	267-4115	2301 Stonewall Street	Mon.-Fri. 8 am - 5 pm
Applied Technology & Business Division	279-5850	Allied Health Bldg. #101	Mon.-Fri. 8 am - 5 pm
Health Sciences Division Medical Laboratory Technology Nursing, LPN Nursing, RN Radiologic Science Surgical Technology	279-5860 279-5870	Allied Health Bldg. #109 Allied Health Bldg. #109	Mon.-Thurs. 8 am - 6 pm Fri. 8 am - 5 pm
Humanities & Social Sciences Division Learning Support	279-5875 279-5951	Science Bldg #151 Academic Bldg #114	Mon.-Fri. 8 am-5 pm Mon.-Fri. 8 am-5 pm
Mathematics, Science and Physical Education Division	279-5875	Science Bldg #151	Mon.-Fri. 8 am-5 pm
Admissions/Registrar	279-5730	Admin. Bldg. #101	Mon.-Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Athletics	279-5800	Gymnasium #5	Mon.-Fri. 8 am - 4 pm
Bookstore--Brunswick	279-5972	Student Center	Mon.-Thurs. 8 am - 5 pm Fri. 8 am - 3 pm
Bookstore--Camden	510-3349	Camden Center	Mon.-Thurs. 9:30-5:30pm
Brunswick Center	279-5717	Admin. Bldg. #141	Mon.-Thurs. 8 am - 6 pm Fri. 8 am - 5 pm
Business Affairs, Vice President for	279-5756	Admin. Bldg. #104	Mon.-Fri. 8 am - 5 pm
Business Office--Brunswick	279-5746	Admin. Bldg. #102	Mon.-Fri. 8 am - 4 pm
Business Office--Camden	510-3389	Camden Center	Mon.-Thurs. 8:30-5:30pm Fri. 9 am-3:30pm
Camden Center Administration	510-3300	8001 Lakes Blvd. Kingsland, GA 31548	Mon.-Thurs. 8 am - 6 pm Fri. 8 am-5 pm
Continuing Education	279-5777	Southeast Georgia Conference Center	Mon.-Fri. 8 am - 5 pm

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Departments & Offices	Phone	Location	Office Hours
Counseling	279-5800	Student Center (2nd floor)	Mon.-Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Financial Aid	279-5722	Admin. Bldg. #158	Mon.-Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Institutional Advancement	279-5701	Admin. Bldg. #133	Mon.-Fri. 8 am - 5 pm
Learning Center--Brunswick	279-5780	Library - Brunswick	Mon.-Thurs. 8 am-6 pm Fri. 8 am-5 pm
Learning Center--Camden	510-3331	Library - Camden Center	Mon.-Thurs. 9 am-9 pm Fri. 9 am-4 pm
Library--Brunswick	279-5780	Library - Brunswick	Mon.- Thurs. 8 am-10 pm, Fri.-8 am-5 pm, Sat 10 am - 2 pm, and Sun 1 pm - 9 pm
Library--Camden	510-3331	Library - Camden Center	Mon.- Thurs. 9 am-9 pm Fri.-9 am-4 pm
Human Resources	279-5740	Admin. Bldg. #109	Mon.-Fri. 8 am - 5 pm
Facilities and Plant Operations	279-5830	Plant Operations Bldg.	Mon.-Fri. 7:30am -4:30 pm
President	279-5705	Admin. Bldg. #151	Mon.-Fri. 8 am - 5 pm
Registrar	279-5730	Admin. Bldg. #101	Mon.-Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Brunswick Campus Police - Emergency Brunswick Campus Police - Office	258-3133 279-5820	Central Plant Bldg	Mon.-Fri. 7 am - 6 pm
Camden Campus Police - Emergency Camden Campus Police - Office	552-5277 510-3306	Camden Center	Mon.-Fri. 7 am - 6 pm
Students with Disabilities	279-5800	Student Center (2nd floor)	Mon.Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Student Government	279-5800	Student Center (1st floor)	Mon.-Fri. 8 am - 5 pm
Student Services, Vice President for	279-5800	Student Center (2nd floor)	Mon.-Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Student Success Center Career Development Testing Recruitment	279-5808	Student Center (2nd floor)	Mon.-Thurs. 8 am - 6 pm Fri. 9 am - 5 pm
Student Support Service Program (TRIO) --Brunswick	279-5780	Library - Brunswick	Mon.-Thurs. 8 am-6 pm Fri. 8 am - 3 pm
Student Support Service Program (TRIO) --Camden Center	510-3331	Library - Camden Center	Thurs. 9 am-6 pm
Veterans Affairs	279-5722	Admin. Bldg. #159	Mon.-Thurs. 8 am - 6 pm Fri. 8 am - 5 pm
Welcome Center/Advisement	279-5813	Student Center (1st floor)	Mon.-Thurs. 8 am - 6 pm Fri. 8 am - 5 pm

2008-2009 ACADEMIC CALENDAR

Dates Subject to Change. Detailed information on times and locations can be found online at www.ccg.edu or in the *Schedule of Classes* which is published every semester.

EVENT	SUMMER May 14--Jul 28	FALL Aug 18--Dec 3	SPRING Jan 8--May 1
Registration	Mar 17-Apr 11	Mar 17-Apr 11	Oct 13-Nov 14
Registration	*	June 9-July 7	*
Fee Payment Deadline	April 18	July 11	November 21
Preferred Application Deadline	April 15	July 15	November 15
Last Minute Registration			
Full & Session I	May 12-13	August 13-14	January 6-7
Fee Payment Deadline	as enrolled	as enrolled	as enrolled
Session II	June 20	October 10	March 4
Fee Payment Deadline	as enrolled	as enrolled	as enrolled
Orientation (New Students)	May 12	August 13	January 6
Last Day To Drop w/ Refund			
Session I & Full	May 14	August 18	January 8
Session II	June 23	October 13	March 5
Add/Drop	May 14	August 18	January 8
First Day of Classes:			
Full & Session I	May 14	August 18	January 8
Session II	June 23	October 13	March 5
Graduation, Last Day to Apply	May 16	August 22	January 16
Mid-Term & Last Day To Drop			
Full	June 20	October 13	March 5
Session I	June 2	September 12	February 4
Session II	July 10	November 6	April 7
Spring Break	*	*	March 9-14
Last Day of Classes			
Session I	June 18	October 8	March 2
Full & Session II	July 28	December 3	May 1
Final Examinations			
Session I	June 19	October 9	March 3
Full & Session II	July 29-30	Dec 4-6, 8-9	May 2, 4-7
Graduation			May 8

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For additional dates and information: www.ccca.edu, 912-279-5800, or 1-800-675-7235

GRADUATION CEREMONY MAY 8, 2009

2008																													
January							February							March							April								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
		1	2	3	4	5						1	2							1	30	31	1	2	3	4	5		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30						
May							June							July							August								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5							1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
25	26	27	28	29	30	31	29	30					27	28	29	30	31			24	25	26	27	28	29	30			
September							October							November							December								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
31	1	2	3	4	5	6				1	2	3	4							1	30	1	2	3	4	5	6		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31						
2009																													
January							February							March							April								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31							29	30	31				26	27	28	29	30						
May							June							July							August								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
					1	2	31	1	2	3	4	5	6				1	2	3	4							1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29				
September							October							November							December								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
30	31	1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31					

**PRE-BACCALAUREATE
(COLLEGE TRANSFER)
PROGRAMS**

Associate of Arts

- Art
- Communication
- English
- Modern Foreign Languages
- Philosophy

Associate of Science

- Agribusiness / Agricultural Economics / Environmental Economics and Management
- Biology
- Business Administration
- Chemistry
- Computer Information Systems
- Computer Science
- Criminal Justice
- Dental Hygiene
- Forestry / Wildlife / Fisheries and Aquaculture / Forest Environmental Resources
- General Studies
- Geology
- Health and Physical Education
- History
- Information Technology
- Mathematics
- Medical Records Administration
- Medical Technology
- Nursing (Pre-Baccalaureate)
- Occupational Therapy
- Physical Therapy
- Physician Assistant
- Physics
- Political Science
- Pre-Dentistry
- Pre-Engineering

- Pre-Medicine
- Pre-Pharmacy
- Pre-Veterinary Medicine
- Psychology
- Radiologic Science
- Recreation
- Respiratory Therapy
- Sociology
- Teacher Education
 - Early Childhood
 - Middle Grades
 - Secondary Education

CAREER PROGRAMS

Associate of Science

- Clinical Laboratory Technology
- Dental Hygiene
- Nursing (RN)
- Radiologic Science

Associate of Applied Science

- Accounting
- Business and Office Technology
 - Business Office Specialist
 - Medical Office Specialist
- Computer Aided Design and Drafting Technology
 - Architectural Drafting
 - Mechanical Drafting
- Computer Information Technology
 - E-Commerce Specialist
 - Microcomputer Specialist
 - Network Specialist
- Management
 - Management Specialization
 - Hospitality Specialization
- Technology
 - Industrial Systems Technology
 - Machinist
 - Welding

Certificate

- Air Conditioning Technology
- Automotive Fundamentals
- Business and Office Technology
 - Business Office Specialist
 - Medical Office Specialist
- Computer Aided Drafting and Design Technology
 - Architectural Drafting
 - Mechanical Drafting
- Computer Information Technology
 - E-Commerce Specialist
 - Microcomputer Specialist
 - Network Specialist
- Criminal Justice
- Culinary Arts
- Industrial Systems Technology
- Machinist
 - General Machinist Specialization
 - Production Grinding Machinist Specialization
- Management
 - Management Specialization
 - Hospitality Specialization
- Paramedic Technology
- Practical Nursing (LPN)
- Surgical Technology
- Welding

Technical Certificate of Credit

- Air Conditioning Systems Maintenance
- Automotive Body Repair Fundamentals
- Automotive Principles
- Banking and Financing Fundamentals
- Certified Customer Service Specialist
- Computer Aided Manufacturing
- Computer Numerical Control Machine Technology
- Computer Troubleshooting and Repair
- Culinary Arts
- Electrical Maintenance Technology Level I
- Electrical Maintenance Technology Level II
- Emergency Medical Technology
- Gas Tungsten Arc Welding
- Golf Course Maintenance
- Hotel/Motel Fundamentals
- Industrial Maintenance Fundamentals
 - Machinery/Pipefitter
 - Electrical
 - Naval Apprentice
- Manufacturing Maintenance Level II
- Manufacturing Maintenance Level III
- Patient Care Technician (PCT)
- Process Control Operator I
- Process Control Operator II
- Residential Wiring Technician
- Shielded Metal Arc Welding
- Small Business Management
- Supervision Fundamentals
- Welding Level II

WHY THE COLLEGE OF COASTAL GEORGIA?

For students, education at the College of Coastal Georgia is a life-changing experience, whether that is progressing to further education, advancing in their position at work or starting a new career. This is made possible by open access, affordability, an accommodating environment, relevant curricula, and faculty who care about student success in and out of the classroom.

The College of Coastal Georgia offers 49 Career and Technical Programs, 39 Associate Degrees, 15 Bachelors and Masters Degrees through the Brunswick Center, and hundreds of Continuing Education Opportunities. Each of these programs is designed to get you ahead in life. Student Life and Cultural Affairs events are abundant. With over 300 activities held on campus per year, there is always an opportunity to get involved.

So, why the College of Coastal Georgia? Some of the 3,000 students who attend classes every semester have the answers:

- “I work full-time, and at the College of Coastal Georgia I can get my degree at night.”
- “It is close to home. I didn’t want to go off to school and leave my family.”
- “I transferred to the College of Coastal Georgia because I heard that you get great attention from professors.”
- “It is not as expensive as some other colleges. And you get the same level of education. You do not have to be a business major to figure that’s a good bargain.”

Why the College of Coastal Georgia...Why not?

OVERVIEW

The College of Coastal Georgia is governed by the policies established by the Board of Regents of the University System of Georgia. The College of Coastal Georgia's implementation of Board of Regents policies appears in the College Statutes, the College Faculty Handbook, the Student Handbook, and the College Catalog. Policies of primary interest to students are published in the College Catalog and the Student Handbook.

MISSION STATEMENT

In June of 2008, the Board of Regents of the University System of Georgia authorized Coastal Georgia Community College to change its name to the College of Coastal Georgia and approved a new mission for the college, which includes the offering of baccalaureate programs. Currently the college is seeking approval from the Southern Association for Colleges and Schools, the accrediting body for the college, to offer baccalaureate programs. The College anticipates approval of this change and the offering of its first baccalaureate programs in the Fall 2009 semester. Until this change is authorized by the accrediting body, the College of Coastal Georgia will continue to offer its current array of programs.

As a state college of the University System of Georgia, the College of Coastal Georgia has as its mission to provide targeted baccalaureate programs of study, pre-baccalaureate programs of study for transfer, preparation for immediate employment in a variety of technical program areas, assistance to students who are academically under-prepared for college-level study, and lifelong learning opportunities for workforce development, career enhancement, and personal enrichment. Within the context of this mission, the College of Coastal Georgia places emphasis on the following:

- Providing access to educational opportunities, targeted to the needs of the service area;
- Promoting retention and program completion for all students;
- Providing activities, services, and learning opportunities both inside and outside the classroom that meet the needs of the whole student within a diverse student body;
- Providing appropriate resources for faculty and student use in support of learning;
- Providing instruction and support services at off-campus locations as needed in the service area;
- Providing a center for on-campus access to programs in collaboration with other institutions of the University System;
- Promoting workforce preparedness through partnerships with business and industry and service area K-12 school systems;
- Providing and expanding noncredit lifelong programs and conference services to meet the needs of the community;
- Partnering with area schools systems to foster seamless transitions from secondary schools to college; and
- Promoting and improving institutional effectiveness through an organized system of planning and assessment.

HISTORY OF THE COLLEGE

The College of Coastal Georgia (formerly Brunswick College) was founded in 1961 by the Regents of the University System of Georgia when the citizens of Brunswick and Glynn County approved a one-million dollar bond issue for construction of buildings and purchase of land.

Construction of the physical plant was started in 1963, and the buildings were ready for occupancy in September of 1964. From the early 1970's until 1987, postsecondary technical and adult education programs were offered in a collaborative fashion under the governance of the Board of Regents and the oversight of the Georgia State School Board. In 1987, the Technical College System of Georgia was created by the Georgia General Assembly, and the College's postsecondary technical and adult education programs were provided under the auspices of this new State government agency.

The Board of Regents authorized the Camden Center to serve the needs of Camden County residents in December 1992, and classes began in the former Kingsland Elementary School in January 1993. A permanent facility opened for services in May 2004.

Upon the recommendations of consultants retained by the Board of Regents to review institutional missions and because of Brunswick College's clear geographic service region and commitment to a comprehensive mission of transfer programs, technical programs, lifelong learning, and community service, the Board of Regents adopted the name of Coastal Georgia Community College for Brunswick College in July of 1996. In 2001, adult literacy programs to serve Glynn, McIntosh, and Camden counties were assigned to Coastal Georgia Community College by the Technical College System of Georgia.

Time was spent evaluating how the College could best address the rapidly growing needs of this community. A change of mission for the College was the result of this evaluation and includes the offering of targeted baccalaureate degree programs of study. This change of mission, effective July 1, 2008, is reflected in the newly named College of Coastal Georgia.

LOCATIONS

The main campus of the College of Coastal Georgia is located in the coastal city of Brunswick in Glynn County and is close to St. Simons Island, Sea Island, and Jekyll Island—gems in the chain of Georgia's Golden Isles. Situated in the northern sector of Brunswick, the college enjoys convenient access on the south from Fourth Street, which connects with U.S. Highways 341 and 17; on the west from Altama Avenue; and on the north from I-95 and the Golden Isles Parkway.

The 193-acre Brunswick campus has been carefully planted with trees and shrubs indigenous to the area. The southern pine is very much in evidence, with graceful palms, stately live oaks, hollies, and a variety of small shrubs adding to the beauty of the campus.

A network of roadways and sidewalks makes the buildings accessible by foot and auto. Paved parking lots which accommodate over nine hundred automobiles are provided for students.

COLLEGE OF COASTAL GEORGIA

To schedule a campus tour, please call 1-800-675-7235 or 279-5813 at least 2 days in advance.

The Camden Center at the Lakes, located in Kingsland, is a University System residence center with authorization to offer programs leading to either the pre-baccalaureate/college transfer programs or career programs (refer to the Programs of Study section for additional explanation). Classes at the Camden Center are offered days, evenings and Saturdays, depending on the term. The Camden Center has a full service library/learning center. Administrative office hours are 8:00 a.m. to 6:00 p.m., Monday-Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays. For additional information, please call (912) 510-3300.

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

Accreditation

The College of Coastal Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, the Associate of Science degree, and the Associate of Applied Science degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the College of Coastal Georgia.

Other accreditations include the following:

Joint Review Committee for Education in Radiologic Technology

20 N. Wacker Drive
Suite 900
Chicago, IL 60606-2901
312-704-5300

National Accrediting Agency for Clinical Laboratory Sciences

8410 West Bryn Mawr
Suite 670
Chicago, IL 60631
773-714-8880

National League for Nursing Accrediting Commission, Inc.

61 Broadway, 33rd Floor
New York, NY 10006
1-800-669-1656 extension 153

Commission on Accreditation of Allied Health Education Programs

35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
312-553-9355

Approvals

American Board of Counseling Services, Incorporated
Georgia Board of Examiners of Licensed Practical Nurses
237 Coliseum Drive
Macon, GA 31217
912-207-1620
Georgia Board of Nursing
Veterans' Administration (for certifying Veterans' benefits)

College Memberships

American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
Community College Humanities Association
Georgia Association of Colleges
Georgia Association of Collegiate Registrars and Admissions Officers
Georgia Association of Two-Year Colleges
National Academic Advising Association
Southern Association of Collegiate Registrars and Admissions Officers

AUTOMOBILES

The use of cars on campus is considered a privilege extended by the college. Students who abuse the privilege may have it revoked. A current decal attesting to the registration of the car must be purchased from the Business Services' cashier or the library and must be properly affixed and visible from the rear of each car operated on campus. All automobiles should carry adequate liability and property damage insurance. Detailed regulations on the use of automobiles are provided when the decal is purchased. Unauthorized vehicles on the campus are subject to being impounded by the local police.

SMOKING IN PUBLIC AREAS

Smoking or the use of any other form of tobacco product is not permitted at the Camden Center or in the interiors of buildings at the Brunswick campus. Further, smoking is prohibited within 50 feet of the entrances to all Brunswick campus buildings. Signs which state "smoking is prohibited beyond this point" indicate clearly the boundaries beyond which smoking is not allowed in relationship to campus buildings. Appropriate receptacles for disposal of cigarettes and cigars have been placed on campus for the convenience of smokers and to keep the campus free of litter associated with the use of tobacco products.

POLICY ON CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

The carrying and use of cell phones, pagers, and other personal electronic devices are allowed on the College of Coastal Georgia Brunswick campus and Camden Center. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College overall and its classrooms and laboratories. Students participating in off-campus course-related activities must follow the electronic devices policies of the agency or organization where they are visiting or working.

Cell phones, pagers, and other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces, and other academic settings and during such events as plays, concerts, lectures, and College ceremonies. The term “laboratories” includes computer laboratories. These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in areas in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations.

ADMISSIONS

Admissions office personnel are available from 8 a.m. to 6 p.m., Monday through Thursday and from 9 a.m. to 5 p.m. on Friday to provide general information, applications, catalogs, and specific information about College programs and admissions procedures. Admissions information may also be obtained by visiting our web site at <http://www.ccg.edu>.

An application is valid only for the semester for which it is submitted. Applications submitted by students who do not enroll are retained in an inactive file for a maximum of one year. An application may be reactivated for a future semester by notifying the Admissions Office in writing by the application deadline. If the student has attended another college in the interim, an official transcript must be sent from that college to the CCG Admissions Office.

ADMISSION CRITERIA FOR PRE-BACCALAUREATE TRANSFER PROGRAMS (Associate of Arts & Associate of Science)

All individuals applying for admission to a Pre-Baccalaureate program must submit the following documentation:

- A. Application for Admission;
- B. Non-refundable Application Fee;
- C. Certificate of Immunization to include verification of immunity against measles, mumps, rubella, Tetanus-Diphtheria, Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005);
- D. Official Final High School Transcript from an accredited high school** (Applicants graduating from high school with a Certificate of Performance or a Special Education Diploma must also provide a GED certificate.);
- E. Official SAT I or ACT Scores, if taken (Official SAT I or ACT Scores are not necessary, but are highly recommended. Scores will be used for placement purposes.);
- F. Official GED Scores (not diploma), if taken (A GED will be recognized only if the student's high school class has graduated.); and
- G. Official Transcripts from any college or university applicant has attended.

** The current Board of Regents and Technical College System of Georgia (TCSG) policies state grades and courses are to be accepted from accredited high schools which meet the standards of a regional accrediting association, i.e., Southern Association of Colleges and Schools (SACS), the Georgia Accrediting Commission (GAC), the Accrediting Commission of Independent Study (ACIS), Georgia Private School Accrediting Commission (GAPSAC), or a public school regulated by a public school system or State Department of Education.

I. Freshman Admissions *(Note: This is a pilot admissions program effective fall semester of 2005 and is subject to change.)*

Freshman applicants must have:

- 1) Graduated from an accredited high school or qualified GED program;
- 2) Earned a minimum grade point average of 2.00 on academic core for College Preparatory Graduates or 2.20 grade point Career/Technical Graduates; and
- 3) Taken the COMPASS Placement Exam.

1) Graduating from an accredited high school or qualified GED program

Applicants graduating from high school within the last five years are expected to meet the University System of Georgia's College Preparatory Curriculum (CPC) guidelines. Students failing to meet the 16 unit requirements will be **required** to complete additional college courses before meeting graduation requirements.

The College Preparatory Curriculum consists of:

English - 4 college preparatory Carnegie units which have as their emphasis grammar and usage, literature and advanced composition. Students who complete fewer than the four required units of English will be required to take a placement examination (COMPASS) in English, Reading and CPE Writing and will be placed accordingly. Applicants also have the option to complete SAT II exams in English Writing with a score of 520 and English Literature with a score of 530 to prove competency in the area.

Mathematics - 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, Geometry, and an advanced course. Students who complete fewer than the four required units of mathematics will be required to take a placement examination (COMPASS Algebra) in mathematics and will be placed accordingly. Applicants also have the option to complete SAT II exams in Math IC with a score of 500 and Math IIC with a score of 570 to prove competency in this area.

Science - 3 college preparatory Carnegie units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who complete fewer than the three required units of science will be required to take additional course work in a laboratory science and earn a "C" or higher. The course(s) must be in the specific content area(s) in which the student is deficient. Applicants also have the option to complete SAT II exams in the area of deficiency to prove competency--Biology with a score of 520, Chemistry with a score of 540, Physics with a score of 590.

Social Science - 3 college preparatory Carnegie units of social science, with at least one course focusing on United States studies and one course focusing on world studies. Students who complete fewer than three acceptable units of social science will be required to complete additional course work chosen from approved social science courses and earn a "C" or higher. Applicants also have the option to complete SAT II exams in the area of deficiency to prove competency--American History & Social Studies with a score of 560, World History with a score of 540.

Foreign Language - 2 college preparatory Carnegie units in the same language. Students who complete fewer than two units of the same foreign language will be required to complete one additional three-semester hour introductory foreign language course and earn a "C" or higher. Applicants also may take an institutional exam to prove competency in this area.

Students receive credit for courses used to satisfy College Preparatory Curriculum (CPC) deficiencies, but such credit may not be used to satisfy CCG core curriculum or degree requirements. All CPC deficiencies must be completed before a student earns 30 semester hours.

2) Minimum Grade Point Average

Applicants must have earned a minimum grade point average of 2.00 on academic core for College Preparatory Graduates or 2.20 for Career/Technical Graduates. To calculate a High School Grade Point Average (HSGPA):

A standard procedure is used by each institution in the calculation of the grade point average (GPA); it is the sum of all quality points divided by the number of courses, rounded to two decimal places, and with a maximum value not to exceed 4.0. The GPA is calculated using only the academic core units required for all students. If a student takes more than the required number of courses in any one area, the best grades may be used in the calculation of the GPA. The numerical grades indicated on transcripts must be converted to letter grades based on the conversion table provided by the high school. The letter grades are then converted to quality points as follows:

A = 4	D = 1
B = 3	F = 0
C = 2	

3) COMPASS Placement Exam

COMPASS Placement Testing verifies a student's ability to succeed in college-level courses and helps to place students at a level of instruction where they can succeed.

Applicants can exempt Compass testing if they:

- have graduated in the past five years;
- have an SAT Reading score of 430 or above (ACT English 17 or above);
- have an SAT Math score of 400 or above (ACT Math 17 or above);
- AND have successfully completed 4 units of College Preparatory English and Math in high school;
- OR have successfully completed college level English and Math from an accredited college or university.

Placement Testing is available at the College of Coastal Georgia free of charge. Please call Student Development Services at 912-279-5800 or 1-800-675-7235 for dates and times when testing is available.

II. Admissions of Home-Schooled Students and Graduates of Non-Accredited High Schools

- A) Home-schooled applicants will be expected to earn an SAT Total score (Critical Reading plus Mathematics) or ACT equivalent at or above the average score of the previous year's fall semester first-time freshman.
- B) Applicants must provide evidence of completions of each CPC area as documented by portfolio of work or other evidence, such as SAT II subject exams.
- C) Applicants will be required to meet the minimum SAT requirement of 330 Critical Reading and 310 Math and may be required to take the COMPASS Placement Exam to be considered for admission.
- D) Those with qualifying SAT I scores and documentation of partial CPC completion may be admitted on the same basis and with the same conditions as other students with CPC deficiencies. See page 29 for details concerning College Preparatory Curriculum.

III. Presidential Exception Admissions

Presidents of University System institutions may grant exceptions to the regular admissions requirement for a student whose grade point average falls below the accepted levels if the student shows promise for academic success in college. Students must have a high school diploma (Certificates of Performance and Special Education Diplomas will not be recognized) or GED credentials and meet all testing requirements.

ADMISSION CRITERIA FOR CAREER ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS (Associate of Science; Associate of Applied Science; Certificate; and Technical Certificates of Credit)

All Applicants applying for admission to these programs must submit the following documentation:

- A. Application for Admission & Non-refundable Application Fee;
- B. Certificates of Immunization to include verification of immunity against measles, mumps, rubella, Tetanus-Diphtheria, Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005.);
- C. Official High School Transcript from an accredited school or GED scores (not diploma). A GED will not be honored until a students' class has graduated from high school; and
- D. Official transcripts from all colleges or universities attended.

I. Career Associate Degree Admissions (Associate of Science in Clinical Laboratory Technology, Dental Hygiene, Nursing (RN), or Radiologic Science, and all Associate of Applied Science)

- A) Applicants may be asked to take a Placement Exam (COMPASS). Scores will determine placement in Learning Support courses or in regular freshman courses according to program requirements. Placement scores from a Georgia University System institution or COC-accredited TCSG college can be used. Students scoring 430 Critical Reading/ACT English 17 or higher and 400 Math on the SAT/ACT Math 17 or higher who have met college preparatory curriculum from high school in English and Math are exempt from COMPASS.
- B) Career Associate students are not subject to completing additional college coursework to fulfill CPC deficiencies.
- C) Additional admission and retention requirements for students interested in Dental Hygiene, Registered Nursing, and Radiologic Science are listed with the curriculum descriptions in the Career Programs section of this catalog. Please review thoroughly for more specific details for admission into these programs.

II. Certificate and Technical Certificate of Credit Program Admissions

Students seeking admission to certificate or technical certificate of credit programs must meet the following admissions requirements:

- A) Graduated from an accredited high school diploma or GED program. Students pursuing certificates in Machinist or technical certificates of credit in Computer Aided Manufacturing (CAM), Computer Numerical Control (CNC), and Industrial Maintenance Fundamentals may be

- considered for admission without a high school diploma or GED, but must receive a high school diploma or GED to meet graduation requirements.
- B) Students transferring in fewer than 13 semester hours of acceptable college credit may be asked to take the COMPASS examination.
 - C) Students who do not make acceptable scores on the COMPASS examination will be subject to one of the following:
 - 1) admitted and required to take Learning Support courses only;
 - 2) admitted and allowed to enroll in program courses but required to take Learning Support courses at the same time; or
 - 3) denied admission.
 - D) Students applying for Practical Nursing and Surgical Technology must meet specific admission and retention requirements (see specifics with curriculum descriptions in the Certificate Program section).

READMISSION

- A) Students who have not been enrolled at CCG within one calendar year must submit an Application for Readmission.
- B) Official transcripts from each institution attended since last attending CCG must be submitted to the Office of Admission.
- C) Applicants must meet transfer admission requirements as listed in this catalog.
- D) Students returning before one calendar year do not need to submit an Application for Readmission **provided** the student is pursuing the same program of study, has not taken courses at any other institution, and is not in academic difficulty (i.e., Learning Support Suspension or Academic Suspension).
- E) Students who were dismissed for unsatisfactory academic performance during the last semester of attendance must complete an Application for Readmission. Course work taken at another institution after dismissal from the College of Coastal Georgia for unsatisfactory academic performance may be considered as evidence to support re-admissions, but work completed under the suspension period may not be used towards graduation requirements.
- F) Students requesting readmission due to Learning Support or academic dismissal should refer to the Academic Standards section of this catalog for more information about becoming reinstated at the College of Coastal Georgia.

SPECIAL ADMISSION CATEGORIES

I. Admission of Transfer Students

- A) A student with 30 transferable semester credit hours (college level English and Mathematics must be included) will be considered a transfer student. Students transferring with fewer than 30 semester hours (or not having completed college level English and math) will be subject to the freshman admission requirements for their chosen program of study (required to submit high school transcripts, GED scores, SAT/ACT test scores, and/or COMPASS).
- B) A transfer student is one who has terminated enrollment at one institution and seeks admission to another. Students may not disregard their records at other institutions. Failure to report previous college attendance is considered to be sufficient cause for expulsion from this college and cancellation of any credits earned. Transfer students will not be considered for admission unless they are in good academic standing and eligible to continue or return to any previous institution attended.
- C) Transfer credit earned while an applicant was participating in the Accel, or any other academic joint enrollment program will be prohibited unless the student had a minimum SAT I score of 970 (ACT Composite of 20) and a high school grade point average of 3.00 on a 4.00 scale.
- D) Applicants with 30 or more transferable semester hours must meet all prevailing Learning Support and CPC deficiency requirements (i.e., Learning Support, Academic Assistance, and CPC deficiency make-up courses) applicable to freshmen at the sending institutions.
- E) Students transferring into a Career Associate Program must transfer in 30 or more semester hours of acceptable credit to include college level English Composition and Math to be exempt from freshman requirements. These students are not held to fulfilling CPC deficiencies as a part of their degree requirements.
- F) Students who have earned a Career Associate degree may apply for admission to a Pre-Baccalaureate program. These students are required to meet the regular freshman admission requirements but will not be held to CPC requirements.
- G) Students who have not completed a career degree or certificate may apply for admission to a program leading to the baccalaureate degree if they meet regular admission requirements.
- H) Transferable Hours are defined as hours which would be acceptable according to the University System's and CCG policies. Excluded are institutional credit courses, CPC deficiency makeup courses, and vocational courses. These hours should include transferable hours earned at all post secondary institutions attended.
- I) Transfer GPA is defined as the GPA calculated on ALL hours graded at regionally accredited institutions, to include courses that were failed and

classes that will not be used towards degree/certificate requirements at CCG.

- J) Students completing non-transferable associate degrees (e.g., Associate of Applied Science, Associate of Science in various health areas, and Associate of Applied Technology) at regionally accredited institutions will be evaluated on an individual basis to determine their eligibility for admission.

II. Admission of Non-Traditional Freshmen and Non-Traditional Transfer Students

In order to make the University more accessible to citizens who are not of traditional college age and to encourage a higher proportion of Georgians to benefit from life-long learning, institutions may admit as many non-traditional students as is appropriate based on institutional mission, academic programs, and success in retaining and graduating non-traditional students.

- A) Non-Traditional Freshmen are defined as individuals who graduated from an accredited high school at least five years ago or a GED recipient whose high school class graduated at least five years ago, who have earned fewer than 30 transferable semester credit hours. Non-Traditional applicants will not be subject to CPC requirements for Pre-Baccalaureate programs. However, applicants will be screened for placement in learning support courses using the COMPASS examination. Non-traditional freshmen who have within the past seven years posted SAT scores of at least 500 in both Critical Reading and Mathematics or ACT scores of at least 21 on both English and Mathematics are exempt from the COMPASS placement test.
- B) Non-Traditional Transfer Students are defined as individuals who have been out of high school at least five years or whose high school class graduated at least five years ago and have earned 30 or more transferable hours of college credit and have met all learning support requirements. Students transferring with fewer than 30 hours will be subject to testing and learning support requirements for their chosen program of study.

III. Admission of Transient Students

Transient students are defined as those who are regularly enrolled in another institution, are admitted to CCG for a limited period of time, and who expect to return to that other institution. Admissions within this category are limited to 3 consecutive semesters. Admissions documentation needed are:

- A) Application for Admission & required application fee;
- B) Letter of Good Standing or Transient permission form from home institution for each semester of attendance at CCG; and
- C) Certificates of Immunization to include verification of immunity against Measles, Mumps, Rubella, Tetanus-Diphtheria, and Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005.)

IV. Admission of Auditing Students

Persons wishing to attend regular college classes without receiving credit may apply for admission as auditors. Admissions documentation needed are:

- A) An Application for Admission & required application fee; and
- B) Evidence of graduation from an accredited high school, per Board of Regents Policy, or GED certificate which satisfies the minimal score requirements of the state of Georgia.
- C) Certificates of Immunization to include verification of immunity against Measles, Mumps, Rubella, Tetanus-Diphtheria, and Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005.)

Note: Fees are the same as for credit students.

V. Admission of Non-Degree Students

Students who are not seeking a degree but would like to attend CCG and receive credit may be classified as Non-Degree, if: 1) The student holds an Associate's degree or less. These students may enroll as non-degree students for a maximum of 12 semester credit hours (including institutional credit). These students may not enroll in any course for which there is a Learning Support prerequisite unless they have been screened for and have exempted the relevant Learning Support course(s), or 2) Students who have earned a baccalaureate degree from a regionally accredited institution will be allowed to take courses with no limitation on the number of hours of undergraduate credit. Such applicants must provide proof of degree. Admissions documentation needed are:

- A) An Application for Admission, required application fee;
- B) Evidence of graduation from an accredited high school, per Board of Regents Policy, or GED certificate which satisfies the minimal score requirements of the state of Georgia; and
- C) Certificate of Immunization to include verification of immunity against Measles, Mumps, Rubella, Tetanus-Diphtheria, and Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005.)

Note: Fees are the same as for degree seeking students.

VI. Amendment 23 Admissions (Persons 62 Years of Age & Older)

Pursuant to the provisions of the Georgia Constitution, the University System established the following rules with respect to enrollment of persons 62 years of age or older in units of the University Systems. To be eligible for enrollment under this provision such persons:

- A) Must be residents of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age to enable the institution to determine eligibility.

- B) May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees.
- C) Shall meet all System and institution undergraduate or graduate admission requirements; however, institutions may exercise discretion in exceptional cases where circumstances indicate that certain requirements such as high school graduation and minimum test scores are inappropriate. In those instances involving discretionary admission, institutions will provide diagnostic methods to determine whether or not participation in Developmental Studies/Learning Support will be required prior to enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.
- D) Shall have all usual student and institutional records maintained; however, institutions will not report such students for budgetary purposes.
- E) Must meet all System, institution, and legislated degree requirements, if they are degree-seeking students.
- F) Upon enrollment each term, Amendment 23 students must identify themselves as Amendment 23 at the Cashier's window to ensure accurate billing (non-payment).

VII. Admission Criteria for Joint Enrollment Programs (for students still in high school)

The University System of Georgia and Technical College System of Georgia recognize the need to provide academically or technically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school. Georgia public high school students, classified as juniors or seniors, who are at least 16 years of age and who meet the eligibility criteria may choose to participate.

A) Accel Program (Formerly Post Secondary Option)

The Accel Program is designed for academically gifted students to enroll in college level courses while earning Carnegie credit to meet their high school graduation requirements. Accel is funded through the HOPE Scholarship program and is only available during the Fall and Spring semesters. Curriculum choices are limited to those contained in Accel Course Dictionary (available on the Georgia Student Finance Commission's website at <http://www.gsfc.org>). Admissions criteria are as follows:

- 1) Minimum SAT I score of 970, combined Critical Reading and Mathematics sections, or an ACT composite score of 20;
- 2) Minimum cumulative high school grade point average of 3.0 or higher in academic subjects taken from the required 16 CPC units;

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- 3) Exemption of all Learning Support requirements (SAT Critical Reading 430/ACT English 17 and SAT Math 400/ACT Math score of 17);
- 4) Completion of the ACCEL program application with all appropriate signatures;
- 5) Application for Admissions & application fee;
- 6) Immunization requirements must be met;
- 7) High school transcript & test scores; and
- 8) Completion of the University System of Georgia CPC requirements with the following exceptions:
 - a) Students with SAT I Critical Reading scores of at least 530 (or ACT English scores of at least 23) who have not completed the final unit of high school English and/or social studies may be permitted to fulfill these Carnegie unit requirements with the appropriate college courses
 - b) Students with SAT I Math scores of at least 530 (or ACT English scores of at least 22) who have not completed the final unit of high school mathematics may be permitted to fulfill these high school requirements with the appropriate college. Students should be aware that while College Algebra, Math Modeling, or Statistics may be taken, these courses may not apply toward a college degree in science, engineering, computer science, and many other fields. High school advanced algebra/trig taken in high school should provide better preparation for majors requiring calculus and should be taken no later than the 11th grade.

Note: English, social studies and/or mathematics courses taken at CCG by students without qualifying SAT or ACT scores in the subject area will not be used to fulfill the University System of Georgia's CPC requirements and those classes should only be used to complete elective units required for graduation from high school.

B) Joint Enrollment

This program is designed for academically gifted students so they may enroll in college level courses while attending high school. Joint enrolled students are responsible for all fees necessary to attend and student will not qualify for any state or Federal assistance. Courses are taken in addition to normal high school curriculum and will not be used to satisfy CPC requirements. Curriculum choices are limited to those agreed upon by the student, high school counselor and academic advisor at CCG. Admissions criteria are as follows:

- 1) Minimum SAT I score of 970, combined Critical Reading and Mathematics sections, or an ACT composite score of 20;
- 2) Minimum cumulative high school grade point average of 3.0 or higher in academic subjects taken from the required 16 CPC units;
- 3) Exemption of all Learning Support requirements (SAT Critical Reading 430/ACT English 17 and SAT Math 400/ACT Math score of 17);
- 4) Application for Admissions & application fee;
- 5) Immunization requirements must be met;

- 6) Official high school transcript & test scores;
- 7) Recommendation from the high school principal or counselor; and
- 8) Written consent of parent or guardian (if the student is under 18).

C) Dual Enrollment

This program is designed for students who are pursuing career training while still in high school. These applicants **MUST** meet all admission requirements for the selected program of study. Program options are limited and must be approved by the high school. This program is funded through the HOPE Grant program. Admissions criteria are as follows:

- 1) Application for Admissions & application fee
- 2) Immunization requirements must be met
- 3) Official High school transcript & test scores (if taken)
- 4) Completion of Compass testing if required
- 5) Permission from high school principal or counselor
- 6) Written consent of parent or guardian (if the student is under 18)
- 7) Completion of HOPE Grant application

D) Certificate Joint Enrollment

This program is designed for students who are pursuing career training while still in high school. These applicants **MUST** meet all admission requirements for the selected program of study. Program options must be approved by the high school. This program is funded through the HOPE Grant program. Admissions criteria are as follows:

- 1) Application for Admissions & application fee
- 2) Immunization requirements must be met
- 3) Official High school transcript & test scores (if taken)
- 4) Completion of Compass testing if required
- 5) Permission from high school principal or counselor
- 6) Written consent of parent or guardian (if the student is under 18)
- 7) Completion of HOPE Grant application

E) Tech Prep

Tech Prep is a nationwide career development system that provides a student with a planned program of study that incorporates academic and career-related courses articulated between the secondary and post secondary levels leading to a certificate, diploma, degree, or two year apprenticeship certificate.

The Georgia Department of Education and the Technical College System of Georgia have a Statewide Tech Prep Articulation Agreement. This agreement is to facilitate the seamless transition of students from secondary to post secondary education, to encourage post secondary education, and to eliminate undue entrance delays, duplication of course content, or loss of credit. The statewide agreement allows students who successfully complete an approved articulated course at a secondary school to have advanced standing in post secondary technical college

programs. A list of approved articulated courses is available from the CCG Tech Prep Coordinator.

VIII. Admission of Students with Outstanding Scores

Although successful completion of designated high school course work is necessary for student success in college, those few students who score at the upper five percent of all students nationally on the SAT I have demonstrated potential for success in college and may be considered for admission to the College of Coastal Georgia without graduating from an accredited high school. Students must satisfy any CPC deficiencies in areas other than English or mathematics through college coursework.

IX. Admission of International Students *(Note: Policies and procedures concerning international students are subject to change without notice.)*

The College of Coastal Georgia will accept international students in any area of study offered. The following admissions documentation needed are:

- A) Application for Admission & application fee;
- B) Official transcripts from any institution of learning attended either in the United States or home country or certified copies of educational documents that have been translated to English by a reputable credential evaluator that can be deemed generally equivalent to U.S. college preparatory studies or college level work;
- C) Proof of English proficiency for all student whose first language is not English and whose language of instruction throughout secondary school was not in English;
 - 1) Non-native speakers of English can meet English proficiency requirements by meeting the minimum SAT I Critical Reading or ACT English admissions requirements or by successfully completing the Test of English as a Foreign Language (TOEFL) with minimum score of 523 for the paper exam, 69 on the online exam or 193 on the computer based. A score of 550 on the paper TOEFL or 213 on the computer TOEFL is the recommended guideline.
 - 2) Students who are non-native speakers of English, who transfer from an institution of higher education outside the US where English was not the language of instruction, would be required to submit a TOEFL score or some other recognized evaluation of English along with their foreign credentials.
 - 3) Students who are non-native speakers of English and who are transferring from an accredited institution of higher education inside the US, may be required to take the TOEFL if their English proficiency cannot be demonstrated to the satisfaction of the Admission's Office.
- D) Certificates of Immunization to include verification of immunity against Measles, Mumps, Rubella, Tetanus-Diphtheria, and Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005.);

- E) The applicant must show financial independence or sponsorship. The out-of-state fee requirement listed in the catalog shall apply to all international students except those accepted under the special provisions of the Board of Regents.
- F) The applicant must show that they will be adequately covered by health and accident insurance.
- G) Special Enrollment Requirements for students on F-1 Visa
 - 1) F-1 students must be enrolled as full-time students. This means a minimum of twelve semester hours per term. F-1 students are eligible to take a vacation term if they have completed the equivalent of an academic year prior to taking the vacation and are eligible and intend to register for the next term.
 - 2) F-1 students may leave the United States and be readmitted after absences of five months or less. However, the student must have a current INS Form I-20, signed by the Registrar for temporary travel outside of the United States.
 - 3) Students in F-1 status may work part-time on-campus (fewer than 20 hours per week) while classes are in session and full-time (fewer than 40 hours per week) when classes are not in session or during the annual vacation. F-1 students may not continue working on-campus after completing a course of study, except if the employment is for practical training.
- H) U.S. Immigration Regulations
 - 1) Federal regulations place significant responsibilities on students and universities in the administration of the U.S. laws pertaining to F-1 or J-1 non-immigrant students. Institutions are required to follow certain recordkeeping and reporting requirements of the U.S. government.
 - 2) Institutions enrolling international students are required to determine the academic admissibility and the financial resources of applicants prior to the issuance of the immigration document I-20 A-B or IAP-66.
 - 3) The Department of Homeland Security implemented a \$100 fee for the Security Exchange Visitor Information System (SEVIS), effective September 1, 2004. Additional information may be obtained at www.uscis.gov or www.aascu.org/policy/04_pdf/DHS_fee.pdf.
 - 4) Only a Designated School Official appointed by the institution's president and registered with the U.S. Immigration and Naturalization Service (INS) may sign forms I-20 A-B, I-538, and other F-1 student immigration-related documents. Only a Responsible Officer or Alternate Responsible Officer approved by the U.S. Department of State may sign forms IAP-66.
Note: All regulations subject to change.

X. Admission of Students with Disabilities

Standards for admission are administered uniformly, and the presence of a disability is not a factor in the admissions decision. All students must earn a college preparatory or career/technical high school diploma. For certain career programs (i.e. nursing, welding), specific motor function is required to perform critical skills and meet critical standards.

Upon provision of acceptable documentation, reasonable accommodations for testing, academic instruction, and access to auxiliary programming are provided. In order to be served with accommodations, Board of Regents' policies require approval from a Regents Center for Learning Disabilities (RCLD) for certain disabilities including specific learning disabilities (SLD), attention deficit/hyperactive disorder (ADHD), acquired brain injury (ABI), and most psychiatric disabilities. Application for these accommodations should be filed with the Disability Services Coordinator at least six months prior to enrollment to allow ample time for evaluation. Students should be aware that accommodations provided by secondary schools or out-of-state colleges do not ensure similar services without appropriate documentation and evaluation. For additional information please contact the Disabilities Service Coordinator at (912) 279-5800 or FAX (912) 261-3900.

RESIDENCY POLICY

The College of Coastal Georgia is required, under the guidelines established by the Board of Regents, BOR, of the University System of Georgia, to determine the residence classification of all applicants and students of the College of Coastal Georgia for fee payment purposes. Students moving to Georgia for the sole purpose of obtaining an education will not qualify for residency for tuition purposes regardless of the length of time spent in Georgia.

A person's legal residence is his or her permanent dwelling place. It is the place where he or she is generally understood to reside with the intent of remaining there indefinitely and returning there when absent. There must be a concurrence of actual residence and of intent to remain to acquire a legal residence.

To ensure timely completion of a residency request, a student or applicant requesting a change of residence for a specific semester should file the "Petition for Georgia Residence Classification" and all supporting documentation at least two weeks prior to the published registration date for the semester for which the change is requested. Final determination of Georgia residence classification cannot be guaranteed for petitions received after this date. Classification as a legal resident for fee payment purposes will not be retroactive to prior semesters.

Legal residents of Georgia, as well as certain categories of non-residents, may be enrolled upon payment of resident fees in accordance with the following BOR policy if:

A. United States Citizens

(1)

- a. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as “in-state” for tuition purposes.

It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.

- b. A dependent student shall be classified as “in-state” for tuition purposes if either i) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student has graduated from a Georgia high school or ii) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent’s most recent federal income tax return.
- c. A dependent student shall be classified as “in-state” for tuition purposes if a U.S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.

(2)

- a. If an independent student classified as “in-state” relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.
- b. If the parent or U.S. court-appointed legal 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 the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed guardian.

B. Noncitizens

Noncitizens initially shall not be classified as “in-state” for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.

A glossary defining the terms in the tuition classification policy can be found in the University System of Georgia Board of Regents Tuition Classification Guidelines Manual (BR Minutes, June 2006).

OUT-OF-STATE TUITION WAIVERS

An institution may waive out-of-state tuition and assess in-state tuition for:

- A) Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B) International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C) University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D) Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia.
- E) Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Technical College System of Georgia, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
- F) Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G) Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status. Military personnel stationed in Florida but residing in Georgia are not eligible for this waiver.

- H) Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year.
- I) Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located. (Note: Nassau County students attending the CCG Camden Center must identify themselves to ensure correct processing).
- J) National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children.
- K) Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic development project.
- L) Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- M) Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
- N) Students in Intellectual Capital Partnership Program ("ICAPP®") Advantage programs. Any student participating in an ICAPP® Advantage program.
- O) Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
- P) Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.
- Q) Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

Note: Further details concerning residency can be obtained from the Director of Admissions/Registrar.

RIGHT TO REFUSE ADMISSION

Each unit of the University System reserves the right to refuse admission to a non-resident of Georgia, to an applicant whose admission would cause the institution to exceed its maximum capacity, to an applicant whose request for admission is only to a program that is already filled, to an applicant whose transcript(s) are from an unaccredited institution or who is otherwise ineligible for admission.

RIGHT TO LIMIT ADMISSIONS

The Chancellor may limit the number of students to an institution.

SOCIAL SECURITY NUMBER

Students applying for admission to CCG will be assigned a student identification number at the time of application. However applicants will be asked to furnish their social security numbers on the printed application form for identification purposes and to assist in tracking incoming documents.

A Social Security number is required when students apply for financial aid, for educational tax benefits, and for employment. It may also be required for other purposes. This information may be disclosed only under certain circumstances, including the following:

- To other institutional officials.
- To representatives of state and local educational authorities.
- In connection with financial aid.
- To collection agents in connection with university-related business.
- Pursuant to an order from a court of law.
- Other circumstances as required by state or federal law.

NEW STUDENT ORIENTATION PROGRAMS

All new students must complete the orientation prior to registration. New student orientation is available online at www.ccgga.edu and on campus at publicized days and times. New students participate in an orientation to gain an overview of student life at the College of Coastal Georgia. New and Transfer students will be notified as to time and location of on-campus orientation activities. Participation in the on-campus orientation program is encouraged for all new students and required for students utilizing Last Minute Enrollment. Certain students may be able to utilize the on-line orientation and www.ccgga.edu to satisfy this requirement. For more information, contact the Welcome Center at (912)-279-5813.

STEPS TO REGISTER

- Make an appointment with your advisor.
- Review your program requirements.
- Choose appropriate courses for upcoming term. Refer to the Program of Study section of this catalog for your choices or at www.ccgga.edu.
- Read course descriptions.
- Determine if a prerequisite or corequisite is necessary. A prerequisite means that specific course(s) or other requirements must be completed prior to registering for the course which lists the prerequisite. A corequisite means that the requirements are to be completed simultaneously.
- Plan a tentative schedule before meeting with your advisor.
- Discuss academic plans with your advisor.
- Register for classes either in-person or online using COAST.
- Pay for your classes. Students are not officially registered until all tuition is paid or payment arrangements have been made.

REGISTERING ONLINE

Students are encouraged to register for classes using the College of Coastal Georgia online registration system – COAST.

The following groups are **excluded** from COAST registration:

- Learning Support
- New Students
- Academically Ineligible (Dismissal/Suspension)

If you are in one of the above categories, following advisement, **your advisor will register you** into the desired courses. (NOTE: You are only excluded from the Registration portion of COAST. You still have access to view your class schedule, midterm, final grades, and financial aid information.)

Logging in to COAST

1. Go to www.ccg.edu and click the COAST picture link.
2. Click "Enter Secure Area".
3. At "User ID", enter your CCG Identification Number, 9200XXXXX (no spaces or dashes).
4. At "PIN", enter your PIN (personal identification number).
5. Click "Login".
6. Once inside the secure area, click "Student Services and Financial Aid" to access your "Student Records", "Registration", and "Financial Aid" information.

The first time you log on, you will be asked to set up a "PIN Hint Question" and answer. (*Hint: Choose a question that will have only ONE answer EVER*)

You can change your PIN any time you enter COAST. Please choose a new 6-digit number (no spaces or dashes). Keep this number confidential for the security of your academic records.

Please call Computer Services, (912) 279-5760 if you experience difficulty with your initial login.

To register using COAST:

1. Log into the "Secure Area".
2. Click "Student Services and Financial Aid".
3. Click "Registration".
4. Please read the registration disclaimer that appears and choose "Do Accept".
5. Click "Add/Drop Classes".
6. Choose the appropriate registration term and click "Submit Term".
7. Enter the CRNs provided to you by your academic advisor and click "Submit Changes".
8. If an incorrect CRN is entered, choose "Web Drop" in the Action block and click "Submit Changes" to drop the course.
9. Your class is registered.
10. Click "Student Services and Financial Aid".
11. Click "Registration".
12. Choose "Do Accept".
13. Click "Registration Fee Assessment" to view your fees.
14. Click "Student Schedule by Day or Time" or "Student Detail Schedule" to view your registered course schedule. These are date driven, so click to the next week before printing to see full schedule.

COAST Registration Error Resolution

The errors listed below may appear during registration on COAST. **If you encounter one of these errors, please be aware that until the error is resolved, the course is not registered.** Error resolution may require direct contact with your academic advisor or other appropriate college personnel.

-- Time Conflict with #####

This course has a time conflict with a course already on your schedule, CRN #####. Use the pull-down menu in the action field to drop the course causing the conflict, enter the new course CRN in the Add Class block, and click on Submit Changes.

-- Preq and Test Score-Error

This course has a pre-requisite which you have not met. You may seek special permission to add the course from the Chairperson of the Department teaching the course.

-- Major Restriction

This course is not included in your current course of study. A new class should be chosen or a *Change of Major* form should be submitted to the Registrar's Office in Brunswick or the Administrative Office in Camden.

-- Closed Section

The enrollment in this course has reached its limit. Try another section of this same course or contact the instructor for further options.

-- Maximum Hours Exceeded

You have exceeded 18 credit hours for this semester. If you wish to apply for an overload, complete the "Overload Request Form" and submit it to your academic advisor and the Vice President for Academic Affairs.

-- Dupl Crse with Sec-#####

This course has the same course number as a course already on your schedule. You may not register for two sections of the same course. Please contact your academic advisor for assistance.

ENROLLING IN MORE THAN ONE COLLEGE AT A TIME

Students wishing to enroll at another institution while enrolled at CCG are encouraged to obtain transient permission from the Registrar's Office to ensure courses can be used toward their program of study. Students must be in Good Academic Standing (See page 91) before permission will be granted. Transient permission will not be authorized for a first semester student. Federal financial aid will not be authorized by the CCG Financial Aid Office for use at other institutions and financial aid awards will only reflect the hours enrolled at CCG.

Students enrolled through the Brunswick Center (See page 104) are exempt from this requirement.

AUDITING

Students who do not wish to receive credit or a grade for a course may audit. Registration for audit (no credit) is limited to the late registration period and is based on the availability of space in the individual class. Students who audit courses pay the same fees as those enrolling for credit. Registration for audit can be changed to credit no later than the last day of late registration. Registration for credit can not be changed to audit.

SCHEDULE CHANGES

A student may change his or her original class schedule by adding, dropping or withdrawing from classes. The student's class schedule becomes the official semester schedule after the drop and add period is over. Specific dates for each semester are published in the Semester Schedule, on the college website, and in campus advertisements.

Adding

A student may add classes through the last day of registration. After registration, students may add classes during the drop add period with the permission of the instructor and division chair. Additional tuition and fees may be required.

Dropping

A student may officially drop a class within the prescribed time as noted in the Academic Calendar with the permission of their advisor, instructor, or division chair. After students have discussed their decision with the instructor and advisor, and have obtained their approval, the students will complete a change of schedule form and obtain the signature of the instructor or the Division Chair, and their advisor. The form must be submitted to the Registrar's Office, Financial Aid Office, and Business Office for completion and processing. The date on which the student drops from the class will affect the amount of refund to which the student may be entitled. No refunds will be granted for a reduction in course load after the published Add/Drop period.

Class Cancellations

The College reserves the right to cancel courses due to insufficient class enrollment, lack of availability of qualified instructors, or lack of appropriate facilities, and due to unforeseen circumstances. A student who enrolls in a class that is later cancelled will have an opportunity to drop the cancelled class and add another class in its place. This opportunity is available throughout the late registration period and the first week of school, as long as the class has not met. Any fee amount due to the student resulting from the cancelled course will be mailed, and federal financial aid will be adjusted as required by regulations.

Withdrawing

A Withdrawal is when a student drops all courses for a given semester. A student who officially withdraws prior to the deadline listed in the academic calendar will receive a “W” or “WF” on the transcript. If a student stops attending classes or fails to officially withdraw, a grade of “F” will be assigned for each class. It is the student’s responsibility to officially withdraw. Refund of tuition will be pro-rated according to the date the *Change of Schedule* is submitted for processing.

Withdrawals from a course before the deadline

If you withdraw from a college course before the deadline published in the college calendar section of this catalog, you will receive a grade of “W” or “WF” depending on the determination of the course instructor, the course grade at the time of the withdrawal, and the circumstances of the withdrawal. To withdraw from a course, a student must follow the procedures listed below:

1. Obtain a drop/add form from the student's advisor
2. Get approval of advisor.
3. Get the instructor’s permission to drop each class or that of the Division Chair.
4. If receiving Financial Aid, it is suggested that you discuss how the drop may affect future awards with a Financial Aid representative.
5. Take the drop/add form to the Office of the Registrar and Admissions in the Administration Building on the Brunswick campus or Administrative Office at the Camden Center for processing.
6. Keep a signed copy of the drop/add form for your records.

Students who stop attending classes and do not withdraw will receive a grade of “F” for the course. This will make the student ineligible for any financial aid for their next semester of enrollment.

Withdrawals from a course after the deadline

Withdrawal after the published mid-semester deadline will not be permitted without academic penalty except in cases of extreme hardship as determined by the Vice President for Student Development Services.

Withdrawals from a Learning Support course

The first obligation of the student is to complete required course work in Learning Support. To withdraw from a Learning Support course, you must first withdraw from any regular credit course.

Administrative Withdrawal

The Vice President for Student Development Services may withdraw a student if it is determined that the student: (a) poses a significant danger or threat of physical harm to themselves or to the person or property of others or (b) engages in behavior that impedes the rights of other members of the college community or interferes with the exercise of any proper activities or functions of the college or its personnel or (c) is unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the college.

Military Withdrawal

A student enlisted in the U.S. military is permitted to withdraw under the Board of Regents policy for military refunds (704.0401) upon receipt of emergency orders to active duty or reassignment, without penalty at any time during the term.

PAYMENT

Students should be prepared to pay when they register for or add classes. The College of Coastal Georgia reserves the right to delete the enrollment of any student who has not paid the total amount due for courses and outstanding debts to the College.

CLASS ATTENDANCE

Attending class and being on time for class meetings is an important part of your success in the classroom. The College has set the following policy on class attendance:

1. Attendance requirements may vary based on the needs of the instructor, the course, or the method of instruction being used.
2. The attendance policies are set by the academic department in which the course resides and will be distributed in writing to students by the instructor at the beginning of each semester including any penalties that may result from excessive absences or tardiness.
3. When students are required to be absent from class for approved college activities the student must assume responsibility for making up any missed work.

FINANCIAL ASSISTANCE

The College of Coastal Georgia Financial Aid Office provides assistance to students who, without such aid, would be unable to attend college. The College helps as many students as possible by providing assistance through grants, loans, scholarships, and part-time employment.

The College of Coastal Georgia administers funds in accordance with the nationally established philosophy that the family is the primary resource for helping a student meet educational costs and that student financial aid is available to meet the difference between the student's potential resources and college expenses.

The College of Coastal Georgia utilizes the results from the Federal Student Aid application as well as other need analysis programs in determining a student's level of financial need. A determination of a family's financial strength is made based on gross income, number of dependents, allowable expenses and debts, and total assets. The College of Coastal Georgia considers those applications filed before May 1 for maximum award benefits for the following year.

CATEGORIES OF FINANCIAL ASSISTANCE

GRANTS: Aid which does not have to be repaid.

Pell Grants: Citizens of the United States and eligible non-citizens who enroll in an eligible course of study and who do not have a Bachelor's degree are eligible to apply for a Pell Grant. The grant amount will vary from year to year in proportion to the student's financial contribution. Students must reapply for financial aid each academic year by completing a Free Application for Federal Student Aid (FAFSA) found in the financial aid office. (The **Title IV code** needed to complete Section H of the FAFSA is **001558**.)

Federal Supplemental Educational Opportunity Grants (FSEOG): The College of Coastal Georgia administers direct gift awards under the FSEOG to students who have proven exceptional financial need. The amount a student is eligible to receive depends upon personal need and availability of funds. Awards are generally for \$300 per year.

LOANS: Aid which must be repaid or, in some situations, may be forgiven through service rendered in critical need fields.

Federal Family Education Loan Program (FFELP): As a grantor of the FFELP program, the Georgia Higher Education Assistance Corporation (GHEAC), through agreements with banks, credit unions, savings and loan associations, and other lenders, makes long-term deferred-payment loans available to students. For subsidized Federal Stafford Loans, interest is paid by the federal government during the period in which the student is enrolled for at least half-time and during any grace

period of deferment. After this period, the student begins repayment on the loan. The interest rate is fixed at 6.8%.

Georgia Health Care (Service Cancelable) Loans (GHCL): Residents of Georgia who are majoring in health career fields (nursing, radiologic tech) are eligible to apply for GHCL. Borrowers receiving a degree in a health career field approved by the State Scholarship Commission may elect to cancel all or a portion of their loan by practicing in Commission-approved locations within the State of Georgia; a graduate may cancel an academic year's loan or its equivalent by practicing in an approved field for one calendar year. Repayment policies regarding loan cancellations are subject to change prior to a student's graduation or as conditions warrant at the discretion of the State Scholarship Commission.

SCHOLARSHIPS: The College of Coastal Georgia offers a great number of scholarships through the College of Coastal Georgia Foundation and outside sources. Scholarship recipients must be enrolled based on the guidelines of the specific scholarship and maintain the grade point average specified. Applications and requirements are available in the Financial Aid Office.

HOPE (Helping Outstanding Pupils Educationally) Scholarships: HOPE is Georgia's scholarship program that is funded by the Georgia Lottery for Education. It is a reward for scholastic achievement and an incentive to continue working hard in school. The program rewards exemplary performance in high school with tuition scholarships at Georgia public and private colleges and technical schools. HOPE will pay for tuition, HOPE-approved mandatory fees, and a book allowance. Full-time enrollment is not required. Students may renew the scholarship each academic year, provided they do the following:

1. Maintain a 3.0 cumulative grade point average (GPA) for all course work **attempted** (not just course work completed).
2. Meet standards for Satisfactory Academic Progress.

For additional information on the HOPE Scholarship Program and eligibility requirements, please visit www.gsfc.org or call 1-800-505-GSFC.

Other Scholarships: A number of scholarships established by various civic clubs, organizations, businesses, industries, and individuals are also available. These scholarships and the specific criteria for awarding each are listed at the end of this section of the catalog. Students may find outside resources for scholarships at www.ccg.edu/finaid.

STUDENT EMPLOYMENT

Federal College Work-Study Program: This federal program is designed to provide students the chance to pay part of their educational expenses by working at a part-time job. To be employed under this program, the student must attend a mandatory orientation, show evidence of financial need each semester, and maintain good academic standing while employed under this program. Hourly wage is \$6.35 (subject to change).

Student Assistant Program: This program, sponsored entirely by the College of Coastal Georgia, employs students on a part-time basis. Financial need is not a major determinant, although it is not entirely disregarded.

VOCATIONAL REHABILITATION

Students who have fees paid by the Georgia Department of Human Resources, Division of Vocational Rehabilitation, must request that the Office of Admissions and Registration send copies of their grades to the Vocational Rehabilitation Office each semester. The College Business Office must review written authorization from the Vocational Rehabilitation Office prior to the student's registration each semester.

VETERANS' BENEFITS

The College of Coastal Georgia has been approved by the State Department of Veterans' Services, under existing public laws, to accept and certify students eligible for Veterans' benefits. Eligible Veterans, widows, and war orphans should make application for Veterans' benefits with the Veterans' Affairs counselor located in the Office of Veterans' Affairs in the Financial Aid Office.

Individuals applying for Veterans' benefits must meet all admissions requirements. No benefits can be received until the student's eligibility has been certified by the Office of Veterans' Affairs. Certification of enrollment may be approved only for a program leading to an educational, professional, or vocational objective for which the applicant is not already qualified. (Exception: Students may be permitted to take certain remedial or refresher courses commensurate with the college requirements or needs in their degree areas of study.) All students who need this type of training may have prior counseling by the college staff or the Regional Veterans' Administration.

At the beginning of EACH semester, any student/veteran who is receiving Veterans' benefits must file with the Veterans' Affairs counselor a form showing the number of credit hours which he/she is attempting to complete. If any changes are made at any time during the semester in the number of credit hours carried, this information must also be submitted to the Veterans' Affairs counselor. Failure to provide the necessary data concerning credit load carried may result in exclusion from the college or in an immediate cancellation of all benefits.

Students must be prepared to pay all costs when due even though the financial benefits from the Veterans' Administration have not been received. (Under normal circumstances this takes 30 to 45 days.) The college has no established credit policy. Students may not attend classes until all costs have been paid.

FINANCIAL AID POLICIES AND PROCEDURES

GENERAL REGULATIONS AND POLICIES GOVERNING THE ADMINISTRATION OF ALL AWARDS

As a Financial Aid recipient, it is your responsibility to know the following rules and regulations:

1. An applicant for financial aid must be enrolled before financial aid awards can be disbursed.
2. Students receiving financial aid are required to declare the program of study that they are pursuing.
3. For students whose financial aid has been approved, the system allows tuition and fees to be deducted from each semester's award at registration. Any remaining funds are disbursed after the students' attendance for at least six credit hours has been verified by the instructor. Financial assistance will not be available for the purchase of books during the first week of class. Therefore, students will have to purchase textbooks **which are necessary for the first week of class** as an "out-of-pocket" expense.
4. Students receiving financial aid who drop out of school during the semester may owe the college a refund.
5. Ordinarily, financial aid is awarded for two semesters of the regular academic year. **Students must reapply for financial aid each academic year.**
6. Students given an award for the full academic year (two semesters) who fail to enroll fall semester will have all aid, with the exception of the Pell Grant and/or HOPE scholarship, cancelled for the remainder of that year.
7. Any student in default on federal or state loans or having an outstanding financial commitment to any federal or state program will not be considered for financial aid at the College of Coastal Georgia.
8. Financial aid applications received after May 1 will be considered on a first-come, first-served basis providing funds are available.
9. All hours attempted for the Semester, including grades of "W," are counted in the College's Standards of Academic Progress (SAP).
10. Ability-to-benefit students (those without an accredited high school diploma or GED certificate) applying for federal financial aid must pass a test approved by the Secretary of Education.
11. Students cannot be enrolled in and receive financial aid from two different institutions at the same time.

12. The maximum hours for which a student may receive financial aid is 150% of the number of semester hours required to earn the degree or certificate as stated in the College catalog. For financial aid purposes, students may register for only those courses specified in their selected program of study.
13. Students who take Remedial/Learning Support courses, including CPC requirements, will be eligible for assistance for a total of 30 hours that are not counted in the 150%; remedial hours in excess of the 30 hours will be counted in the 150% time frame. Furthermore, students may not receive financial aid for remedial hours in excess of the 30 hours.
14. Financial Aid will not pay for classes a student audits, CLEPs, or completes by Departmental Exam.
15. Financial aid students who previously attended the College of Coastal Georgia may be denied financial aid for failure to maintain satisfactory progress based on previously attempted course work, regardless of whether they received financial aid for that enrollment. ***Academic forgiveness will not affect financial aid eligibility.***
16. The College of Coastal Georgia complies with all Federal legislation and does not discriminate on the basis of age, color, gender, sexual orientation, religion, national or ethnic origin, disability, or status as a disabled or Vietnam Era veteran.

SPECIFIC REGULATIONS AND POLICIES GOVERNING LOANS

1. All students, regardless of income, must complete a Free Application for Federal Student Aid (FAFSA) before a loan application can be processed.
2. The deadline for students applying for a loan for the following semester is 30 days after the first day of class. Processing of student loan applications must begin by mid-semester in order for the check to be on time for the beginning of the next semester. There are no retroactive loans.
3. **ALL STUDENTS MUST COMPLETE ENTRANCE AND EXIT LOAN COUNSELING** for each school year in which they have a loan. Any student who does not complete loan counseling will not receive his/her check.
4. First-time borrowers and first-time students at the College of Coastal Georgia must be enrolled for 30 days before loan checks can be released. Otherwise, loan checks must be released within 14 days of receipt by the institution.
5. **IF A STUDENT'S LOAN CHECK HAS NOT ARRIVED WHEN IT IS TIME TO REGISTER, IT WILL BE THE STUDENT'S RESPONSIBILITY TO PAY FOR CLASSES. NO CLASSES WILL BE HELD BECAUSE A LOAN CHECK DID NOT ARRIVE.** It may take up to three weeks for a loan check to arrive.
6. Students receiving loans must maintain satisfactory academic progress.
7. Students must be enrolled for at least six (6) hours full semester or first semester to receive a loan check during that period. If a student drops to less than six hours, his/her loan will be canceled. A student who receives only non-

passing grades (“F,” “W,” “IP,” etc.) in a given semester can not receive a loan for the following semester.

8. The Financial Aid Office may refuse to certify a Federal Stafford loan application or may reduce the borrower determination of need for the loan. This determination is made on a case-by-case basis.
9. Students have the prerogative to cancel a loan at any time.
10. Students attending on appeals are not eligible for loans.
11. One-semester loans will be split into two disbursements. The second disbursement will take place after mid-term.
12. Students in Learning Support classes are not eligible to apply for loans.
13. All future loan disbursements are cancelled for students whose enrollment drops below half-time.
14. Student loan amounts may be reduced based on other types of aid a student receives.

SPECIFIC REGULATIONS AND POLICIES GOVERNING PELL GRANTS

Students enrolled in certificate programs are paid according to clock hours and not credit hours. Students should see their advisor to calculate clock hours.

SPECIFIC REGULATIONS AND POLICIES GOVERNING COLLEGE WORK-STUDY FUNDS

College work-study students may work up to 19 hours per week, depending on their award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

SPECIFIC REGULATIONS AND POLICIES GOVERNING HOPE SCHOLARSHIPS

General Eligibility Requirements for All Recipients of HOPE Funds:

1. Must be a "legal" resident of Georgia for 12 months. If residency becomes an issue, the Georgia Student Finance Authority must determine eligibility. NOTE: A student (attending a Georgia University System institution who is seeking a HOPE Scholarship as a sophomore [2nd tier]) meets the residency requirements for purposes of HOPE eligibility if he or she met the requirements to be classified as a legal resident of Georgia, under Board of Regents policy, at the time he or she first enrolled at a Georgia post secondary institution, or if the student graduated from a Georgia high school in 1993 or later. A student who receives an out-of-state tuition waiver is not classified as a legal resident of Georgia and therefore does not meet the residency requirements for purposes of HOPE eligibility. Please call 1-800-546-HOPE (4673) if you have eligibility questions.

COLLEGE OF COASTAL GEORGIA

2. Students must reapply for HOPE every academic year. Beginning Fall Semester 2006, the best way to apply for the HOPE Scholarship or Grant will be on the GAcollge411 website: <http://www.GAcollge411.org>. Students must create an account at this website to complete the HOPE application.
3. Must be enrolled in an eligible post-secondary institution.
4. Must be a U.S. citizen or permanent resident alien.
5. Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
6. Full-time enrollment is not required.
7. It is the student's responsibility to contact Financial Aid to see if he/she meets the requirements for HOPE.
8. You must complete the HOPE application process by one of these two dates, whichever occurs first: 1) before the last day of the academic term, or 2) before your withdrawal date for the academic term. If you do not complete the HOPE Scholarship or HOPE Grant application process by the deadline, you will not receive HOPE payment for that academic term.

For additional information on the HOPE Scholarship Program access www.gsfc.org or call 1800-505-GSFC.

Specific Eligibility Requirements for Entering Freshmen Enrolling in Degree Programs:

1. Must be a 1993 or later graduate of an eligible Georgia high school.
2. Must have met curriculum requirements and earned at least a "B" average (a 3.0 cumulative GPA on a 4.0 scale in a college preparatory track, 3.2 for all other curriculum tracks). NOTE: Students who graduate from high school in the year 2000 and thereafter will be required to earn a "B" average in their core-curriculum subjects.
3. Eligible students may receive the scholarship for up to 127 credit hours, provided they make satisfactory progress and have a 3.0 cumulative GPA in the semester that they are attempting to complete their 30th, 60th and 90th hours.

Second-chance Opportunity for Students to Regain HOPE:

If, after attempting 30 hours at a public college, a student's cumulative GPA falls below a 3.0, the student may continue the sophomore year at his/her own expense. If a student raises his/her cumulative GPA to a 3.0 or higher at the end of the sophomore year (after 60 hours attempted), he/she will be given another chance to receive a HOPE scholarship for the junior year (after 90 hours attempted) and the opportunity to renew the scholarship for the senior year. In order to receive HOPE for the student's senior year, he/she must have a cumulative GPA of 3.0 or higher at his/her 90th hour and meet standards of satisfactory academic progress.

HOPE for Students Already in Public College or Returning to Public College:

Students who graduated from high school prior to the establishment of the HOPE program in 1993, or students not academically eligible for a HOPE scholarship immediately after high school graduation, may be eligible for a HOPE scholarship if, after attempting their 30th, 60th or 90th hour of study in a degree program, they have a cumulative GPA of 3.0 or higher. Hours attempted in a certificate program which do not transfer into a degree program will NOT meet this requirement.

HOPE Scholarship Award Limits:

A college degree-seeking student becomes ineligible for the HOPE scholarship once the student has:

- Received payment from any combination of HOPE Scholarship, HOPE Grant, and Accel Program funds totaling 127 semester hours of credit; or
- Attempted 127 semester hours of college degree credit, regardless of whether HOPE funds were received while attempting the hours; or
- Earned a baccalaureate (four-year) college degree, regardless of whether HOPE funds were received while earning the degree.

Eligibility Requirements for Students Enrolling in Certificate Programs:

Students enrolling in certificate programs are eligible for the HOPE Grant regardless of the year of high school graduation and regardless of their high school GPA. They are eligible to receive HOPE certificate funds, provided they meet standards for satisfactory progress as required by the college. Students lose HOPE Grant eligibility after receiving funds for 63 credit hours.

HOPE for Students Attending a Georgia Public Technical College or Institute:

Georgia residents who are attending a Georgia public technical college or institute to earn a certificate or diploma are eligible for HOPE assistance regardless of high school graduation date or grade point average. The HOPE Grant covers tuition, HOPE-approved mandatory fees, and a book allowance of up to \$150.00 per semester.

Full-time enrollment is not required, but you must be making satisfactory academic progress to maintain eligibility.

A student may receive the HOPE Grant for up to 63 semester hours of study. However, any previous coursework for which you have received HOPE Scholarship and/or Accel payments will count toward the lifetime award limit of 127 semester hours and may thus reduce the number of HOPE Grant hours for which you can receive assistance.

NOTE: Students seeking degrees at Georgia public technical colleges must meet the qualifications for students seeking degrees at Georgia's public colleges and universities.

HOPE for GED Recipients at a Georgia post secondary Institution.

Legal residents of Georgia who earned a General Education Development (high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993 may receive a one-time \$500 HOPE award. This award can be used toward tuition, books, and other educational costs at an eligible public technical college or institute or public or private college or university in a degree, diploma, or certificate program.

Full-time enrollment is not required. Students must use their HOPE eligibility within 24 months of the date of the GED diploma. Military personnel have 52 months to exercise eligibility.

In addition to the \$500 award, GED recipients may also qualify for assistance through other components of HOPE.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

To continue receiving student financial aid under the programs authorized by Title IV of the Higher Education Act, as amended, students must make satisfactory academic progress in the course of study they are pursuing. These standards require that students make both qualitative and quantitative progress toward the completion of their program of study. Financial aid recipients who fail to make satisfactory progress as described below will be declared ineligible for financial aid at the College of Coastal Georgia until the deficiency has been removed.

Each financial aid recipient will be reviewed for satisfactory academic progress in accordance with the qualitative and quantitative standards of progress prior to receiving an award for any academic year. This review is usually done at the end of spring semester.

QUANTITATIVE SATISFACTORY PROGRESS

Students receiving financial aid must complete at least 67% of the classes that they attempt. Grades of "F," "W," and "IP" do not count as completions.

"Credit hours attempted" is all college-level course work for which a student has registered for a grade, including incompletes, withdrawals, repeats of courses, hours transferred from other institutions, and hours which may have been excluded under the college's academic forgiveness policy. Withdrawals from remedial courses WILL count toward credit hours attempted.

"Completed hours" are those hours for which a student earned grades of A, B, C, or D.

QUALITATIVE SATISFACTORY PROGRESS

Students receiving financial aid must maintain a grade point average of at least 2.0.

SPECIAL CASES

HOPE Scholarship Recipients: Students receiving HOPE funds must meet standards for satisfactory academic progress at the end of spring semester. In addition, they must meet specific HOPE eligibility standards at the 30th, 60th, and 90th hour. All hours attempted (including Learning Support classes) and all grades received are considered in those calculations. If a student's GPA at a certain checkpoint is below the minimum requirement due to an I (Incomplete), the student is ineligible for HOPE until the grade is changed.

Transfer Students: For transfer students, transfer credit hours that are accepted at the College of Coastal Georgia are counted toward the quantitative and qualitative measures. For transfer students who are HOPE scholarship recipients, all courses attempted and all grades received, including those from transfer institutions, are used to determine HOPE eligibility. Transfer students must meet CCG SAP Policy before HOPE eligibility can be verified.

"Institutional Credit Only" Classes: Any classes taken for institutional credit only, including Learning Support classes, are not used to calculate a student's GPA and are not considered as "credit hours attempted" in determining either quantitative or qualitative satisfactory progress. Students enrolled in Learning Support classes are allowed a maximum of 30 institutional hours to satisfy any requirements. Hours in excess of the 30-hour maximum are used in determining whether a student is making satisfactory academic progress, however, if a student withdraws from a learning support class with a grade of "W," that class WILL count in calculating quantitative progress.

Grade Changes: Students who receive grades of I (Incomplete) must notify the Financial Aid Office within 30 days of the grade change (from I to A, B, C, D, or F). If the grade change makes the student eligible for HOPE, the student will be awarded HOPE funds retroactively for the current aid year. In the event the grade change makes the student ineligible for HOPE, the student must repay all HOPE funds received since the Incomplete (I) was given, including awards from a previous academic year.

Audit/CLEP Classes: Audit, CLEP courses, and Departmental Exams are not used in determining full-time or part-time enrollment status, nor will they be considered in determining eligibility for financial aid.

FINANCIAL AID INELIGIBILITY

Financial aid applicants or recipients will be declared ineligible for financial aid for any of the following reasons:

1. Defaulting on a student aid loan received while in attendance at any post-secondary educational institution.
2. Failing to repay a federal or state grant overpayment.
3. Failing to meet standards for satisfactory academic progress.
4. Having already attempted in excess of 150% of the hours needed to complete one's program of study.

Students declared ineligible for financial aid because of violation of any of the conditions may request a status clarification from the Director of Financial Aid.

APPEALS

Students may appeal their ineligible status for financial aid by indicating in writing to the Financial Aid Office the following:

- (a) the reasons why he/she did not achieve the minimum academic requirement. Unusual circumstances such as an extended illness or death in the immediate family may be considered, and
- (b) how the problems which resulted in the deficiency have been resolved.

The Appeals Committee will review the appeal, and the student will be advised of the decision in writing or in person. A student wishing to appeal the decision of the Appeals Committee may do so to the Vice President for Student Development Services. The decision of the Vice President of Student Development Services is final.

REINSTATEMENT OF FINANCIAL AID

Students who have defaulted on a loan or who have failed to repay a grant overpayment must provide the Financial Aid Officer with documentation to indicate these matters have been satisfied with the respective agencies.

Students who have been declared ineligible for financial aid because they failed to meet standards for satisfactory academic progress must successfully complete the appropriate amount of course work at their own expense to bring them into compliance. They may then appeal for reinstatement to the Financial Aid program.

CCG SCHOLARSHIPS

For more information regarding CCG Scholarships, contact the Financial Aid Office at (912) 279-5722

Bertha S. Galin Endowment Scholarship

Awarded to a student who has demonstrated academic ability. Student must enroll full time and make satisfactory academic progress.

Brunswick Rotary Club Scholarship

Awarded to a deserving student with academic ability. Student must make satisfactory academic progress.

Camden Sheriff's Memorial Scholarship

Awarded to an 'at risk youth' or financially needy, criminal justice major, who must agree to work in law enforcement or criminal justice post for a period of time equal to the length of the award, and maintain a gpa of 2.5. Preference given to Camden or adjacent county residents.

Carley Zell Endowment Scholarship

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

Charles E. Whittle Endowment Scholarship

Awarded to a high school graduate in top 25% of class. Student must have average or better SAT scores and be enrolled in a Vocational/Technical Program. Student must maintain minimum 2.5 GPA and attend full time.

Charles Wesley Wells Endowment Scholarships

Two scholarships awarded to students having graduated from high school in the top 25% of their class with minimum SAT scores of 850. Students must enroll in transfer degree programs and maintain a minimum 3.0 GPA.

Dr. Christine E. Ejlali Scholarship

Given in memory of Dr. Christine E. Ejlali, this scholarship is awarded to two Teacher Education majors yearly to help these students pursue their dreams in the field of education. Dr. Ejlali's thirty years of educational experience included service as an elementary and middle school teacher in Johnson City, Tennessee; a consultant with the Tennessee Department of Education; Assistant Superintendent in Washington County, Tennessee; and Superintendent of schools in McIntosh County, Georgia.

College of Coastal Georgia Presidential Scholars Program

Eight (8) scholarships funded by the College of Coastal Georgia Foundation, Inc., and awarded to degree-seeking non-traditional students.

College of Coastal Georgia Foundation Leadership Scholarships

Awarded to selected staff members in Student Government. Determination made by Coordinator of Student Life.

College of Coastal Georgia Publications Scholarships

Awarded to selected members of staff for the literary magazine, Seaswells, and the newspaper, Mariners' Log. Determination made by Faculty Advisor.

Non-Traditional Scholarships

Five (5) scholarships awarded to graduates from Glynn Academy, Brunswick High, and Glynn County Night School. Students must be average or better academically, be environmentally conscious, and show civic pride in the community. Minorities are encouraged to apply.

Dunn Endowment Scholarship

Awarded to student with SAT scores of 850 or above and a high school GPA of 3.0 or above. Student must enroll full time and maintain a 3.0 GPA to remain eligible.

Earl C. and Julia West Horton Scholarship

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

Elma D. Rozier Endowment Scholarship

Open to a student with high moral character and demonstrated financial need. Student must enroll full-time and make satisfactory academic progress.

George M. Weinstein Endowment Scholarship

Given in memory of George M. Weinstein of Wayne County. Awarded to a Wayne county student based on academic achievement and financial need.

Gladdin Endowment Scholarship

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

Glynn County Fire Department Ladies Auxiliary

Awarded to a student (children only; not spouses) whose parent is a member of the Glynn County Fire Department.

Glynn County Farm Bureau, Inc., Scholarship

One scholarship awarded to a student whose immediate family holds a bona fide membership in the Glynn County Farm Bureau, Inc. Student must have a declared major in Pre-Veterinary Medicine, Pre-Agriculture, Agriculture, Forestry, or Home Economics. Student must maintain a minimum GPA of 2.5.

Glenn Stauffer Scholarship

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

Golden Isles Chaine des Rotisseurs

Limited to a student in the Hospitality/Culinary Arts Program. Scholarship awarded by the Bailliage Des Golden Isles of GA Committee.

I. M. Aiken Scholarship

Awarded to an outstanding student with citizenship awards, good academic achievement, and leadership abilities.

Irene J. Wells Endowment Scholarship

Awarded to a student having graduated from high school in the top 25% of his/her class with minimum SAT scores of 850. Student must enroll full time in a transfer program and maintain a minimum 3.0 GPA.

James Ogden Scholarship

Scholarship given in memory of former welding instructor, James Ogden. Awarded to a Business/Industry student with financial need. Welding student only.

Jekyll Island Gardening Club Scholarship

Two scholarships awarded to students with academic achievement and leadership abilities. Student must live on Jekyll Island. The Jekyll Island Garden Club chooses recipient.

Joseph and Minnie G. Borchardt Endowment Scholarship

Awarded to a student with superior academic achievement, leadership abilities, and high moral character. Recipient should rank among the top one-third of class and have financial need.

J. Roy Duggan Endowment Scholarship

Awarded to a King and Prince Seafood Corporation employee, employee's dependent, or other worthy student based on academic achievement and need.

J. R. Duggan Scholarship

Awarded to a King and Prince Seafood Corporation employee, employee's dependent, or other worthy student based on academic achievement and need.

Maryjane Austin Memorial Endowment Scholarship

Awarded to a freshman or sophomore pursuing a performing or fine arts major. Student must have minimum SAT score of 1000 or B average and be approved by the Vice President for Academic Affairs.

Mary Kelly Moffitt Endowment Scholarship

Awarded to a graduate of Brunswick High School, preferably one who is pursuing a degree in a science field. Student must make satisfactory academic progress.

Mary Taylor Payne Memorial Scholarship for Nursing

Awarded in memory of Mary Taylor Payne. Awarded to a Sophomore non-traditional nursing student from Glynn County.

Patsy Brown Bledsoe Endowment Scholarship

Awarded to a deserving student with academic ability. Must have a sufficient GPA to make satisfactory academic progress. First priority is given to Medical Laboratory Technology majors.

Pilot Club of Brunswick Scholarship

Awarded to female student over 25 years of age. Must maintain a minimum cumulative GPA of 3.0 and must have financial need.

Rev. L. E. Williams Endowment Scholarship

Awarded to a student in a vocational/technical program or nursing program. Student must enroll at least half time and make satisfactory academic progress.

Robert B. and Annabell D. Atwood Scholarship

Given by Wanda Atwood Hunter in memory of her parents. Awarded to a deserving student making satisfactory academic progress.

Rosalie Gormly Endowment Scholarship

Awarded to a sophomore student with a B average. A student pursuing a math major is preferred, but a science major will be considered.

Sea Island Garden Group Scholarship

Awarded to a local student with academic promise. Student must attend full time and make satisfactory academic progress.

Southeast Georgia Regional Medical Center Women's Auxiliary Scholarship

Awarded to a student for study in the field of medicine. Student must have scholastic ability and maintain satisfactory GPA. Student must be willing to work at Southeast Georgia Regional Medical Center for two years upon graduation.

St. Simons Club Centennial Scholarship

Awarded to a female who resides in Glynn County. Student must have a minimum grade point average of 2.5 and demonstrate financial need.

Terrill Thomas Endowment Scholarships

Ten (10) scholarships awarded to students with minimum SAT scores of 850 and minimum high school GPA of 3.0. Student must enroll full time and maintain 3.0 GPA to remain eligible.

Whorton-Dowley-Boswell Endowment Scholarship

Awarded to a College of Coastal Georgia student with demonstrated financial need. Student must be enrolled in 10 hours per semester and make satisfactory academic progress.

TRANSFER SCHOLARSHIPS

Savannah College of Art and Design

30 semester hours of credit work, 3.0 grade point average, outstanding leadership potential, participation in extracurricular activities, honors and awards, extraordinary talent in the visual or performing arts, or design (portfolio required) or strong interest and aptitude in architectural history, art history, or historic preservation (10 page research paper required). For further information, contact Admission Department, Savannah College of Art and Design, P.O. Box 2072, Savannah, GA 31402-2072.

Cleveland Institute of Art Transfer Scholarship

\$5,000 scholarship awarded annually; see www.cia.edu for application and criteria.

The University of Georgia Agricultural Alumni Association Transfer Scholarship

Applicant must: have at least 60 semester hours in a college transfer program or have completed at least 30 semester hours in a college program, have a minimum grade point average of 3.0, and be accepted for admission to the College of Agricultural and Environmental Science. For further information, contact Scholarship Committee, Agricultural Alumni Association, CAES Activity Center, Four Towers, University of Georgia, Athens, GA 30602.

OTHER SCHOLARSHIPS

The following scholarships are awarded through the following agencies. Please contact the appropriate agency for additional information.

American Cancer Society College Scholarship Program

Student must have had a diagnosis of cancer before the age of 21, be a legal resident of GA, NC, or SC and maintain a 2.0 grade point average. Contact ACS for application and further information 1-800-282-4914.

www.americanscholars.org

\$19,000 in scholarships are available.

The Rotary Foundation of Rotary International Ambassadorial Scholarship

Applicant must have completed at least two years of university or college course work (or must have a secondary school education and have been employed in a recognized vocation for at least two years) when the scholarship begins. All applicants must be citizens of a country in which there is a Rotary Club. Initial application must be made through a local Rotary club in the applicant's legal or permanent residence, or place of full-time study or employment. Persons with disabilities and members of Rotary clubs are eligible and encouraged to apply. For more information contact: The Rotary Foundation of Rotary International, One Rotary Center, 1560 Sherman Ave., Evanston, IL 60201-3698 or www.rotary.org.

Buddy Sullivan History Scholarship

All applicants must declare a major in History. For further information, contact Lower Altamaha Historical Society, P.O. Box 1405, Darien, GA 31305.

Thomas G. Dedrick Memorial Scholarship

Southern Chapter International Society of Arboriculture

Open to sophomores and juniors studying arboriculture, urban forestry, forestry, horticulture, or related fields. For further information, contact www.isasouthern.org.

Jeannette Rankin Foundation

McMillan-Stuckey Award

Georgia female 35 years or older who is currently enrolled or accepted in an accredited school to pursue a certified course of training or undergraduate work. For further information, contact www.rankinfoundation.org.

www.grantsnet.org

This website is maintained by Association for the Advancement of Science (AAAS) and the Howard Hughes Medical Institute (HHMI) and is a great resource to search for undergraduate science education and research program scholarships. For further information, contact www.grantsnet.org.

National Federation of the Blind

Awarded to a high achieving legally blind student. For further information, contact National Federation of the Blind, 1800 Johnson Street, Baltimore, Maryland 21230, (410) 659-9314.

PFLAG

Parents, Families, and Friends of Lesbians and Gays Scholarship

The awards are specifically designed to assist LGBT individuals who meet the following eligibility requirements: Applicants must be a Georgia resident or attending a post-secondary institution in Georgia; must be 16 years of age or older, and must be registered at a post-secondary educational institution for full or part time attendance. Allies of the LGBT community may also apply. For further information, contact PFLAG, P.O. Box 8482, Atlanta, GA 31106-8482.

Coca-Cola Scholars Foundation

Coca-Cola Two Year Scholarship

P.O. Box 1615, Atlanta, GA 30301-1615, 1-800-306-2653.

Student must have a cumulative grade point average of 2.5, 100 hours of validated community service, be a US citizen or permanent resident, and planning to enroll at CCG.

Hispanic Scholarship Fund

Student must be of Hispanic background (one parent must be fully Hispanic or both parents must be half Hispanic), be a US citizen, maintain a minimum GPA of 3.0, and be a full time student at a community college or accredited four year college. For further information, contact Hispanic Scholarship Fund, One Sansome Street, Suite 1000, San Francisco, CA 94104 or www.hsf.net.

The National Italian American Foundation

To be considered for a NIAF scholarship, a student must meet the following criteria: Be enrolled in an accredited institution of higher education; have a GPA of 3.25; be a US citizen or permanent resident alien; fit into one of the two NIAF scholarship categories; for the purposes of the NIAF Scholarship Program, to be “Italian American” the student must have at least one ancestor who has immigrated from Italy. For more information and an application, contact The National Italian American Foundation, 1860 19th Street NW, Washington, DC 20009 or www.niaf.org.

EMI/Selena Scholarship Program

Applicants must: Be a US citizen, be Hispanic, full time sophomore at an accredited two year college or technical school who plans to transfer to a four year university and enroll full time in an undergraduate program leading to a bachelor’s degree and maintain a 3.0 gpa. For further information, contact Citizen’s Scholarship Foundation of America, Inc. (CSFA) at 507-931-0484, Patricia Erichsen, Program Manager.

National Society Daughters of the American Revolution Scholarship

Listed below are the scholarships awarded by NSDAR through the Scholarship Committee. Application packets can be requested through the Office of Committees, NSDAR, 1776 D Street NW, Washington, DC 20006-5392 and will be mailed to all those enclosing a self-addressed stamped envelope.

NSDAR American History Scholarship

Awarded to a graduating high school senior who will be majoring in American History in the amount of \$2,000 each year for up to four years with annual transcript review required for renewal. This award is intended to promote the study of our history among our finest students. Second place awards of \$1,000 each year for up to four years may be given as monies as available. U.S. citizens residing abroad may

apply through a Units Overseas Chapter. American History Scholarships are the first judged at the state level and must be received by the state chairman by February 1. Only State Winners are eligible for judging on the Division level. Division level First and Second place winners are judged on the National level.

NSDAR Caroline E. Holt Nursing Scholarship

Awarded to undergraduate students currently enrolled in an accredited school of nursing in the amount of \$500. Applications must be received by the National Chairman by February 15 or August 15. Awards are made in early May and November.

NSDAR Lillian and Arthur Dunn Scholarship

Awarded to graduating seniors whose MOTHERS are current members of NSDAR (no other relationship qualifies) in the amount of \$1,000 each year for four years with annual transcript review required for renewal. Outstanding students may apply for an additional four years as needed for continuing study.

NSDAR Madeline Pickett (Halbert) Cogswell Nursing Scholarship

Awarded to students currently enrolled in an accredited school of nursing for undergraduate study who are members, eligible for membership or related to a member of NSDAR, C.A.R., or SR. Awards are in the amount of \$500. Applications must be received by the National Chairman by February 15 or August 15. Awards are made in early May or November.

www.tylenol.com

The makers of the TYLENOL Family of Products will award 10 \$10,000 scholarships and 150 \$1,000 scholarships for higher education to students who demonstrate leadership in community activities and school activities and who intend to major in areas that will lead to careers in health-related fields.

Jack Kent Cooke Foundation

An exciting new student scholarship is now available under the auspices of the Jack Kent Cook Foundation. The foundation will make awards of up to \$30,000 each to 40 community college students who are planning to transfer to a four-year college or university. Each community college or district will be allowed to nominate one student for the program. You must graduate from the College of Coastal Georgia in order to be nominated. Deadline for receipt of nominations is April 1. Please act now to ensure consideration of your nominee. See www.jackkentcookefoundation.org for more information.

COSTS (*subject to change)

SCHEDULE OF EXPENSES

The schedule of tuition and fees has been authorized by the Board of Regents of the University System of Georgia. The schedule is subject to change prior to each semester. Early registration is not valid unless tuition and fees are paid by the specified date. Registration at the beginning of each semester is not complete until all tuition and fees have been paid, and the student is not eligible to attend class until registration is complete. Payment may be made by cash, check, VISA, MasterCard, American Express, money order, or financial aid. However, payment by check is not complete until the check clears the bank on which it is drawn. In the event a check is returned as not payable, the student will be notified that the check must be covered within ten working days of notification date and a penalty will be charged. Failure to make the check good will result in exclusion from classes, and will be turned over to the district attorney or solicitor for criminal prosecution.

Student Tuition. Student tuition rates are established by the University System of Georgia Board of Regents. Certain students qualify for the University System Guaranteed Tuition Rates as defined in the System's Policy Manual located at www.usg.edu/regents/policymanual. The Guaranteed Tuition Rate for students qualifying in academic year 2008-2009 was not available at publication. Returning students not qualifying for the Guaranteed Tuition Rate may see a rate increase for Fall 2008 and after.*

In-State Tuition. The Guaranteed Tuition Rate for qualifying students from academic year 2007-2008 is \$875.00 per semester for 12 or more hours and \$73.00 per semester hour for fewer than 12 credit hours. The Guaranteed Tuition Rate for qualifying students from academic year 2006-2007 is \$802.00 per semester for 12 or more hours and \$68.00 per semester hour for fewer than 12 credit hours. The previous returning student rate was \$834.00* per semester for 12 or more hours and \$71.00 per semester hour for fewer than 12 credit hours.

Out-of-State Tuition. The Guaranteed Tuition Rate for non-residents of Georgia qualifying students from academic year 2007-2008 is \$3,495.00 per semester for 12 or more hours and \$292.00 per semester hour for fewer than 12 credit hours. The Guaranteed Tuition Rate for non-residents of Georgia qualifying students from academic year 2006-2007 is \$3,206.00 per semester for 12 or more hours and \$268.00 per semester hour for fewer than 12 credit hours. The previous returning student rate was \$3,334.00* per semester for 12 or more hours and \$279.00* per semester hour for fewer than 12 credit hours. Non-residents of Georgia receiving a waiver will pay the rate of in-state tuition.

Technology Fee. This is a fee of \$38.00 for all students taking 7 or more semester credit hours or \$19.00 for all students taking 6 or fewer hours. It will be used to finance computers and printers for academic laboratory, instructional software, and multimedia equipment for classrooms, and to provide additional computer lab assistants to extend lab hours.

Student Activity Fee. This is a fee of \$30.00 for all students taking 4 or more semester credit hours or \$15.00 for all students taking 3 or fewer credit hours. It will be used to finance student activities and services.

Athletic Fee. This is a fee of \$38.00 for students taking 4 or more semester credit hours or \$18.00 for students taking 3 or fewer credit hours. It will be used to finance intercollegiate athletic activities.

Application Fee. A \$20.00 non-refundable fee is charged to all students at the time of their initial application for admission. (A \$25.00 non-refundable fee is charged for electronic application submitted at <http://www.usg.edu/ga-easy/>). The acceptance of this fee does not constitute admission of the student.

Varied or Special Fees. Fees vary for students enrolled in Camden Center and Brunswick Center (Armstrong Atlantic State University and Georgia Southern University) courses. A special fee of \$25.00 is charged for students taking the camping course, \$30.00 for students taking the ROPES course, and \$100.00 for students taking the marine biology course.

The following privilege fees and penalties apply:

Late Registration Fee - \$15.00. After the regular registration period, a \$15.00 late penalty will be assessed.

Auto Registration Fee. A fee of \$10.00 per automobile is charged for campus parking privileges.

Student Liability Insurance Fee. Certain medical related programs require the purchase of liability insurance at a cost of \$15.00 per student.

Graduation Fee. A non-refundable fee of \$26.75 is applicable to all graduating students. This fee must be paid at the Business Services Cashier's window. An evaluation will not be processed, nor will a cap/gown and diploma be ordered without the graduation fee payment.

Returned Checks Fee A service charge of \$30.00 or 5 percent of the face amount of the check, whichever is greater, shall be charged for each check that is returned. Returned checks for which payment is not tendered for the full amount plus service charge within ten days from receipt of notice will be turned over to the district attorney or solicitor for criminal prosecution.

Library Fee. Replacement charges for lost materials are governed by the "College of Coastal Georgia Library Circulation Policy" on file in the library. Overdue or lost library materials will cause transcripts to be withheld until charges have been paid. Students will not be permitted to graduate or to register for a new academic term until all charges have been paid.

Identification Cards Replacement Cost Upon a student's first enrollment at the College of Coastal Georgia, the student is issued a photographic identification card which is to be validated each academic term the student is enrolled. This card also serves as a library card. The identification card is produced in the library. A \$10.00 replacement fee is charged for each replacement.

Credit by Examination Fee. A fee of \$5.00 is charged for taking an examination for credit in a course not taken in regular class sessions.

Testing Fees. Fees may be charged for certain tests such as SAT or CLEP.

Financial Obligations. The institution has reserved and intends to exercise the right to withhold copies of educational records and/or to withdraw from classes students who owe the institution money.

Textbook Refund Policy. Textbooks purchased at the beginning of each semester may be returned for a full refund subject to the following conditions:

1. Books must be returned within one week from the first day of class.
2. Books must be accompanied by your Bookstore cash register receipt.
3. New books must be free of any markings and be in original shrink wrap if wrapped by the publisher.
4. Defective books will be replaced.
5. Do not write in new books until you are positive you are going to keep them.

***ALL TUITION, FEES, OR OTHER CHARGES ARE SUBJECT TO CHANGE AT THE END OF ANY ACADEMIC TERM.**

FEE REFUNDS

The University System of Georgia Board of Regents sets the refund policy of the College of Coastal Georgia. The policy changed Fall 2000 due to new federal regulations. Under this revised policy, the student's portion of repayment for aid received may increase substantially.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in the semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60%, are not entitled to a refund of any portion of institutional charges.

A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session. (BR Minutes, 1979-80, p.61; 1986-87, pp.24-25, 1995, p. 246).

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 a refund of any portion on any charge.

There will be no refund for reducing course load unless the institution is at fault.

Ordinarily, refunds will not be mailed until the end of the fourth week following registration.

STUDENT DEVELOPMENT SERVICES

In support of the philosophy of the College of Coastal Georgia, Student Development Services provides programs, experiences and services which aid and enrich students' educational and cultural growth by contributing to their intellectual, social, physical and emotional development.

These services and programs include academic advising, career development counseling, orientation, testing and placement, co-curricular activities, intramurals, intercollegiate athletics, academic skills support, financial aid, admissions, records and the welcome center.

For more information, call the Student Services Info-line at 912-279-5800, or visit the Welcome Center.

STUDENT SUCCESS CENTER

In keeping with the mission of the College of Coastal Georgia and the University System of Georgia, the Student Success Center exists to serve the individual needs of students as they persist toward their educational goals and develop into lifelong learners. The Student Success Center is comprised of the Welcome Center, recruitment, testing, diversity programs, career counseling and job placement, and academic advising for at-risk students. The office is located on the Brunswick Campus, but services can be provided at the Camden Center at the Lakes. For more information, call 912-279-5808.

WELCOME AND INFORMATION CENTER

The Welcome Center serves as the information center for both new and continuing students. Located on the first floor of the Student Center building, the Welcome Center is staffed with Student Development Services professionals and faculty advisors. Assistance and guidance is available with the application and admission process for new students, advising questions for new and continuing students, and career and transfer resources for all students. Computer stations for student use allow easy access to COAST, the web-based student enrollment and information retrieval system, to student e-mail accounts, to advising and transfer information, and to career exploration tools.

DISABILITY SERVICES

Services for students with disabilities are available through the Office of Student Development Services. Qualified students with documented disabilities are eligible for physical and academic accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students requesting accommodations should contact Student Development Services at 912-279-5800 or 1-800-675-7235.

COUNSELING SERVICES

Counseling services are under the direction of the Vice President for Student Development Services and the department's professional staff. This staff assumes much of the responsibility for such functions as career-vocational and educational counseling; developmental workshops; and referrals to community resources. Students needing assistance should contact Student Development Services at 912-279-5800. Appointments are encouraged, but not necessary.

CAREER DEVELOPMENT

The Career Development Center is under the direction of the Vice President for Student Development Services and offers career guidance and counseling to help current and prospective students and alumni develop, evaluate, choose and implement their career goals. Upon request, individual career assessments may be used to ascertain students' interests, values, skills and abilities and to explore a variety of career options. Students can receive specific career information pertinent to job descriptions, required education or training, projected salaries and employment outlook and opportunities. In addition, the Career Development Center introduces students to job research, job interview, and job retention strategies. Current or prospective students who are interested in choosing a major or planning a career are encouraged to call 279-5808 or come by the Office of Student Services located upstairs in the Student Center building. Students may be linked with local employers through the College's website, MonsterTrak, and the job board located in the Student Center. Alumni and members of the community are also encouraged to take advantage of the career development services and resources.

TUTORING SERVICES

Free tutoring services are available to all College of Coastal Georgia students through the Learning Center, located in the libraries in Brunswick and at the Camden Center.

TRIO STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services program is a federally funded educational opportunity TRIO program, which provides academic support to the following students:

- Students who come from low-income families (defined by Federal government guidelines);
- Students who are defined as first-generation (neither of the students' parents or guardians has received a four-year degree); or
- Students who have documented disabilities (disabilities include physical impairments that can adversely affect student class performance or attendance, as well as learning disabilities)

Support is provided through activities that encourage academic development, assist with college requirements, and motivate students to complete post-secondary education. The goal of the Student Support Services Program is to increase college retention and graduation rates, as well as to facilitate two-year college student transition to four-year institutions. Services include basic skills instruction and tutoring; academic, financial, career, and personal counseling; assistance with admission and transfer to four-year programs/institutions; assistance with financial aid; mentoring; cultural activities; and accommodations for students with disabilities.

HEALTH SERVICES

Health services are available at the student's expense through private physicians or at the nearby Southeast Georgia Regional Medical Center. Students are urged to have health and hospital insurance. If needed, student accident insurance may be purchased at the Business Office. The Business Office also provides, upon request, information on a student health insurance policy.

LIBRARY SERVICES

Library, Learning Center, Student Support Services (TRIO), and Media Services resources and services are provided in Brunswick at the Clara Wood Gould Memorial Library and at the Camden Center Library.

Each library provides space for studying and access to books and journals in both print and electronic formats, audiovisual collections, library resources housed in other libraries, and tutoring services. A well-trained staff is available to assist students and faculty in accessing the services and resources housed in each library.

Students must have a current, validated college identification card in order to borrow library materials. Persons who do not have a college identification card may only use materials in the library.

STUDENT LIFE

ACTIVITIES AND ORGANIZATIONS

Intramural Programs. The intramural program includes a variety of sports as well as various fitness activities and services. All intramural sports are available to all students.

Intercollegiate Athletics. The program includes varsity sports in men's basketball, women's softball and cheerleading. Some scholarships are available. The College of Coastal Georgia participates in the GJCAA which is part of Region XVII of the NJCAA.

Publications. The college has facilities for the production of student Publications under the guidance of faculty advisors. The literary magazine, Seaswells, the student newspaper, Mariners' Log, and other student publications are under the direction of the Vice President for Student Development Services.

Cultural Affairs. The Cultural Affairs Program Sub-Committee seeks to enrich the cultural life of the students, faculty, staff, and community through a variety of programs. The sub-committee is a part of the Student Affairs Council.

Honor Societies. PHI THETA KAPPA is recognized as the honorary scholastic fraternity for America's two-year colleges and is respected for demanding and promoting excellence in the areas of scholarship, leadership, fellowship, and service. Membership is extended by invitation. To be considered, a student must be enrolled in a two-year degree program, have accumulated a minimum of 12 semester hours credit, have a 3.5 grade-point-average, and have established academic excellence as judged by the faculty.

Other Clubs and Organizations. Many clubs and organizations have been organized on campus, and as student interest develops, other clubs can be developed and recognized. Examples are Baptist Student Union (BSU), CCG International Association, Cheerleading, Circle K, Minority Academic Social Development Association (MASDA), Student Government Association (SGA), Practical Nursing/Surgical Technology Organization, Radiographers's Club, Brunswick Association of Nursing Students (BANS), Creative Arts Club, and Non-Traditional Students.

Volunteer/Community Service. Students at CCG are encouraged to become involved in volunteer or community service activities. For more information, contact the Director of Student Life in the Student Center.

STUDY ABROAD

Students at two-year institutions in the University System of Georgia have the option of participating in a wide range of study abroad programs offered by various colleges and universities in the University System of Georgia for academic study and service learning in other countries. These programs make excursions to historical and cultural points of interest and study under the direction of an instructor from the University System. Students may receive a maximum of 10 semester hours of core credit. Contact Patrizia Stahle at 912-510-3374 or pstahle@ccga.edu, or Tyler Bagwell at 912-279-5882 or bagwell@ccga.edu for more information.

TRANSCRIPTS

The transcript is the permanent academic record of credit and will report student's name, social security number or student identification number, courses enrolled each term, cumulative grade point average (GPA), term GPA, credit hours attempted, credit hours earned, grades, grade points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit.

The transcript for Continuing Education credits (CEU) shall be a permanent record of non-credit education and will report student's name, social security number or student identification number; courses enrolled in each term by course title; number and continuing education units and grades.

REQUESTING A TRANSCRIPT

A student may request a copy of their official or unofficial transcript by sending a written request to the Admissions and Records Office. The request must include the student's name, social security number or student identification number, signature, and the name and address of the person or agency to which the record is to be sent. Students should allow two to three business days for transcripts to be processed. However, at least one week should be allowed when requests are made at the end of the term or during periods of registration. Transcripts are not released if the student has any outstanding financial obligations with the College.

CHANGE OF PROGRAM OF STUDY (MAJOR)

Students who desire to change their program of study should consult their advisor. A Change of Major form needs to be completed and returned to the Registrar's Office for processing. Students exiting Learning Support course work must file a Change of Major form with the Learning Support Division office.

The Registrar will review the request for the student's eligibility for admission into the new program. Students may need additional COMPASS testing or be asked to provide additional documentation before the change is processed. Changes to programs of study are only conducted between semesters. Students may review changes using their COAST accounts.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

The Admissions and Records Office should be informed of all changes in the student's legal name, permanent address and/or telephone number. A copy of legal records should be submitted to document a name change. The College is not responsible for a student's failure to receive official information due to an incorrect name or address.

CONFIDENTIALITY OF STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College of Coastal Georgia to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If you do not want CCG to disclose directory information without your prior written consent, you must notify the College in writing. CCG has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended.

ACADEMIC REGULATIONS

THE COLLEGE YEAR

The College of Coastal Georgia operates on the semester system. The academic year is the Fall and Spring semesters and Summer terms with sessions of various lengths.

UNITS OF CREDIT

The Fall and Spring semesters each extend over a period of about fifteen weeks. The semester hour is the unit of credit in all courses.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen or sophomores at the beginning of each semester.

Freshman	Fewer than 30 semester hours completed
Sophomore	More than 30 semester hours completed

Other classifications are as follows:

Full-time attendance	12+ hours per week
Half-time attendance	6-11 hours per week
Part-time attendance	1-5 hours per week
Audit	Enrolled for no credit

CLASS LOAD

A normal load is twelve to eighteen semester hours of academic credit per semester. Students who desire to take more than eighteen hours must do the following:

1. Obtain permission from their advisor
2. Obtain permission from the Vice President for Academic Affairs.
3. Obtain approval form from the Office of the Registrar and Admissions

REPEATING COURSES

Students may repeat courses as many times as they wish. Only the last grade earned will count towards the student's institutional grade point average and academic standing. All courses taken will show on the student's transcript. Other colleges may use all classes on the student's transcript to calculate grade point average when making admission decisions.

ACADEMIC RENEWAL POLICY

Associate level, degree-seeking students who have experienced academic difficulty can make a fresh start one time only, provided the following conditions are met:

- An absence of at least five calendar years from any and all colleges or universities.
- Academic renewal is requested at the time of re-enrollment. If academic renewal is not requested at the time of re-enrollment, it must be requested within the first three semesters after re-enrollment or within one calendar year, whichever comes first.
- Successful completion of all Developmental Study/Learning Support requirements before the five-year period of absence.

Any past scholastic suspensions shall remain recorded on the student's permanent record.

All previously attempted course work continues to be recorded on the student's official transcript, as designated by the # symbol, but will NOT be calculated in the institutional grade point average. The Regents' Cumulative GPA is not adjusted to reflect Academic Renewal.

Academic credit for previously completed course work--including transfer course work--will be retained only for courses in which an "A", "B", "C" or "S" grade has been earned. Retained grades are not calculated in the Academic Renewal GPA.

Adjusted grade point averages created by Academic Renewal will not be used to determine Academic Honors for graduation or to supersede financial aid policies regarding Satisfactory Academic Progress or HOPE eligibility. Reentry into any program is not automatic.

Students requesting Academic Renewal should contact the Office of the Registrar at 279-5730.

REGENTS' TESTING PROGRAM

The Regents' Testing Program has been developed by the University System of Georgia to assess competency levels in reading and writing. Students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions must pass the Regents' Test in order to graduate.

Students are encouraged to take the Regents' Test soon after successful completion of English 1101. The exam must be taken no later than the first semester of the sophomore year.

A student holding a baccalaureate or higher degree from an accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

Students who have not passed both parts of the Regents' Test by the time they have earned 45 credit hours will be required to take the appropriate remedial course or courses each semester of enrollment until they have passed both parts.

It is the student's responsibility to reserve a test spot by signing up in the CCG Student Services office (2nd floor of the Student Center building) or by calling 912-279-5800.

COURSE EXAMINATIONS

Tests and examinations are administered by the course instructor. The instructor will provide a syllabus on the first class meeting that explains how the course grade will be determined. A student who is absent from a previously announced test will be given a zero on the test unless, in the judgment of the instructor, a make-up test is justified. A student will not be permitted to take a final examination at a time other than the regularly scheduled date unless approved by the appropriate Division Chair.

CREDIT BY EXAMINATION

You can earn credit for certain courses through examination. You may attempt credit by examination only once per course. ***Students may not receive more than 20 hours of credit by examination. (This policy does not apply to certificates of less than 20 hours.)*** Examinations include:

1. CLEP/DANTES: College-Level Examination Program. CLEP is a national computer-based standardized examination which allows the student to obtain college credit for specific courses designated by the College of Coastal Georgia. A list of available examinations, registrations, and fee information may be obtained from the Office of Student Development Services at 912-279-5800.

2. DIVISION ADMINISTERED EXAMS: For courses where no CLEP or DANTES exams exist, a student may request an examination given within a Division. Students may take this type of exam only when CLEP/DANTES exams are not available. Division exams must be approved by the Vice President for Academic Affairs upon the recommendation of the Division Chair, and administered by an appropriate full-time faculty member. (For example, a skilled welder may wish to use this method to attempt to exempt the first welding course, for which there is no CLEP or DANTES exam.) Division exams are not available to a student who has tried another method to receive credit for a specific course, or to a student who has ever enrolled in the course. The student must pay a \$5.00 fee toward the cost of administering the examination.

LEGISLATIVE REQUIREMENT IN HISTORY AND CONSTITUTION

All students graduating with an associate degree from a state-supported college in Georgia must have taken coursework or otherwise demonstrated competency in United States and Georgia history and the United States and Georgia constitutions. At CCG this requirement can be satisfied as follows:

1. Successful completion of POLS 1101 and HIST 2111 or HIST 2112 at CCG, or similar courses at other University System of Georgia institutions.

2. Successful completion of United States history and/or United States government survey courses at accredited private colleges in Georgia or at accredited private or public colleges in other states satisfies the United States history and/ or constitution requirement. However, the Georgia history and constitution requirement must be satisfied by either passing the courses specified in number 1 above or by passing the locally developed examinations in Georgia history and constitution available through the Humanities and Social Sciences Division office (279-5875).
3. Successful completion of national examinations in United States history and/or United States government such as CLEP, AP, and others which may be determined as acceptable by CCG satisfies the United States history and/ or constitution requirement.. However, the Georgia history and constitution requirement must be satisfied by either passing the courses specified in number 1 above or by passing the locally developed examinations in Georgia history and constitution available through the Humanities and Social Sciences Division office (279-5785).
4. Other methods of meeting the requirements may be approved by the Vice President for Academic Affairs.

UNIFORM GRADING SYSTEM

All institutions of the University System of Georgia are on a 4.0 grade point system. The following grades are approved for use in institutions of the University System of Georgia and are included in the determination of the grade point average:

A-Excellent (4.0)	D-Passing (1.0)
B-Good (3.0)	F-Failure (0.0)
C-Satisfactory (2.0)	WF-Withdrew, Failing (0.0)

The following symbols are approved for use in the cases indicated but will not be included in the determination of the grade point average.

- I** indicates that a student satisfactorily completed at least 80% of the required course work but, for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. If the "I" is not removed by mid-term of the term (semester or full summer) after it was received, the Registrar will change the "I" to an "F". The student may apply to extend the time period to remove the "I" to the Vice President for Academic Affairs. An "I" will not count as course completion and will not satisfy as pre-requisite requirement..
- IP** indicates that that progress was insufficient for course completion and the student must repeat the course – this is a final grade. This symbol can only be used in Learning Support courses and Regents' Test remediation courses.

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- AW** indicates that a student was administratively withdrawn without academic penalty.
- P** indicates that a student has passed the course.
- W** indicates that a student was permitted to withdraw without academic penalty.
- WM** indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds (704.0401)
- S** indicates that credit has been given for completion of degree requirements other than academic course work.
- T** indicates a transfer course. Transfer courses accepted for students who initially entered CCG during or after Summer 2002 are designated by a grade and the accompanying "T" symbol, (e.g., "AT").
- U** indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work.
- V** indicates that a student was given permission to audit a course.
- K** indicates that a student was given credit for the course via a credit by examination program.
- *** indicates course work is for institutional credit only and will not count towards a degree (e.g., institutional credit, Learning Support, CPC courses).
- NR** indicates grade not reported by the instructor.
- #** indicates Academic Renewal.
- CR** indicates credit for approved life experience (e.g., PE credit for military service).
- ^** indicates a transfer class was not accepted in transfer to satisfy a chosen degree.
- %** indicates a College Preparatory Curriculum (CPC) requirement has been fulfilled. This course will not be used towards meeting program requirements.

INSTITUTIONAL CREDIT COURSES

All Learning Support courses are non-credit and use the following special symbols:

A*, B*, or C* - Pass W - Defined Under Uniform Grading System
F* - Fail IP* - In Progress

A Learning Support exit course is one that leads to entry into a Core Curriculum course, a student must have passed all course requirements and must have attained the required COMPASS examination score to exit the course and receive a grade of A, B, or C.

For Learning Support students, Math 0097 and Math 0099 are both required for entry into Math 1001, Math 1101 or Math 1111; English 0099 leads to entry into English 1101; and Reading 0099 leads to entry into all courses with a reading requirement. Detailed lists of entry requirements are available from the Office of the Vice President for Academic Affairs.

GRADES AND TRANSFER CREDITS

Students transferring academic work from another accredited institution will receive credit hours and grades. All courses taken at the prior institution will be shown on the CCG Transcript. All transferred courses may not be used to meet specific programs requirements.

PHYSICAL EDUCATION CREDIT FOR MILITARY SERVICE

Upon submission of a written request and a copy of the DD 214 form, students enrolled in the College of Coastal Georgia may receive physical education activity credit for prior military service as follows:

1. Completion of one year of service, including Basic Training, equals one semester hour of credit.
2. Completion of more than one year of service and up to three years of service equals two semester hours of credit.
3. Completion of more than three years of service equals four semester hours of credit.

QUALITY POINTS AND GRADE POINT AVERAGE

Cumulative Grade Point Average

The Georgia Board of Regents' overall cumulative grade point average at each institution within the University System of Georgia will be calculated by dividing the number of hours scheduled in all courses attempted in which grades of A, B, C, D, F, or WF have been received into the number of grade points earned on those hours.

$$\text{Regents' GPA} = \frac{\text{total grade points earned}}{\text{total graded hours attempted}}$$

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Total grade points earned = grade multiplied by course hours

where an

A = 4

B = 3

C = 2

D = 1

F = 0

W/F = 0

Institutional credit and/or institutional adjusted grade point average do not affect the Regents' Cumulative grade point average. The Regents' Cumulative grade point average is not reflected on the academic transcript but is available upon request at the Admissions/Registrar's office.

A student's cumulative, semester and adjusted grade point averages (GPA) are based upon a quality point system.

- 1. Quality Points:** Quality points are assigned for each semester credit hour as follows:
 - A - 4 points
 - B - 3 points
 - C - 2 points
 - D - 1 point
 - F - No points
- 2. Cumulative Grade Point Average.** Cumulative Grade Point Average. The cumulative grade point average is calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Institutional credit is not used to calculate cumulative grade point average.
- 3. Term Grade Point Average:** The term GPA is calculated as the ratio of CCG quality points earned in the current semester to the number of semester credit hours for which a final grade is assigned in that semester (excluding Learning Support courses).
- 4. Institutional (Adjusted) Grade Point Average:** The institutional (Adjusted) GPA is calculated using only the grades of courses taken at CCG (excluding Learning Support courses). The institutional grade point average is used only in matters of academic warning, probation, and dismissal Institutional (Adjusted) grade point average will not be used to determine academic honors.
- 5. Academic Renewal Grade Point Average:** Students awarded Academic Renewal will have an Academic Renewal GPA (Institutional GPA) based on their grades following the date of their academic renewal.

- 6. Minimum Satisfactory Requirements:** The minimum satisfactory requirements are as follows:

<u>Year</u>	<u>Credit Hours</u> (Excluding L.S. courses)	<u>Average</u>
Freshman	0 - 29	1.5
Sophomore	30 - 50	1.7
	51 or more	2.0

ACADEMIC STANDING

- **Good Academic Standing:** A student not on Academic Warning, Academic Probation, Academic Suspension, or Learning Support Suspension is in Good Academic Standing.
- **Academic Warning:** A student whose term GPA or Institutional (Adjusted) cumulative GPA at the end of any semester is less than the minimum satisfactory average shall be placed on Academic Warning.
- **Academic Probation:** A student on Academic Warning whose Institutional (Adjusted) GPA is below the Minimum Satisfactory Requirement for any term of enrollment will be placed on Academic Probation. Students on Academic Probation are not eligible for financial aid.
- **Academic Suspension:** A student on Academic Probation whose Institutional (Adjusted) cumulative GPA for the semester of probation is below the Minimum Satisfactory Requirement shall be dismissed for one semester for the first occurrence or two semesters (one calendar year) for the second occurrence. Upon readmission to the college, students whose term GPA is 2.0 or higher will continue on probation until their Institutional (Adjusted) cumulative GPA reaches the appropriate level.

ACADEMIC HONORS

- **Graduation with Honors:** Students who have maintained an unadjusted Institutional cumulative GPA of 3.75 for all work completed (Regents' GPA) for a degree and have satisfactorily completed requirements for graduation will have their diplomas inscribed "With Honors" in recognition of high scholastic achievement.
- **Dean's List:** A full-time student with a term GPA of 3.25 or a student enrolled for at least 10 semester hours with a term GPA of 3.50 is a Dean's List Student.
- **President's List:** A student enrolled for twelve or more hours with a term GPA of 4.00 is a President's List Student.

LEARNING SUPPORT

Students placed in a Learning Support course shall be required to meet all appropriate exit standards for the area.

Learning Support requirements are based on placement exam scores. The student's advisor will assist in understanding these entry requirements. Students required to take Learning Support courses must complete these courses before enrolling in most credit courses. For details, contact a Learning Support advisor.

Students who do not complete the requirements for a Learning Support area after a maximum of twelve semester hours or three semesters, whichever comes first, shall be suspended from Learning Support. Once suspended, a student may not be considered for readmission within the University System for three years. Prior to suspending a student who has not exited a Learning Support area within the twelve semester hour or three semester hour limit, the student may appeal for two additional courses. For each additional attempt the student must:

1. be individually evaluated and determined to have a reasonable chance of success
2. be in an exit-level course
3. have reached the limit in only one Learning Support area

During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support) and must fulfill any other requirements stipulated by the President of the College of Coastal Georgia (CCG).

If granted the second additional attempt, the student may enroll in only that Learning Support course and must fulfill any other requirements stipulated by the President of CCG.

Students suspended from Learning Support may choose a Certificate or Technical Certificate of Credit program which does not have transfer program course prerequisites. During this time the student must fulfill any other requirements stipulated by the President of CCG.

Students with documented learning disabilities enrolled in Learning Support are required to fulfill all stated requirements before exiting. However, such students can be provided with appropriate course accommodations. In addition, appropriate accommodations may be given regarding the administration of the state's placement examination. Students with learning disabilities may petition the System Committee of Learning Disabilities for additional semesters/hours of Learning Support work. Students needing assistance or additional information should contact the Vice President for Student Development Services or the ADA Service Provider.

If receiving financial aid, the student will have to meet the progress requirements established by the Financial Aid Office to continue to receive financial assistance. The student must also meet the College's scholastic standing policies.

Note: Students who voluntarily enroll in Learning Support course work are limited to twelve semester hours or three semesters, whichever comes first, per

Learning Support area. However, the voluntary Learning Support student is not subject to exiting requirements and is not eligible to receive Federal Financial Aid for those courses.

STUDENT ACADEMIC APPEAL POLICY

A student may appeal a grade assigned by a faculty member or the interpretation or application of an academic policy by an academic administrator, including issues related to intellectual diversity. Prior to filing such an appeal, the student should review the section entitled "Dispute Resolution Program" on page 96 of this catalog. Students wishing to file an academic appeal must follow the steps below.

1. Review the situation with the instructor or academic administrator who is responsible for the grade or academic policy interpretation.
2. If the issue is not resolved, the student may submit an appeal in writing to the supervisor of the faculty member or administrator, with a copy to the faculty member/academic administrator. The letter must include all points which the student considers to be pertinent to the appeal. Additional points may not be later considered if they are not in the initial letter of appeal. (Students wishing to prepare written appeals may seek the assistance of college staff in the preparation of the appeal documents.) The written appeal must be sent to the supervisor within fifteen calendar days of the first class day of the term immediately following the term in which the event occurred.
The supervisor of the faculty member or administrator will issue a decision in writing with a copy to the student and to the faculty member/administrator. The correspondence must give specific reasons for the decision and must be completed within twenty-one calendar days of the date of receiving the student's written appeal.
3. A student who believes that the appeal was decided in an arbitrary, capricious, discriminatory or unfair manner at the supervisor's level may appeal in writing to the Vice President for Academic Affairs of the college unless it is the Vice President for Academic Affairs' decision that is being appealed. Appeals to the Vice President for Academic Affairs must be in writing, must be made within fifteen calendar days of receiving the appealed decision and must contain all germane points. As in step 1, additional points may not be considered if not included in the written appeal. The written appeal must indicate specifically why the student believes that due process was not exercised at the previous level. The Vice President for Academic Affairs will review the appeal, examine the facts, and render a decision within twenty-one calendar days of receiving the second level appeal.
4. Appeals of decisions made by the Vice President for Academic Affairs of the college may be made in writing to the President of the college within five calendar days after receiving the decision of the Vice President. The President will, within seven calendar days, appoint a committee composed of three members of the faculty of the institution or utilize the services of an

appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall, within ten calendar days, submit its findings and report thereon to the President. After consideration of the committee's report, the President shall, within five calendar days, make a decision which shall be final so far as the institution is concerned.

GRADUATION REQUIREMENTS

To apply for graduation at the College of Coastal Georgia, students must:

1. Complete the application for graduation obtained from the Registrar/Admissions Office at least one semester in advance of the semester in which completion of the degree program is anticipated.
2. Pay the required graduation fee. Neither diplomas nor a cap and gown will be ordered without payment of this fee. The current graduation fee is \$26.75 (subject to change).
3. Complete the prescribed course requirements for the particular degree with the following minimum grade point average(s):
 - a. All associate degrees: 2.00 or higher Institutional grade point average.
 - b. Pre-baccalaureate/transfer associate degree: 2.00 or higher Institutional grade point average and completion of all course work in Area F with a 2.00 or higher cumulative grade point average
 - c. Certificate programs: completion of all applicable course work with a 2.00 or higher grade point average.
 - d. For all associate pre-baccalaureate/transfer degree programs, in addition to the grade point average requirements listed above, students must complete the requirements listed in a) the Core Curriculum, b) the requirements listed under the chosen area(s) of concentration; and c) the physical education requirement.*
4. Complete the last 20 semester hours preceding graduation at CCG. Students who have been in regular attendance and who lack three to six hours of fulfilling graduation requirements may gain written permission from their academic advisor, the Vice President for Academic Affairs, and the Registrar to attend another institution and transfer appropriate hours back to satisfy the degree requirements.
5. Satisfy all financial obligations to the college.
6. Meet the State of Georgia requirement for proficiency in United States and Georgia history and U.S. and Georgia constitutions. An explanation of the requirements can be found in the section entitled LEGISLATIVE REQUIREMENT IN HISTORY AND CONSTITUTION.
7. Satisfy Regents' Test requirements (pre-baccalaureate students only).
8. Receive formal approval by the faculty after all the grades have been reported to the Registrar.
9. Answer the Student Satisfaction Questionnaire.
10. Take the Academic Profile (pre-baccalaureate students) or a proficiency test in the major program area (career or certificate students). A letter will be sent to all candidates with specific details.

A student may earn multiple degrees or certificates and/or multiple programs of study from CCG. All requirements of each program of study must be met along with the institutional requirements. Any degree or certificate past the first must be taken in residence.

A student may be granted a degree or certificate under the requirements specified in the catalog at the time of admission within a period of 10 years from date of first entry if a break in enrollment has not occurred. See individual program requirements for possible age limitations of specific courses.

** Any student with special problems of physical limitations or disabilities who needs an individualized program to meet a physical education requirement must consult the ADA Service Provider, Laura Bowen, at (912) 279-5803.*

ADMINISTRATIVE STATEMENT

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Act of 1972 and subsequent Amendments.

The College of Coastal Georgia is an affirmative action/equal opportunity/equal access institution and does not discriminate on the basis of race, color, national origin, sex, age, handicap, veterans status or any other protected category in its educational programs and activities and employment.

The Affirmative Action/Equal Opportunity Officer is the Director of Human Resources, Room 109, Administration Building.

The College of Coastal Georgia, in compliance with the Family Educational Rights and Privacy Act of 1974 and subsequent amendments, releases no information restricted by that Act without student consent.

The College of Coastal Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Arts degree, the Associate of Science degree, and the Associate of Applied Science degree.

As a member of the University System of Georgia, the college is approved for certifying Veterans' benefits by the Veterans' Administration and is recognized by the U.S. Department of Justice, Immigration and Naturalization Service, the Georgia Department of Education, the Technical College System of Georgia (TCSG), and the Georgia Board of Nursing.

The Campus Security Report (CSR) statistics are derived from incident reports initiated and maintained by the Campus Police Department. Data are compiled each calendar year and the CSR is published and disseminated in January; interim reports may be published throughout the academic year. For brevity in the CSR, only those crimes recognized under the Student Right to Know Act are included. Incidents such as petty theft (the most prevalent on-campus criminal activity) and other less serious offenses are not enumerated. For serious crime or other safety-related incidents in

which immediate notifications are needed to help the College's participants take protective measures, the Campus Police will take necessary and appropriate actions for such notifications.

Information regarding graduation and transfer-out rates, as required by the Higher Education Act of 1965 as amended, for CCG may be obtained from the Office of Institutional Research and Planning.

ACADEMIC HONESTY POLICY

- A student shall not take passages or ideas from another and use them as his/her own.
- A student should consult his/her instructor on proper documentation methods.
- A student shall not receive or give assistance not authorized by the instructor in the preparation of any academic assignment such as an essay, laboratory report, or examination.
- A student shall not obtain or attempt to obtain in an unauthorized manner any material pertaining to a class or course work.
- A student is prohibited from selling, giving, lending or otherwise furnishing to any unauthorized person the questions and/or answers to any examination or test known to be scheduled to be given at a subsequent date.
- A student shall not fabricate, forge, or falsify information or citations.
- A student shall not cheat or be dishonest in any way in his/her academic work.
- Academic dishonesty cases will be dealt with through the Academic Appeals Process. Appeals of decisions made by the Vice President for Academic Affairs which recommend academic expulsion or suspension may be made to the Vice President for Student Services for a due process hearing.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Beyond the basic College policy regarding cell phones and personal electronic devices (see page 16), faculty members, at their discretion, also may have strict individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. These policies may include penalties for violation. If cell phones, pagers, calculators, recorders, digital cameras, PDAs, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of the College of Coastal Georgia.

ALTERNATIVE DISPUTE RESOLUTION (ADR PROGRAM)

Various sections of this catalog refer to procedures for filing formal appeals or grievances. The formal procedures vary according to the nature of the problem. Unfortunately, formal appeals and grievances processes usually require a great deal of time and energy, result in high levels of frustration, and produce a less than

satisfactory outcome for either or both parties. If a hearing must be conducted, both parties must spend a great deal of time preparing their statements, presenting witnesses and other data, and relying on another person or committee of persons to decide the outcome. At the end of the process one party “wins” and one party “loses.” This almost always further erodes the relationship between the parties. In addition, records of the proceedings are prepared and kept on file, limiting the confidentiality of the nature of the dispute. Therefore, prior to filing a formal appeal or grievance, persons with a complaint should consider using the College’s Alternative Dispute Resolution Program. Alternative Dispute Resolution, commonly referred to as ADR, involves using one or more dispute resolution processes as an alternative to the traditional appeals and grievance processes. Alternative methods of dispute resolution may include one or more of the following:

- (1) frank and open discussion between the parties to dispel any miscommunication which may have occurred;
- (2) determining the “issues” to be resolved and negotiating with each other to reach an acceptable conclusion;
- (3) or participating in a mediation session with an objective third party. The third option, mediation, has been highly successful in the corporate world and is becoming much more widely used in educational settings.

ADR is an appropriate process to use regarding issues of intellectual diversity (when someone feels they have been treated unfairly by an instructor because of their ideas or opinions on a specific issue).

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator has no firsthand knowledge of the problem nor any preconceived ideas of how the dispute should be settled. The mediator does not maintain a record of the session—the only written document is the negotiated agreement which is given to both parties.

A detailed brochure about the College’s Alternative Dispute Resolution Program is available in the Office of Human Resources located in Room 109-C in the Administration Building. Persons who wish to request mediation services may call 264-7228.

STUDENT CONDUCT

Students at the College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at the College of Coastal Georgia, students agree to comply with the College’s rules and regulations as described in the CCG Student Handbook.

The students of the College of Coastal Georgia have established a precedent of exemplary behavior as members of the college and civic community. Individuals and groups are expected to observe the tradition of decorum and behave in no way which would precipitate physical, social, or emotional hazards to other members of the college community.

Any student, faculty member, administrator, employee, or visitor acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, research, administrative, disciplinary, cultural or public service activity, or any other activity authorized to be held on the College of Coastal Georgia campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and the CCG Student Code of Conduct as outlined in the CCG Student Handbook.

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

INFANTS AND UNDERAGE CHILDREN ON THE COLLEGE OF COASTAL GEORGIA CAMPUS

It is the goal of the College of Coastal Georgia to provide a safe and effective learning environment for all students. Any action which interferes with this goal will not be permitted. Children must not be left unattended at any time on campus. If an emergency arises which requires a student to bring an underage child (defined as any child under the age of sixteen who is not a CCG student enrolled in a credit course) to campus, the child must be under the direct supervision of an adult at all times. Parents or guardians of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Bringing children to the classroom is not permissible under most circumstances. However, if an emergency arises which necessitates bringing a child to class, the student must receive the prior consent of the faculty member involved. Children who are ill may not be brought to class regardless of the circumstances. Due to the nature of the equipment, the subject matter involved, and the level of supervision necessary, underage children will not be allowed in college laboratories or in the Learning Center at any time and/or under any circumstances.

Similarly, the College of Coastal Georgia must provide an effective working environment. Therefore, children of employees should not be brought to campus. If an emergency arises which requires an employee to bring a child to campus, it must be with the consent of the faculty/staff member's immediate supervisor. The faculty member or staff member whose child(ren) is (are) considered disruptive or unsupervised will be asked to remove the child immediately.

Children enrolled in non-credit classes must be under the direct supervision of an adult at all times. Likewise, children attending campus events must be supervised at all times. Any child under the age of sixteen must be under the direct supervision of his/her parent, legal guardian, or other responsible adult when in the college library unless the child is part of a class AND the supervising teacher or paraprofessional is present.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Department of Continuing Education is located on the Brunswick Campus in the Southeast Georgia Conference Center. The Department offers non-credit educational opportunities throughout the college's five-county service area. Programs are available days, nights, and weekends at the Brunswick and Camden Center campuses, and also at sites away from the college campuses. Additionally, hundreds of courses are offered online.

Courses range from Saturday morning enrichment classes to certificate programs for career development, from computer and business training to summer programs for children.

Continuing Education is designed to respond quickly to business and community needs and often partners with state and local agencies and organizations to provide training. Partnerships include:

- University of Georgia Small Business Development Center
- Early Start Resource and Referral Agency, Savannah Technical College
- Armstrong Atlantic State University
- Georgia Real Estate Commission
- Georgia Bar Association
- Brunswick-Glynn County Bar Association
- Institute of Continuing Legal Education
- Center for Forest Business, University of Georgia
- Georgia Center for Nonprofits
- Wal-Mart
- Georgia Shrimp Association

Services to local businesses include training needs assessment, process mapping, and resource referrals. The department also develops a variety of customized training for businesses including new hire orientation, customer service, safety, manufacturing processes, and welding.

The department offers short and long-term programs which prepare participants for certification exams or to meet requirements for continuing education certification. These include:

- Master Landscaper Certificate Program
- Legal Assistant Certificate Program
- Administrative Medical Office Assistant Program
- Pharmacy Technician Certificate Program
- Photography Certificate Program
- Real Estate Sales Pre-license
- Real Estate Sales Post-license
- Real Estate Broker's Pre-license
- Real Estate Sales Continuing Education

WORKFORCE AND ECONOMIC DEVELOPMENT

The economic development of the region is a major focus of the department. Through contract training, Continuing Education works with companies and organizations to customize training for employees. Georgia's unique Quick Start program, designed to help new businesses get up and running quickly and to assist with business expansion, is administered through Continuing Education. Quick Start services are offered at no cost to eligible businesses. Continuing Education is also involved with assessment and programming aimed at supporting the governor's Work Ready Certification Program. For more information about any continuing education programs or services call (912)-279-5777.

COMMUNITY OUTREACH

Continuing Education is active in numerous aspects of community outreach. The Southeast Georgia Conference Center is often the scene of cultural events sponsored by the college and seminars sponsored by organizations like Georgia Cares Council on Aging. During 2006, Continuing Education served over 13,000 people through classes, contract training, and events on the Brunswick and Camden campuses.

ADULT LITERACY

Continuing Education also administers the Adult Literacy Program for Service Delivery Area 26 including Camden, Glynn and McIntosh Counties. The program is designed to help learners acquire the skills necessary to successfully compete in today's workplace and exercise their full citizenship. GED testing is provided through this program. For Adult Literacy information, call (912)-267-4115.

THE BRUNSWICK CENTER

The purpose of the Brunswick Center is to provide access to baccalaureate and master's degrees in cooperation with other schools in the University System of Georgia.

The Center

The Brunswick Center is a partnership between the College of Coastal Georgia (CCG), Armstrong Atlantic State University (AASU) in Savannah, and Georgia Southern University (GSU) in Statesboro. Armstrong Atlantic State University is the lead institution offering most of the baccalaureate degree programs. Students apply to the university offering the desired baccalaureate degree. This university becomes their home institution. All participating schools teach courses which apply toward baccalaureate degrees, and credit earned from courses taken through the Brunswick Center is accepted as residence credit by the home institution. The degrees available through the Brunswick Center are:

Armstrong Atlantic State University

- Bachelor of Arts in History
- Bachelor of Liberal Studies, a broad-based general education degree with minor concentrations in business, criminal justice, English, history, political science, and psychology
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Education with certification in early elementary education (P-5)
- Bachelor of Science in Education with certification in middle grades education (4-8)
- Bachelor of Science in Nursing (bridge program for RNs)
- Master of Arts in Teaching
- Master of Education in Special Education
- Master of Education (early childhood or middle grades; offered in Camden County)
- Master of Science in Nursing
- Post-Baccalaureate Teacher Certification

Georgia Southern University

- Bachelor of Business Administration with a concentration in management
- Master of Business Administration
- Master of Education (early childhood, middle grades, counselor education, and educational leadership)

Criteria for Admission

Anyone who has completed a transfer associate degree or has at least 40 hours of transferable credit is eligible for admission to baccalaureate programs and courses through the Brunswick Center. CCG students who have sophomore standing, have completed all core curriculum English requirements, and have passed the Regents' Test may be admitted to the undergraduate Brunswick Center courses taught by the universities. Teacher education students must be admitted to the major by the AASU College of Education. BSN students must have an RN license and be admitted to the major by the Nursing Department. Graduate students must have an appropriate baccalaureate degree and make an appropriate score on required graduate entrance tests. Anyone who already has a baccalaureate degree may be admitted as a non-degree student to take courses.

Admission Procedures

1. Students apply for admission to AASU or GSU and must meet all university requirements. The undergraduate application process is handled through the Brunswick Center Office. Undergraduate applicants should not apply online through the university's website.
2. The completed undergraduate application, certification of immunization, and all transcripts of previous college work must be sent for preliminary processing to the Brunswick Center.
3. Graduate application materials are sent directly to the university. Graduate school applicants may apply online through the university website.
4. Undergraduate students wishing to take a course from another institution should contact the Brunswick Center for registration. Graduate student transient applications must be filed with the respective College of Graduate Studies.

After Admission

Once admitted to AASU or GSU, students may take any undergraduate course offered through the Brunswick Center. The universities accept all undergraduate course work done through the Brunswick Center as residence credit in baccalaureate degrees. Graduate students should check with their advisor regarding enrollment in undergraduate courses or graduate courses offered by another institution. Upper level courses (3000+ course number) taken by CCG students may apply toward their baccalaureate degree. Upper level courses cannot be used to satisfy CCG graduation requirements.

The Director of the Brunswick Center is the initial advisor for all undergraduate students in the Center and meets with each student to certify core curriculum and outline an overall plan of study. Education and Nursing students will be assigned a faculty advisor once they are admitted into the major. The Brunswick Center Director will advise all other majors. Graduate students are assigned an advisor by the university offering the degree.

Undergraduate registration for the Brunswick Center courses is done through the Center office. Graduate students may register for classes through the Brunswick Center or online. If a graduate student chooses to register through the Brunswick Center, they should meet with their advisor and bring the signed advisement form to the Center office for input. Students are encouraged to preregister for the next semester during the specified time each semester. Note: All 3 institutions may have different registration periods.

Graduation requirements are set by the university awarding the degree. The respective department chairpersons and registrars at AASU and/or GSU certify each candidate for graduation.

All Brunswick Center students have full use of the CCG library and other support services of the College of Coastal Georgia.

Tuition and Fees

Tuition and fees for university courses and two-year college courses are collected at the current rate set for the school offering the course. Brunswick Center students enrolled in CCG courses must pay student activity, technology, and athletic fees.

Financial Aid

Students interested in seeking financial aid should make application for their aid through the Financial Aid Office of their home school.

COLLEGE DIVISIONS

The college is organized into five divisions and two additional areas for administrative and instructional purposes. Divisional personnel are responsible for offering and teaching courses in their respective content areas and for administering programs which lead to the Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree and various certificates in vocational and technical programs. Each division is also responsible for advising students who are pursuing degrees or certificates in programs within its jurisdiction. These divisions, along with general information regarding mission, scope, restrictions, and courses and programs for which they are responsible, are listed below.

I. DIVISION OF HEALTH SCIENCES

The Division of Health Sciences offers courses which lead to Associate of Science degrees in Clinical Laboratory Technology, Nursing (RN), and Radiologic Science; Certificates in Paramedic Technology, Practical Nursing (LPN), and Surgical Technology and Technical Certificates of Credit for Emergency Medical Technology, and for Patient Care Technician. All programs are fully accredited or approved by respective agencies, and graduates may sit for appropriate certifying/licensure examinations. The licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable one to satisfy additional requirements, no assurances can be made that the college will be able to offer these additional courses or, if taken, that such courses will entitle one to take the licensure examination. Admissions, curricular, and graduation requirements vary for each program and are included in this catalog. While the provisions of this catalog will ordinarily be applied as stated, the College of Coastal Georgia reserves the right to change any provision listed 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.

The programs in this division are in compliance with the Technical College System of Georgia State Board Policy: *Occupational Exposure to Blood and Airborne Pathogens*.

II. DIVISION OF APPLIED TECHNOLOGY AND BUSINESS

The Division of Applied Technology and Business offers a number of programs leading to Associate of Science degrees, Associate of Applied Science degrees, certificates, and technical certificates of credit. The Applied Technology area offers career degree programs, certificates, and technical certificates in a variety of specialties which prepare the student for immediate employment. The Business

Studies area offers a pre-baccalaureate degree designed to transfer to four-year institutions for further studies. Students in career business programs are offered a well-rounded series of academic courses giving them a broad background of knowledge in addition to the concentration of courses in the career specialty. A description of each area follows.

A. BUSINESS STUDIES

Business Studies has a dual purpose of preparing students for the work force through career programs and for transfer to four-year colleges or universities. The College offers the Associate of Applied Science degrees in Accounting, Management (Hospitality specialization available), and Business and Office Technology. Also offered are certificate programs in Business and Office Technology, Criminal Justice, Culinary Arts, and Management (Hospitality specialization available). Technical certificates of credit offered are Banking and Finance, Culinary Arts, Small Business Management, Supervisory Specialist, Certified Customer Service, and Hotel/Motel Fundamentals. The transfer programs prepare students for further study in business (i.e. accounting, computer information systems, computer science, economics, and business administration) at a four-year college or university.

B. APPLIED TECHNOLOGY

Programs offered in Applied Technology fall into three categories: those leading to associate degrees, certificates, and technical certificates of credit.

Degree programs in Applied Technology*, Computer-Aided Design and Drafting, and Computer Information Technology contain an academic component and require that enrollees meet regular college admissions requirements. The degree programs can usually be completed in four semesters of full-time enrollment.

Certificate level programs for Air Conditioning Technology, Automotive Fundamentals, Computer Information Technology, Computer-Aided Design and Drafting, Industrial Systems Technology, Machinist, and Welding are designed for students who wish to obtain skills training and then seek employment. Certificate programs may be completed in two or three semesters depending on the requirements of the program. Advanced classes in the Machinist and Welding programs are offered to those students who may want to obtain advanced skills before they seek employment.

Technical certificates of credit are offered in Air Conditioning Systems Maintenance, Automotive Body Repair, Automotive Principles, Computer Aided Manufacturing (CAM), Computer Numerical Control (CNC), Computer Troubleshooting and Repair, Electrical Maintenance I and II, Golf Course Maintenance, Industrial Maintenance Foundations, Process Control Operator I and II, Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and Welding Level II. These programs prepare the student for immediate employment in the shortest time possible, and the programs can usually be completed in one to two semesters of full-time study.

*The Associate of Applied Science in Technology degree is available for those students who successfully complete the Industrial Systems Technology, Machinist, or Welding certificate program at the College of Coastal Georgia. Students wishing to pursue the AAST degree must have completed 32 to 43 hours required in the appropriate certificate program.

Altamaha Technical College Cooperative Agreement. The College of Coastal Georgia offers two Associate of Applied Science degrees cooperatively with Altamaha Technical Institute in Jesup. The degree may be in Business (with options in Business and Office Technology, and Accounting) or Technology (with options in Microcomputer Specialist, Industrial Maintenance Technology, Machine Tool Technology, Advanced Machine Tool Technology, and Welding and Joining Technology). Please contact the Division of Applied Technology and Business at 912-279-5850 for details.

III. DIVISION OF HUMANITIES AND SOCIAL SCIENCES

The Division of Humanities and Social Sciences offers courses which lead to an Associate of Arts or Associate of Science degree in specific areas of concentration within the Humanities and Social Sciences. The Division also offers Learning Support courses which provide remedial/developmental training in the basic skills areas.

A. HUMANITIES

The Division of Humanities and Social Sciences offers Humanities courses in art, communication, theatre, English, foreign languages, music, and philosophy. Study in these areas leads to the two-year associate degree and is considered preparation for four-year degrees in any major which requires a liberal arts background. Humanities faculty members actively support student publications, art exhibits, drama and music productions, cultural activities, and study abroad. Through the course offerings and these extracurricular activities, the Division endeavors to aid the student in an exploration of the liberal arts as they are related to the quality of the student's life and career.

B. SOCIAL SCIENCES

The Division of Humanities and Social Sciences offers Social Science courses in anthropology, economics, global issues, human geography, history, political science, psychology, sociology and teacher education. Study in these areas leads to the two-year associate degree and is considered preparation for four-year degrees in majors in the Social Sciences, liberal arts, and teacher preparation. Social Sciences coursework provides the student with a broad knowledge of human society and aids in the understanding of self and one's relationship to other individuals.

C. LEARNING SUPPORT PROGRAMS

Learning Support coursework provides remedial/developmental training in the basic skills areas. The College of Coastal Georgia offers Learning Support courses in English grammar and composition, reading, mathematics, and study skills. These courses are designed for students who wish to enter degree programs. English/Reading and Mathematics courses specifically designed for students who wish to enter Certificate programs are also offered. Students wishing to improve their academic background in these areas may elect to take these courses and should discuss the restrictions with their advisors.

Restricted Admission. Students whose placement scores and high school records indicate academic weakness will be required to complete Learning Support course work before entering pre-baccalaureate/college transfer programs. This program of courses and the associated exit examinations are established by the University System of Georgia and the College of Coastal Georgia as prerequisites for admission into pre-baccalaureate/college transfer credit courses.

Course Identification and Credit. Learning Support courses are identified by course numbers in the 0010-0099 series. Although these courses do not offer credit toward degrees, institutional credit is granted upon the satisfactory completion of a Learning Support course.

Degree Program Prerequisites in the Learning Support Area. Students who are required to take Learning Support courses must complete these courses before they may enroll in most credit courses. Students enrolled in Learning Support courses may, however, be allowed to take certain degree and certificate courses in addition to Learning Support courses provided those degree and certificate courses do not have Learning Support prerequisites. However, students may not accumulate more than twenty hours of college-level credit before completing all Learning Support requirements. For details, students should seek advice from Learning Support advisors.

IV. DIVISION OF MATHEMATICS, SCIENCE AND PHYSICAL EDUCATION

The Division of Mathematics, Science, and Physical Education offers courses which lead to an Associate of Science degree in the areas of Mathematics, Science, and Physical Education. The courses within this Division also support transfer and career programs in other divisions of the college.

Course offerings in the Division provide a background in mathematics, astronomy, biology, chemistry, geology, physics, and physical education. These courses are designed to develop the student's ability to adapt to changing conditions and approach problems resourcefully. In addition, the student is also introduced to

the importance of life-long fitness and recreation through a broad assortment of activity courses and is encouraged to participate in community activities. Students interested in pre-dentistry, pre-medicine, pre-veterinary medicine, and pre-pharmacy, as well as forestry and engineering, can complete their first two years at CCG. The Mathematics, Science, and Physical Education faculty are dedicated to teaching and research and have a wide variety of backgrounds with diverse interests.

LEARNING SUPPORT PROGRAMS

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Degree Program Prerequisites in the Learning Support Area. Students who are required to take Learning Support courses must complete these courses before they may enroll in most credit courses. Students enrolled in Learning Support courses may, however, be allowed to take certain degree and certificate courses in addition to Learning Support courses provided those degree and certificate courses do not have Learning Support prerequisites. However, students may not accumulate more than twenty hours of college-level credit before completing all Learning Support requirements. For details, students should seek advice from Learning Support advisors.

V. DIVISION OF LEARNING RESOURCES

The Learning Resources Division provides students and faculty with resources for conducting research, delivering instruction, and improving learning. This division consists of the Library, the Learning Center, the Student Support Services Program (TRIO), and Media Services.

The Clara Gould Memorial Library in Brunswick and the Library at the Camden Center provide students and faculty with access to books, journals, audio-visual materials, and electronic publications. Computer labs are available at each library. Through GALILEO, students and faculty have access to over one hundred and fifty online databases, including over sixty full-text databases. Inter-library loan services are available to all students and faculty. The library conducts workshops each semester on how to use the resources and technology within the library.

The Learning Center provides students with access to tutorial services. Any College of Coastal Georgia student may take advantage of the services and resources in the Learning Center. Tutorial services are provided by peer-tutors as well as computer-assisted instruction.

The Student Support Services Program is a federally funded TRIO program. The program provides academic support for qualified students.

Media Services provides instructional technology equipment and support in the classroom for faculty and students. This includes maintenance as well as training and assistance in the use of the equipment. Media Services also supports the College of Coastal Georgia's videoconferencing classrooms in Brunswick and at the Camden Center.

PROGRAMS OF STUDY

The programs of study offered by the College of Coastal Georgia are of two major types: 1) pre-baccalaureate/college transfer programs and 2) career programs.

PRE-BACCALAUREATE (COLLEGE TRANSFER) PROGRAMS

Pre-baccalaureate programs consist of those programs of study in which credit may be transferred to any senior institution in the University System of Georgia without loss of credit provided the same area of concentration is maintained. A student who changes his or her area of concentration may have to complete additional hours of course work. In most cases, a student can earn a baccalaureate degree upon the successful completion of two additional academic years of study. The University System of Georgia Core Curriculum, described in the following section of this catalog, guarantees this reciprocal transfer of credit among the System's sister institutions.

Ordinarily, out-of-state senior institutions and Georgia senior institutions which are not units of the University System of Georgia will accept the credit earned in a specific pre-baccalaureate/transfer program toward a continuation of that program in the chosen institution with little or no loss of credit.

The College of Coastal Georgia awards either the Associate of Arts degree or the Associate of Science degree to the student who successfully completes the requirements of a pre-baccalaureate or college transfer program. The A.A. and A.S. are specifically designed as transfer programs; that is, they constitute the first two years of a four-year program of study leading to a bachelor's degree. The College of Coastal Georgia offers these transfer programs for the first two years of a student program for those who enroll for a full load each semester.

CAREER PROGRAMS

A second major type of program offered by the College of Coastal Georgia is the Career program, which is intended for those students who wish to earn either associate degrees or certificates in a chosen field and then enter an occupation or profession. Four types of programs are offered: Associate of Applied Science or Associate of Science degrees, certificate programs and technical certificates of credit.

Core courses taken by students in career associate degree programs are transferable to a senior college. However, additional courses will be required in one or more areas of the core curriculum if you choose to pursue a baccalaureate degree. Students may satisfy the requirements either at the senior college or university or at the College of Coastal Georgia.

The certificate programs offered may lead into programs of further study at the College of Coastal Georgia. Credit earned in many of the certificate programs can be used in pursuing the Associate of Applied Science degree. Some credits earned in the LPN program may be validated and applied toward meeting the requirements in the career program leading to the Associate of Science degree in Nursing.

NON-TRADITIONAL PROGRAMS

The College of Coastal Georgia encourages enrollment of students in non-traditional program groups. Non-traditional programs and employment comprise occupations or fields of work for which individuals from one gender make up less than twenty-five percent of the individuals employed in the occupation or field of work. Students are encouraged to pursue careers in traditionally gender-dominated programs such as:

- Business and Office Technology
- Certified Customer Service Specialist
- Practical Nursing
- Radiologic Technology
- Registered Nursing
- Drafting
- Industrial Systems Technology
- Process Control Instrumentation Technology
- Machine Tool Technology
- Patient Care Technology
- Welding and Joining Technology
- Automotive Technology
- Residential Wiring
- Golf Course Management

Further Information

For additional information about any program of study offered by the College of Coastal Georgia please look online at www.coga.edu, or contact Student Development Services at (912)-279-5800.

Pre-Baccalaureate (College Transfer) Programs

PRE-BACCALAUREATE (COLLEGE TRANSFER) PROGRAMS

Pre-baccalaureate (college transfer) programs are programs of study in which credit may be transferred to any senior institution in the University System of Georgia without loss of credit provided the same area of concentration is maintained. The College of Coastal Georgia offers the following programs of study:

Associate of Arts in

- Art
- Communication
- English
- Modern Foreign Languages
- Philosophy

Associate of Science in

- Agribusiness, Agricultural Economics, Environmental Economics and Management
- Biology
- Business Administration
- Chemistry
- Computer Information Systems
- Computer Science
- Criminal Justice
- Dental Hygiene
- Forestry, Wildlife, Fisheries and Aquaculture, Forest Environmental Resources
- General Studies
- Geology
- Health and Physical Education
- History
- Information Technology
- Mathematics
- Medical Records Administration
- Medical Technology
- Nursing
- Occupational Therapy
- Physical Therapy

- Physician Assistant
- Physics
- Political Science
- Pre-Dentistry
- Pre-Engineering
- Pre-Medicine
- Pre-Pharmacy
- Pre-Veterinary Medicine
- Psychology
- Radiologic Science
- Recreation
- Respiratory Therapy
- Sociology
- Teacher Education

General Education in the University System of Georgia

From the origins of intellectual studies to the present, general education has been a key to a fulfilling life of self-knowledge, self-reflection, critical awareness, and lifelong learning. General education has traditionally focused on oral and written communication, quantitative reasoning and mathematics, studies in culture and society, scientific reasoning, and aesthetic appreciation. Today, general education also assists students in their understanding of technology, information literacy, diversity, and global awareness and provides students with their best opportunity to experience the breadth of human knowledge.

In the University System of Georgia, general education programs consist of a group of courses known as the Core Curriculum as well as other courses and co-curricular experiences specific to each institution. The attainment of general education learning outcomes produces responsible, reflective citizens who adapt constructively to change. General education programs impart knowledge, values, skills, and behaviors related to critical thinking and logical problem solving. General education includes opportunities that form the basis for advanced study in the variety of fields offered by today's colleges and universities.

CORE CURRICULUM

The College of Coastal Georgia, as a unit of the University System of Georgia, must comply with the provisions of the University System Core Curriculum for facilitating transfer of credit among the various units. The Core Curriculum ensures that an Associate of Arts or an Associate of Science degree earned in a college transfer program at the College of Coastal Georgia will be accepted by a four-year University System unit as having met the general education requirements of the first two years of college. The student must, however, continue in the same area of concentration in order to be exempt from taking additional first and second year coursework at the transfer institution.

Area A - Essential Skills, 9 Hours

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH		<i>(see the following criteria)</i>	3

Options selected from the following are based on area of concentration:

Agribusiness, Agricultural Economics, Environmental Economics and Management, Biology, Chemistry, Computer Science, Forestry, Wildlife, Fisheries and Aquaculture, Forest Environmental Resources, Geology, Mathematics, Physical Therapy, Physics, Pre-Dentistry, Pre Engineering, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary Medicine, and Radiologic Science *select from:*

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH*	1111	College Algebra <i>and</i>	3
MATH*	1112	Trigonometry <i>or</i>	3
MATH**	1113	Precalculus <i>or</i>	4
MATH**	1121	Analytic Geometry & Calculus I	4

All other areas of concentration in a pre-baccalaureate (college transfer) program select one of the following courses:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH	1001	Quantitative Skills and Reasoning	3
MATH	1101	Introduction to Mathematical Modeling	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	4
MATH	1120	Survey of Calculus	4
MATH	1121	Analytic Geometry & Calculus I	4

*Not all students who wish to major in the areas of concentration listed above will be ready to take a fast paced MATH 1113, Precalculus, course. The only other way a student can obtain the same information and be prepared for MATH 1121, Analytic Geometry and Calculus I, is to take the MATH 1111/1112 sequence. These students will receive a maximum of four credit hours for these two courses which is equivalent to what a student taking the one course, MATH 1113, would receive. Three credit hours from this sequence would count in Area A and one credit hour would count in Area F. Effective with students entering in Summer 2001, MATH 1113, Precalculus, is required in Area A for those pursuing a major in secondary education (Mathematics or Sciences) at all University System of Georgia institutions.

**Students sufficiently advanced in math skills may elect to take the first course in the calculus sequence. Both precalculus and calculus are 4 credit hour courses. The fourth hour will be counted in Area F. For students in areas of concentration other than those on the above list, no such guarantee exists. That is, if a student has an area of concentration not on the list designated above, any extra hours generated from Areas A and D might be applied to Area F if the student's area of concentration permits that, they might count as electives, or they might count above the hours required for a degree.

Area B - Institutional Options, 4 Hours

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
COMM	1100	Introduction to Communication	2

and one course chosen from:

CSCI	1200	Computer Literacy	2
CSCI	1201	Computer Concepts	3
FREN	1001, 1002	Elementary French I or II	3
FREN	2001, 2002	Intermediate French I or II	3
GEOG	1101	Introduction to Human Geography	3
GLOB	1001	Global Issues	2
GRMN	1001, 1002	Elementary German I or II	3
GRMN	2001, 2002	Intermediate German I or II	3
POLS	2302	Introduction to International Relations	3
SOCI	1101	Introduction to Sociology	3
SPAN	1001, 1002	Elementary Spanish I or II	3
SPAN	2001, 2002	Intermediate Spanish I or II	3

Area C - Humanities/Fine Arts, 6 Hours

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ENGL	2111	World Literature I or	3
ENGL	2112	World Literature II	3

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and one course chosen from Humanities/Fine Arts electives:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ARTS	1100	Art Appreciation	3
ARTS	2003	Art History I	3
ARTS	2004	Art History II	3
COMM	1110	Fundamentals of Speech Communication	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
FREN	1001, 1002	Elementary French I or II	3
FREN	2001, 2002	Intermediate French I or II	3
GRMN	1001, 1002	Elementary German I or II	3
GRMN	2001, 2002	Intermediate German I or II	3
MUSI	1100	Music Appreciation	3
PHIL	2004	Introduction to Philosophy	3
PHIL	2005	Introduction to Ethics	3
SPAN	1001, 1002	Elementary Spanish I or II	3
SPAN	2001, 2002	Intermediate Spanish I or II	3
THEA	1100	Theatre Appreciation	3

Area D - Science & Math, 11 Hours

Non-Science Majors select 8 Hours, two science courses, from:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ASTR	1010	Astronomy of the Solar System	4
ASTR	1020	Stellar and Galactic Astronomy	4
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
BIOL	1140	Plants and the Environment	4
CHEM	1100	Introductory Chemistry	4
CHEM	1151	Survey of Chemistry I	4
CHEM	1152	Survey of Chemistry II	4
CHEM	1211	Principles of Chemistry I	4
CHEM	1212	Principles of Chemistry II	4
GEOL	1121	Physical Geology	4
GEOL	1122	Historical Geology	4
PHYS	1011	Survey of Physics	5
PHYS	1111	Introductory Physics I	4
PHYS	1112	Introductory Physics II	4

and 3 hours from these restricted math electives:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH	1112	Trigonometry	3
MATH	1120	Survey of Calculus	4
MATH	1121	Analytic Geometry & Calculus I	4

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<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH	1122	Analytic Geometry & Calculus II	4
MATH	2110	Logic	3
MATH	2112	Probability and Statistics	3

Science Majors select 8 hours, a two-course sequence, from:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ASTR	1010/1020	Astronomy of the Solar System/ Stellar and Galactic Astronomy	8
BIOL	1107/1108	Principles of Biology I & II	8
CHEM	1211/1212	Principles of Chemistry I & II	8
GEOL	1121/1122	Physical & Historical Geology	8
PHYS	1111/1112	Introductory Physics I & II	8
PHYS	2211/2212	Principles of Physics I & II	8

and 3 hours from these restricted math electives:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH*	1112	Trigonometry	3
MATH	1120	Survey of Calculus	4
MATH**	1121	Analytic Geometry & Calculus I	4
MATH**	1122	Analytic Geometry & Calculus II	4
MATH	2110	Logic	3
MATH	2112	Probability & Statistics	3

* Students who have been required to take MATH 1113 in Area A may not take MATH 1112 in Area D.

** Extra hours from Areas A & D may be used in Area F.

Area E - Social Sciences, 12 Hours

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
POLS	1101	American Government, and	3
HIST	2111	U.S. History I or	3
HIST	2112	U.S. History II	3

Electives (Select 6 Hours)

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ANTH	1102	Introduction to Anthropology	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1101	Introduction to Human Geography	3
HIST	1001	World Civilization I	3
HIST	1002	World Civilization II	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	3

Area E Electives Continued

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
POLS	2302	Introduction to International Relations	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3

Area F - Areas of Concentration 18 Hours

This section contains the areas of concentration provided by the college within the Associate of Arts and Associate of Science degrees. These programs of study are for those students who wish to transfer to a four-year institution. The requirements for each Pre-baccalaureate (college transfer) program follow the description of Area G.

Area G - Physical Education, 4 Hours

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
PHED	1000	Healthy Living Concepts	2
PHED	XXXX	Activity Courses	2
		OR	
PHED	XXXX	Activity Courses	4

Note: PHED 1710 is an acceptable choice for those students who satisfy the requirements as stated in the course description.

TOTAL HOURS	Associate of Arts Degrees	64
	Associate of Science Degrees	64

NOTICE: CCGA 1101, the College Success Seminar, is a requirement for all first-time, full-time, degree seeking students. Those students must enroll in CCGA 1101 during their first semester at the College. Credit for this course is institutional credit only, and does not apply toward graduation.

ASSOCIATE OF ARTS IN ART

Contact: Jeff LeMieux at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
ARTS 1010	Drawing I	3
Area E Elective	Social Science Elective	3
ARTS 2003	Art History I	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area E Elective	Social Science Elective	3
ARTS 2004	Art History II	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		67-68

Area of Concentration Electives: choose three courses (9 hours) from the following – ARTS 1011, ARTS 1020, ARTS 1030, ARTS 2020, ARTS 2030.

Important Note: Be aware that Art majors at four-year institutions are required to take intermediate-level foreign language.

ASSOCIATE OF ARTS IN COMMUNICATION

Contact: Tyler Bagwell at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
COMM 1110	Fundamentals of Speech Communication	3
COMM 2100	Survey of Mass Communication	3
Foreign Language 2001	Intermediate Foreign Language I	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area E Elective	Social Science Elective	3
COMM 2200	Intercultural Communication	3
Foreign Language 2002	Intermediate Foreign Language II	3
Area F Elective	Area of Concentration Elective (see below)	2-3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		15-16
Total Program Credit		66-68

Area of Concentration Electives: choose two (6 hours) of the following – Second Foreign Language 1001, 1002, GLOB 1001, INST 1000 (1-6 hours), INST 2000 (up to 9 hours), MATH 2110, PHIL 2004, PHIL 2005, POLS 2302, PSYC 1101, THEA 1100.

ASSOCIATE OF ARTS IN ENGLISH

Contact: Ricky Weaver at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111	World Literature I	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
Foreign Language 2001	Intermediate Foreign Language I	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area E Elective	Social Science Elective	3
Foreign Language 2002	Intermediate Foreign Language II	3
ENGL 2112	World Literature II	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		67-68

Area of Concentration Electives: choose three (9 hours) of the following – ARTS 1100; ARTS 2003, ARTS 2004, COMM 1110, COMM 2200, Foreign Language 1001, 1002, 2001, MUSI 1100, PHIL 2004, PHIL 2005, PSYC 1101.

ASSOCIATE OF ARTS IN MODERN FOREIGN LANGUAGES

Contact: Michael Hannaford at (912) 510-3334

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Elementary Foreign Language I	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Foreign Language 1002	Elementary Foreign Language II	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111	World Literature I	3
Area D Elective	Science Elective (for non-science major)	4
Foreign Language 2001	Intermediate Foreign Language I	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area E Elective	Social Science Elective	3
ENGL 2112	World Literature II	3
Foreign Language 2002	Intermediate Foreign Language II	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		67-68

Area of Concentration Electives: choose four courses (12 hours) from the following – ARTS 1100; ARTS 2003, ARTS 2004, COMM 1110, COMM 2200, Second Foreign Language 1001, 1002, 2001, PHIL 2004, PHIL 2005.

ASSOCIATE OF ARTS IN PHILOSOPHY

Contact: Dr. James Edwards at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Electives	3-4
PHIL 2004	Introduction to Philosophy	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHIL 2005	Introduction to Ethics	3
Foreign Language 2001	Intermediate Foreign Language I (recommended)	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area E Elective	Social Science Elective	3
Area E Elective	Social Science Elective	3
Foreign Language 2002	Intermediate Foreign Language II (recommended)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		67-68

Area of Concentration Electives: choose three courses (9 hours) from the following – ARTS 1100; COMM 2200, ENGL 2111, ENGL 2112, Foreign Language 1001, 1002, 2001, MATH 2110, POLS 2302, PSYC 1101.

ASSOCIATE OF SCIENCE IN AGRIBUSINESS

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional Credit)	2
Total		18
Second Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 1102	English Composition II	3
MATH 2112	Probability & Statistics	4
ECON 2106	Principles of Microeconomics	3
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
Total		18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
ACCT 2101	Principles of Accounting I	3
MATH 1121	Analytic Geometry & Calculus I	4
Area E Elective	Social Science Elective	3
COMM 1100	Introduction to Communication	2
Area C Elective	Humanities Restricted Elective (see below)	3
Total		18
Fourth Semester		
Area B Elective	Institutional Options Elective	2-3
MATH 1122	Analytic Geometry & Calculus II	4
ECON 2105	Principles of Macroeconomics	3
Area E Elective	Social Science Elective	3
CSCI 1201	Computer Concepts	3
PHED XXXX	Physical Education Activity Elective	1
Total		16-17

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111 & 1112 (College Algebra & Trigonometry) may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, THEA 1100.

ASSOCIATE OF SCIENCE IN AGRICULTURAL ECONOMICS

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional Credit)	2
Total		18
Second Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 1102	English Composition II	3
MATH 2112	Probability & Statistics	4
ECON 2106	Principles of Microeconomics	3
CSCI 1201	Computer Concepts	3
PHED XXXX	Physical Education Activity Elective	1
Total		18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
ACCT 2101	Principles of Accounting I	3
MATH 1121	Analytic Geometry & Calculus I	4
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Area C Elective	Humanities Restricted Elective (see below)	3
Total		18
Fourth Semester		
Area B Elective	Institutional Options Elective	2-3
MATH 1122	Analytic Geometry & Calculus II	4
COMM 1100	Introduction to Communication	2
ECON 2105	Principles of Macroeconomics	3
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
Total		17-18

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 (College Algebra-Trigonometry) may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, THEA 1100.

**ASSOCIATE OF SCIENCE IN
ENVIRONMENTAL ECONOMICS AND MANAGEMENT**

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional Credit)	2
Total		18
Second Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 1102	English Composition II	3
MATH 2112	Probability & Statistics	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
Area C Elective	Humanities Restricted Elective(see below)	3
Total		18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area F Elective	Area of Concentration Elective (see below)	3-4
MATH 1121	Analytic Geometry and Calculus I	4
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
Total		17-18
Fourth Semester		
Area B Elective	Institutional Options Elective	2-3
COMM 1100	Introduction to Communication	2
MATH 1122	Analytic Geometry & Calculus II	4
Area F Elective	Area of Concentration Elective (see below)	3-4
Area E Elective	Social Science Elective	3
COMM 1110	Fundamentals of Speech Communication	3
Total		17-18

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, THEA 1100.

Area of Concentration Electives: Select three courses (1000-2000 level) from the Core Curriculum.

ASSOCIATE OF SCIENCE IN BIOLOGY

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
CHEM 1211	Principles of Chemistry I	4
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		17
Second Semester		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
Area D Elective	Math Elective (MATH 1121 recommended)	3-4
POLS 1101	American Government	3
CHEM 1212	Principles of Chemistry II	4
Total		17-18
Third Semester		
ENGL 2111or 2112	World Literature I or World Lit. II	3
PHYS 1111	Introductory Physics I	4
Area F Elective	CHEM 2211 recommended	4
PHED XXXX	PHED 1000 or PHED Activity Elective	2
Area C Elective	Humanities Elective	3
COMM 1000	Introduction to Communication	2
Total		18
Fourth Semester		
HIST 2111 or 2112	U.S. History I or U.S. History II	3
Area B Elective	Institutional Options Elective	2-3
Area E Elective	Social Science Elective	3
Area F Elective	CHEM 2212 recommended	4-7
PHED XXXX	Physical Education Activity Elective	2
Total		15-18

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 (College Algebra-Trigonometry) may be substituted for MATH 1113.

Area F Electives: CHEM 2211/2212 (recommended), BIOL 2220, BIOL 2250, PHYS 1111, PHYS 1112, PHYS 2211, PHYS 2212, Foreign Language 1001, 1002, 2001, 2002, MATH 1121, MATH 1122, MATH 2123, CSCI 1201. Two extra hours from Areas A and D may be used for hours needed in Area F.

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

Contact: William Delaney at (912) 279-5894

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	Introduction to Composition I	3
Area A Elective	Mathematics Elective	3
COMM 1100	Fundamentals of Speech Communication	2
Area B Elective	Institutional Options Elective	2
PHED1000	Healthy Living Concepts	2
Area F Elective	Area of Concentration Elective (see below)	3
Total		17
Second Semester		
ENGL 1102	Introduction to Composition II	3
Area C Elective	Humanities Elective	3
POLS 1101	American Government	3
ACCT 2101	Principles of Accounting I	3
PHED XXXX	Physical Education Activity Elective	1
ECON 2105	Principles of Macroeconomics	3
Total		16
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
ACCT 2102	Principles of Accounting II	3
Total		17
Fourth Semester		
Area D Elective	Mathematics Elective	3
Area D Elective	Science Elective (for non-science major)	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
ECON 2106	Principles of Microeconomics	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		17

Area of Concentration Electives: BUSA 1105, BUSA 2105, BUSA 2106

ASSOCIATE OF SCIENCE IN CHEMISTRY

Contact: Dr. Andrea Wallace at (912) 279-5931

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Precalculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Total		18
Second Semester		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry and Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		16
Third Semester		
CHEM 2211	Organic Chemistry I	4
PHYS 1111 or	Introductory Physics I or	4
MATH 1122	Analytic Geometry and Calculus II	
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
Total		16-17
Fourth Semester		
CHEM 2212	Organic Chemistry II	4
PHYS 1112 or	Introductory Physics II or	4
MATH 2123	Analytic Geometry and Calculus III	
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1-1.5
PHED XXXX	Physical Education Activity Elective	1-1.5
Total		16-17
Total Program Credit		66-68

ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

Contact: Lee Southard at (912) 279-5909

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CSCI 1201	Computer Concepts	3
MATH 1001	Quantitative Skills and Reasoning	3
ENGL 1101	English Composition	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communications	2
PHED XXXX	Physical Education Activity Elective	1
Total		17
Second Semester		
MATH 2112	Probability and Statistics	3
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Area E Elective	Social Science Elective	3
Area D Elective	Science Elective (for non-science major)	3
Total		17
Third Semester		
Area D Elective	Science Elective (for non-science major)	4
CSCI 1301	Computer Science I	4
ACCT 2101	Principles of Accounting I	3
ENGL 2211 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Total		17
Fourth Semester		
Area B Elective	Institutional Options Elective	2-3
Area F Elective	Restricted Elective (see below)	3
CSCI 1302	Computer Science II	4
ACCT 2102	Accounting II	3
Area C Elective	Humanities Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		16

Area F Restricted Elective: Select any Mathematics course from Area D.

ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE

Contact: Lee Southard at (912) 279-5909

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CSCI 1201	Computer Concepts	3
MATH 1121	Analytic Geometry and Calculus I	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communications	2
Total		17
Second Semester		
MATH 1122	Analytic Geometry and Calculus II	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
Total		16
Third Semester		
PHYS 2211	Principles of Physics I	4
CSCI 1301	Computer Science I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2 or 3
Area F Elective	Area of Concentration Elective (see below)	3
Total		19-20
Fourth Semester		
PHYS 2212	Principles of Physics II	4
CSCI 1302	Computer Science II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
Area D Elective	Math Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		18

Area of Concentration Electives: MATH 1112, MATH 1120, MATH 2110, MATH 2112

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Contact: Larry Johnson at (912) 279-5888

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
Area A Elective	Math Elective (MATH 1001 recommended)	3-4
COMM 1100	Introduction to Communication	2
CRJU 1100	Introduction to Criminal Justice	3
POLS 1101	American Government	3
Total		16-17
Second Semester		
ENGL 1102	English Composition II	3
Area D Elective	Math Elective (MATH 2112 recommended)	3-4
CRJU 2000	Introduction to Law Enforcement	3
Area D Elective	Science Elective (for non-science major)	4
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
Total		17-18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
Area D Elective	Science Elective (for non-science major)	4
CRJU 2080	Introduction to Constitutional Law	3
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
Total		17
Fourth Semester		
CRJU 2150	Introduction to Criminology	3
CRJU 2160	Introduction to Criminal Investigations	3
Area B Elective	Institutional Options Elective	2-3
Area C Elective	Humanities Elective	3
PHED XXXX	Physical Education Activity Elective	2
Area F Elective	Area of Concentration Elective (see below)	3
Total		16-17

Area of Concentration Electives: Select transferable courses (1000-2999) from the following areas: Accounting, Computer Science, Humanities, Mathematics, Natural Sciences, and Social Sciences.

ASSOCIATE OF SCIENCE IN DENTAL HYGIENE

Contact: Kay Hampton at (912) 279-5853

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
BIOL 1107 or CHEM 1211	Principles of Biology I or Chemistry I	4
PSYC 1101	Introduction to General Psychology	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Second Semester		
COMM 1100	Introduction to Communication	2
ENGL 1102	English Composition II	3
BIOL 1108 or CHEM 1212	Principles of Biology II or Chemistry II	4
SOCI 1101	Introduction to Sociology	3
PHED 1000	Healthy Living Concepts	2
Area F Elective	Area of Concentration Elective (see below)	3
Total		17
Third Semester		
BIOL 1110	Human Anatomy & Physiology I	4
Area A Elective	Math Elective (MATH 2112 recommended)	3
HIST 2111 or 2112	U S History I or US History II	3
ENGL 2111 or 2112	World Literature I or World Literature II	3
COMM 1110	Fundamentals of Speech Communication	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
BIOL 1111	Human Anatomy & Physiology II	4
Area B Elective	Institutional Options Elective	2-3
POLS 1101	American Government	3
Area F Electives	Area of Concentration Elective (see below)	7
Total		16-17

Area of Concentration Electives: CSCI 1201, ECON 2105, ECON 2106, MATH 2112

The above curriculum is designed for students wishing to pursue the Bachelor of Arts or Bachelor of Science in Dental Hygiene. Students interested in obtaining an associate degree in Dental Hygiene should contact the designated academic advisor regarding curricular recommendations. (If interested in the Dental Hygiene Career Associate Degree Program, please refer to the *Career Programs* section of this catalog).

ASSOCIATE OF SCIENCE IN FORESTRY

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		16-18
Second Semester		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
Total		17
Third Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities Restricted Elective (see below)	3
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
Total		17-18
Fourth Semester		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Introduction to Communication	3
MATH 2112	Probability & Statistics	3
Area F Elective	Restricted Elective (see below)	3-4
Total		15-17

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100

Area F Electives (select one 4-hour course): BIOL 2220, BIOL 2250, CHEM 2211, PHYS 1111, GEOL 1121, or GEOL 1122.

ASSOCIATE OF SCIENCE IN WILDLIFE

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
Total		17
Third Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities Restricted Elective (see below)	3
POLS 1101	American Government	3
Area E Elective	Social Science elective	3-4
PHED XXXX	Physical Education Activity Elective	1
Total		17-18
Fourth Semester		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Fundamentals of Speech Communication	3
MATH 2112	Probability & Statistics	3
Area F Elective	Restricted Elective (see below)	3-4
Total		15-17

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100

Area F Electives (select one 4-hour course): BIOL 2220, BIOL 2250, CHEM 2211, PHYS 1111, GEOL 1121, or GEOL 1122.

ASSOCIATE OF SCIENCE IN FISHERIES AND AQUACULTURE

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communications	2
Total		17
Third Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities restricted elective (see below)	3
Area F Elective	Restricted Elective (CHEM 2211 recommended)	4
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
Total		18
Fourth Semester		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Introduction to Communication	3
MATH 2112	Probability & Statistics	3
Area E Elective	Social Science Elective	3
Total		15-16

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100.

Area F Electives (select one 4-hour course): CHEM 2211 (recommended), BIOL 2220, BIOL 2250, PHYS 1111, GEOL 1121, or GEOL 1122.

ASSOCIATE OF SCIENCE IN FOREST ENVIRONMENTAL RESOURCES

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
Total		17
Third Semester		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111or 2112	World Literature I or World Literature II	3
PHYS 1111	Introductory Physics I	4
POLS 1101	American Government	3
Area C Elective**	Humanities Restricted Elective (see below)	3
Total		17
Fourth Semester		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Introduction to Communication	3
MATH 2112	Probability & Statistics	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		16

* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

Area C Restricted Electives: ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, and THEA 1100.

ASSOCIATE OF SCIENCE IN GENERAL STUDIES

Contact: Jeff LeMieux at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
HIST 2111 or 2112	U.S. History I or U.S. History II	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
PHED 1000	Healthy Living Concepts	2
Total		17-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
Area F Elective	Humanities Elective	3
Area F Elective	Science/Math Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
Total		17-18
Fourth Semester		
Area E Elective	Social Science Elective	3
Area F Elective	Humanities Elective	3
Area F Elective	Social Science Elective	3
Area F Elective	Social Science Elective	3
Area F Elective	Science/Math Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
Total		16-17
Total Program Credit		66-70

ASSOCIATE OF SCIENCE IN GEOLOGY

Contact: Dr. Ntungwa Maasha at (912) 279-5932

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
CHEM 1211	Principles of Chemistry I	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
ENGL 1102	English Composition I	3
COMM 1100	Fundamentals of Speech Communication	2
CHEM 1212	Principles of Chemistry II	4
POLS 1101	American Government	3
GEOG 1101	Introduction to Human Geography	3
ECON 2105	Principles of Microeconomics	3
Total		18
Third Semester		
ENGL 2111	World Literature I	3
MATH 1121	Analytic Geometry & Calculus	4
GEOL 1121	Physical & Historical Geology	4
PHYS 1111	Introductory Physics I	4
PHED XXXX	Physical Education Activity Elective	1
Total		16
Fourth Semester		
ENGL 2112	World Literature II	3
MATH 1122	Analytic Geometry & Calculus II	4
GEOL 1122	Physical & Historical Geology	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
Total		15
Total Program Credit		63

ASSOCIATE OF SCIENCE IN HEALTH AND PHYSICAL EDUCATION

Contact: Joe Peebles at (912) 279-5841

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Area A Elective	Math Elective (for non-science major)	3-4
Area D Elective	Science Elective (for non-science major)	4
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		17-18
Second Semester		
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Math Elective (for non-science major)	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Total		16
Third Semester		
ENGL 2111or 2112	World Literature I or World Literature II	3
BIOL 1110	Human Anatomy & Physiology	4
EDUC 2000	Introduction to Education	3
Area E elective	Social Science Elective	3
Area B elective	Institutional Options Elective	2-3
PHED 2011	HPE Practicum	1
Total		16-17
Fourth Semester		
BIOL 1111	Human Anatomy & Physiology II	4
EDUC 2100	Exceptional Learners	3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PSYC 2103	Human Growth & Development	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Total Program Credit		66-70

ASSOCIATE OF SCIENCE IN HISTORY

Contact: Patrizia Stahle at (912) 510-3374

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
POLS 1101	American Government	3
Total		15-16
Second Semester		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective (for non-science major)	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science majors)	4
Area E Elective	Social Science Elective	3
Area F Elective	Restricted Elective (see below)	3
Area F Elective	Restricted Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area E Elective	Social Science Elective (page XX)	3
Area F Elective	Restricted Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		66-68

Area F Restricted Electives: HIST 1001, 1002, 2111, 2112, Foreign Language 1001, 1002, 2001, 2002.

Area of Concentration Electives: COMM 2200, CSCI 1201, ECON 2105, ECON 2106, GEOG 1101, MATH 2112, POLS 2302, PSYC 1101, SOCI 1101, 1160, 2293.

ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

Contact: Lee Southard at (912) 279-5909

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ITEC 1300	Introduction to Information Technology	3
MATH 1001	Quantitative Skills & Reasoning	3
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
PHED XXXX	Physical Education Activity Elective	1
Total		17
Second Semester		
MATH 2112	Probability and Statistics	3
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
CITP 1013	Introduction to the Internet	3
Area E Elective	Social Science Elective	3
Total		17
Third Semester		
Area D Elective	Science Elective (for non-science major)	4
CSCI 1301	Computer Science	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
Total		16-17
Fourth Semester		
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
CITP 1322	Introduction to Windows Programming	4
	Using Microsoft Visual Basic	
Area C Elective	Humanities Elective	3
Area F Elective	Elective as approved by Advisor	3-4
PHED XXXX	PHED Activity Course	1
Total		18-19

ASSOCIATE OF SCIENCE IN MATHEMATICS

Contact: Charles Sterner at (912) 279-5926

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
CHEM 1211	Principles of Chemistry I	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
PHED 1000	Healthy Living Concepts	2
Total		18
Second Semester		
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
CHEM 1212	Principles of Chemistry II	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
MATH 2110	Logic	3
Total		17-18
Third Semester		
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area E Elective	Social Science Elective	3
MATH 1122	Analytic Geometry & Calculus II	4
MATH 2112	Probability & Statistics	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Fourth Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities elective	3
Area E Elective	Social science elective	3
MATH 2123	Analytic Geometry & Calculus III	4
Area F Elective *	Math Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		17

* If MATH 2124 is used as the Area F elective, it must be taken during the Summer Semester of Year 2.

**ASSOCIATE OF SCIENCE IN
MEDICAL RECORDS ADMINISTRATION**

Contact: Kay Hampton at (912) 279-5853

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Area A Elective	Math Elective (for non-science major)	3-4
Area D Elective	Science Elective (for non-science major)	4
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		17-18
Second Semester		
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Math Elective (for non-science major)	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Total		16
Third Semester		
BIOL 1110	Human Anatomy & Physiology I	4
CHEM 1211	Survey of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B elective	Institutional Options Elective	2-3
Total		16-17
Fourth Semester		
BIOL 1111	Human Anatomy & Physiology II	4
ACCT 2101	Principles of Accounting I	3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Area F Elective	Area of Concentration Elective (see below)	3
Total		17
Total Program Credit		66-70

Area of Concentration Electives: ACCT 2102, PHIL 2004, PSYC 1101, PSYC 2103, ECON 2105, ECON 2106, SOCI 1101

ASSOCIATE OF SCIENCE IN MEDICAL TECHNOLOGY

Contact: Dr. Keith Belcher at (912) 279-5922

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CHEM 1211	Principles of Chemistry I	4
MATH 1111 or 1113	College Algebra or Pre-Calculus	3-4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		17-18
Second Semester		
CHEM 1212	Principles of Chemistry II	4
MATH 1112 or 1121	Trigonometry or Analytic Geometry & Calculus I	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		15-16
Third Semester		
BIOL 1107	Principles of Biology I	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
Total		16-17
Fourth Semester		
Area F Elective	Area of Concentration Elective (see below)	4
BIOL 2215	Microbiology	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
Total		16-17

Area of Concentration Electives: BIOL 1108, BIOL 1111, BIOL 1112, CHEM 2112

COLLEGE OF COASTAL GEORGIA

ASSOCIATE OF SCIENCE IN NURSING

Contact: Kay Hampton at (912) 279-5853

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
Area D Elective	BIOL 1107, CHEM 1211, or PHYS 1111	4
PSYC 1101	Introduction to General Psychology	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Second Semester		
COMM 1100	Introduction to Communication	2
ENGL 1102	English Composition II	3
Area D Elective	BIOL 1108, CHEM 1212, or PHYS 1112	4
Area C Elective	Humanities Elective	3
PSYC 2103	Introduction to Human Development	3
PHED 1000	Healthy Living Concepts	2
Total		17
Third Semester		
BIOL 1110	Human Anatomy & Physiology I	4
MATH 2112	Probability & Statistics	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Total		16
Fourth Semester		
BIOL 1111	Human Anatomy & Physiology II	4
BIOL 2215	Microbiology	4
Area B Elective	Institutional Options Elective	2-3
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		17-18

ASSOCIATE OF SCIENCE IN OCCUPATIONAL THERAPY

Contact: Dr. Mark Pilgrim at (912) 279-5920

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
MATH 1113	Precalculus	4
CHEM 1211	Principles of Chemistry I	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
PHED 1000	Healthy Living Concepts	2
Total		18
Second Semester		
ENGL 1102	English Composition II	3
COMM 1100	Introduction to Communication	2
CHEM 1212	Principles of Chemistry II	4
BIOL 1110	Human Anatomy & Physiology I	4
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area B Elective	Institutional Options Elective	2-3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
BIOL 1111	Human Anatomy & Physiology II	4
PHYS 1111	Introductory Physics I	4
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area C Elective	Humanities Elective	3
Area D Elective	Math Elective	3-4
Area E Elective	Social Science Elective	3
SOCI 1101	Sociology	3
PSYC 1101	Introduction to General Psychology	3
Total		15-16
Total Program Credit		67-70

ASSOCIATE OF SCIENCE IN PHYSICAL THERAPY

Contact: Jim Carpenter at (912) 279-5616

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1111*	College Algebra	3
CCGA 1101	College Success Seminar (Institutional credit)	2
CHEM 1211	Principles of Chemistry I	4
PHED 1000	Healthy Living Concepts	2
Total		18
Second Semester		
COMM 1100	Introduction to Communication	2
ENGL 1102	English Composition II	3
MATH 1112*	Trigonometry	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CHEM 1212	Principles of Chemistry II	4
POLS 1101	American Government	3
Total		18
Third Semester		
BIOL 1110	Human Anatomy & Physiology I	4
PSYC 1101	Introduction to Psychology	3
MATH 2112	Probability & Statistics	3
ENGL 2111 or 2112	World Literature I or World Literature II	3
PHED XXXX	Physical Education Activity Elective	1
PHYS 1111	Introductory Physics I	4
Total		18
Fourth Semester		
BIOL 1111	Human Anatomy & Physiology II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
CSCI 1201	Computer Concepts	3
PHYS 1112	Introductory Physics II	4
PHED XXXX	Physical Education Activity Elective	1
Total		18
Total Program Credit		72

* Note: MATH 1113 is the minimum level of mathematics for Area A. The MATH 1111-1112 sequence may be substituted for by MATH 1113

The physical therapy program at Armstrong Atlantic State University (AASU) is a doctorate degree program. To be considered for acceptance as an undergraduate into the PT program, AASU specifically requires MATH 2112, BIOL 1110-1111, CHEM 1211-

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1212, PHYS 1111-1112, a computer applications course, 12 hours of additional courses in any major at the 3000/4000 level, and satisfactory scores on the Graduate Record Examination (GRE). The Medical College of Georgia (MCG) offers a doctorate program, requiring applicants to have fulfilled all requirements for a Bachelor's degree before they apply for admission into this program.

ASSOCIATE OF SCIENCE IN PHYSICIAN ASSISTANT

Contact: Dr. Andrea Wallace at (912) 279-5931

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CHEM 1211	Principles of Chemistry I	4
MATH 1111	College Algebra	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		16
Second Semester		
CHEM 1212	Principles of Chemistry II	4
MATH 2112	Probability & Statistics (Required for MCG)	3
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
COMM 1100	Introduction to Communication	2
PHED 1000	Healthy Living Concepts	2
Total		17
Third Semester		
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
Total		8
Fourth Semester		
CHEM 2211	Organic Chemistry I	4
BIOL 1110	Human Anatomy & Physiology I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
PSYC 1101	Introduction to General Psychology (MCG req.)	3
Area B Elective	Humanities Elective	2-3
Total		16-17

COLLEGE OF COASTAL GEORGIA

Physician Assistant, cont'd.

Fifth Semester

BIOL 2215	Microbiology	4
CHEM 2212	Organic Chemistry II**	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Sciences Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
Total		16-17

Sixth Semester

PSYC 2103	Introduction to Human Development	3
BIOL 1111	Human Anatomy & Physiology II	4
Total		7

*The minimum degree to practice as a Physician Assistant is a Master's Degree. All institutions except MCG require a Bachelor's degree for entry into program; MCG only requires 90 hours of undergraduate credit. Physician Assistant programs in Georgia are available at the Medical College of Georgia (MCG), Emory University, Mercer University and South University.

** Depending on transfer institution and intended BS major, a student may be advised to take CHEM 2212 instead of BIOL 1111.

ASSOCIATE OF SCIENCE IN PHYSICS

Contact: Dr. Ntungwa Maasha at (912) 279-5932

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1113	Precalculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
ASTR 1010	Astronomy of the Solar System	4
COMM 1100	Introduction to Communication	2
Total		18
Second Semester		
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry and Calculus I	4
POLS 1101	American Government	3
CSCI 1200	Computer Literacy	2
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Total		15
Third Semester		
PHYS 2211	Principles of Physics I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
MATH 1122	Analytic Geometry and Calculus II	4
ASTR 1020	Stellar and Galactic Astronomy	4
Area E Elective	Social Science Elective	3
Total		18
Fourth Semester		
PHYS 2212	Principles of Physics II	4
MATH 2123	Analytic Geometry and Calculus III	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		15
Total Program Credit		66

ASSOCIATE OF SCIENCE IN POLITICAL SCIENCE

Contact: Tony Wege at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
MATH 2112	Probability and Statistics (recommended)	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		17-18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
GLOB 1001	Global Issues	2
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Fourth Semester		
Area C Elective	Humanities Elective	3
POLS 2302	Introduction to International Relations	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		65-66

Area of Concentration Electives: Select a minimum of 13 hours from transferable courses (1000-2999) from the following areas: Economics, Foreign Language, Geography, History, Intercultural Communication, Psychology and Sociology.

ASSOCIATE OF SCIENCE IN PRE-DENTISTRY

Contact: Dr. Keith Belcher at (912) 279-5922

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		16
Third Semester		
BIOL 1107	Principles of Biology I	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
Total		16-17
Fourth Semester		
BIOL 1108	Principles of Biology II	4
CHEM 2212	Organic Chemistry II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
Total		16-17

ASSOCIATE OF SCIENCE IN PRE-ENGINEERING

Contact: Ward Shaffer at (912) 279-5921

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
CHEM 1211	Principles of Chemistry	4
POLS 1101	American Government	3
PHED 1000	Healthy Living Concepts	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total	18	
Second Semester		
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
CHEM 1212	Principles of Chemistry II	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
Total	17	
Third Semester		
Area B Elective	Institutional Options Elective	2-3
Area E Elective	Social Science Elective	3
MATH 1122	Analytic Geometry & Calculus II	4
PHYS 2211	Principles of Physics I	4
MATH 2124*	Linear Algebra	3
Total	16-17	
Fourth Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
MATH 2123	Analytic Geometry & Calculus III	4
PHYS 2212	Principles of Physics II	4
PHED XXXX	Physical Education Activity Elective	1
Total	18	

* MATH 2124, depending on demand, is offered during the summer semester only.

ASSOCIATE OF SCIENCE IN PRE-MEDICINE

Contact: Dr. Keith Belcher at (912) 279-5922

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		16
Third Semester		
BIOL 1107	Principles of Biology I	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
Total		16-17
Fourth Semester		
BIOL 1108	Principles of Biology II	4
CHEM 2212	Organic Chemistry II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
Total		16-17

COLLEGE OF COASTAL GEORGIA

ASSOCIATE OF SCIENCE IN PRE-PHARMACY

Contact: Dr. Andrea Wallace at (912) 279-5931

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CHEM 1211	Principles of Chemistry	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
CHEM 1212	Principles of Chemistry II	4
BIOL 1107	Principles of Biology I	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
Total		18
Third Semester		
CHEM 2211	Organic Chemistry I	4
BIOL 1108	Principles of Biology II	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
ECON 2105 or 2106	Principles of Macroeconomics or Microeconomics	3
Area B Elective	Institutional Options Elective	2-3
PHED XXXX	Physical Education Activity Elective	1
Total		17-18
Fourth Semester		
CHEM 2212	Organic Chemistry I	4
MATH 2112	Probability & Statistics	3
COMM 1110	Fundamentals of Speech Communication	3
PSYC 1101	Introduction to General Psychology	3
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Total		16

The program of study as outlined above is for entry into the University of Georgia; South University and Mercer University also require PHYS 1111 (MATH 1112 or MATH 1113 is a pre-requisite) or PHYS 2211 (MATH 1121 is a pre-requisite). In addition to physics, South University also requires the BIOL 1110-1111 sequence. These classes are not required for graduation from CCG, but they are required for entry into pharmacy school at either South University or Mercer University.

ASSOCIATE OF SCIENCE IN PRE-VETERINARY MEDICINE

Contact: Dr. Keith Belcher at (912) 279-5922

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition I	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		16
Third Semester		
BIOL 1107or PHYS 1111	Principles of Biology I or Introductory Physics*	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
PHED XXXX	Physical Education Activity Elective	1
Total		17-18
Fourth Semester		
BIOL 1108	Principles of Biology II	4
MATH 2112	Probability & Statistics**	3
CHEM 2212	Organic Chemistry II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Total		18

*PHYS 1111 is required for admission at Mercer University

**MATH 2112 is required for admission at UGA

ASSOCIATE OF SCIENCE IN PSYCHOLOGY

Contact: Dan Harrison at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
MATH 2112	Probability and Statistics (recommended)	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		17-18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
PSYC 1101	Intro to General Psychology	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
PSYC 2103	Intro to Human Development	3
Area C Elective	Humanities Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		66-67

Area of Concentration Electives: Select four courses (12 hours) from any transferable (1000-2999 level) course.

ASSOCIATE OF SCIENCE IN RADIOLOGIC SCIENCES

Contact: Dianne Castor at (912) 279-5864

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
PHYS 1111*	Introductory Physics I (or CHEM 1211)	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
PHYS 1112*	Introductory Physics II (or CHEM 1212)	4
MATH 2112	Probability & Statistics	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		16
Third Semester		
BIOL 1110	Human Anatomy & Physiology I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area B Elective	Institutional Options Elective	2-3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
Total		15-16
Fourth Semester		
BIOL 1111	Human Anatomy & Physiology II	4
Area E Elective	Social Science Elective	3
Area F Electives*	Area of Concentration Electives (see below)	6
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
Total		15-16

*PHYS 1111 is required, and either the PHYS 1111/1112 or CHEM 1211/1212 sequence is recommended. Two extra hours from Areas A and D may be used if needed in Area F.

Area of Concentration Electives: BIOL 1107, BIOL 1108, CHEM 1211, CHEM 1212, PHYS 1111 (required), PHYS 1112, MATH 1121

ASSOCIATE OF SCIENCE IN RECREATION

Contact: Gerald Cox at (912) 279-5845

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Area A Elective	Math Elective (for non-science major)	3-4
Area D Elective	Science Elective (for non-science major)	4
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		17-18
Second Semester		
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Math Elective (for non-science major)	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Total		16
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
PHED 2012	Recreation Practicum	1
ARTS 1100	Art Appreciation	3
COMM 1110	Fundamentals of Speech Communication	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Fourth Semester		
ARTS 1020	Two-Dimensional Design	3
Area F Elective	Area of Concentration Elective (see below)	5
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PSYC 2103	Human Growth & Development	3
Total		17
Total Program Credit		66-70

Area of Concentration Electives: ARTS 1001, ARTS 2001, COMM 2200, MUSI 2031, DRAM 2000, BUSA 1105, ACCT 2101, JOUR 1000

ASSOCIATE OF SCIENCE IN RESPIRATORY THERAPY

Contact: Dr. Mark Pilgrim at (912) 279-5920

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
COMM 1100	Introduction to Communication	2
CHEM 1211	Principles of Chemistry I	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
Total		18
Second Semester		
ENGL 1102	English Composition II	3
MATH 2112	Probability and Statistics	3
CHEM 1212	Principles of Chemistry II	4
BIOL 1110	Human Anatomy & Physiology I	4
PHED 1000	Healthy Living Concepts	2
PHED XXXX	Physical Education Activity Elective	1
Total		17
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area B Elective	Institutional Options Elective	2-3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
BIOL 1111	Human Anatomy & Physiology II	4
PHYS 1111	Introductory Physics I	4
Total		16-17
Fourth Semester		
BIOL 2215	Microbiology	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PSYC 1101	Introduction to Psychology	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Total Program Credit		68-70

ASSOCIATE OF SCIENCE IN SOCIOLOGY

Contact: Dan Harrison at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
Total		16
Second Semester		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
MATH 2112	Probability and Statistics (recommended)	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		17-18
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
SOCI 1101	Introduction to Sociology	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		17
Fourth Semester		
Area C Elective	Humanities Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		66-67

Area of Concentration Electives: Select five courses (15 hours) from transferable courses (1000-2999) from the following areas: Anthropology, Computer Science, Economics, Foreign Language, Geography, History, Mathematics, Philosophy, Political Science, Psychology and Sociology.

ASSOCIATE OF SCIENCE IN TEACHER EDUCATION EARLY CHILDHOOD EDUCATION

Contact: Sharon Bartkovich at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
Total		16-17
Second Semester		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
ISCI 2001	Integrated Science I: Life/Earth Science	3
EDUC 2110*	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120*	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
PHED XXXX	Physical Education Activity Elective	1
otal		16
Fourth Semester		
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
EDUC 2130*	Exploring Teaching and Learning	3
MATH 2008	Foundations of Numbers & Operations	3
ISCI 2002	Integrated Science II: Physical Science	3
PHED XXXX	Physical Education Activity Elective	1
Total		16
Total Program Credit		66-68

* Note: EDUC 2000, EDUC 2100, and PSYC 2103 may be substituted respectively for EDUC 2110, EDUC 2120, and EDUC 2130 prior to Fall 2009.

**ASSOCIATE OF SCIENCE IN TEACHER EDUCATION
MIDDLE GRADES EDUCATION**

Contact: Sharon Bartkovich at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
Total		16-17
Second Semester		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area F Elective	First Teaching Concentration Elective (see below)	3-4
EDUC 2110*	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120*	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
PHED XXXX	Physical Education Activity Elective	1
Total		16-17
Fourth Semester		
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
EDUC 2130*	Exploring Teaching and Learning	3
Area F Elective	First Teaching Concentration Elective (see below)	3-4
Area F Elective	Second Teaching Concentration Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
Total		16-18
Total Program Credit		66-71

**Note: EDUC 2000, EDUC 2100, and PSYC 2103 may be substituted respectively for EDUC 2110, EDUC 2120, and EDUC 2130 prior to Fall 2009.*

Area of Concentration Electives: Select two core courses in first teaching concentration area, and select one core course in second teaching concentration area.

ASSOCIATE OF SCIENCE IN TEACHER EDUCATION SECONDARY EDUCATION

Contact: Sharon Bartkovich at (912) 279-5875

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
Total		16-17
Second Semester		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED 1000	Healthy Living Concepts	2
Total		18-19
Third Semester		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3-4
EDUC 2110*	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120*	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
PHED XXXX	Physical Education Activity Elective	1
Total		16-17
Fourth Semester		
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
EDUC 2130*	Exploring Teaching and Learning	3
Area F Elective	Area of Concentration Elective (see below)	3-4
Area F Elective	Area of Concentration Elective (see below)	3-4
PHED XXXX	Physical Education Activity Elective	1
Total		16-18
Total Program Credit		66-71

* Note: EDUC 2000, EDUC 2100, and PSYC 2103 may be substituted respectively for EDUC 2110, EDUC 2120, and EDUC 2130 prior to Fall 2009.

Area of Concentration Electives: Follow Area F guidelines for any area of concentration. Note A-E core requirements vary across areas of concentration (see pages 122-170).

CAREER PROGRAMS

PURPOSE, DIPLOMA, AND LISTING

Career Programs are designed to prepare graduates to seek employment in the area of their concentration immediately upon graduation. Students pursuing Career Associate degrees may complete the requirements within a two-year period, provided they are enrolled for a full load (average of 15 semester hours) each semester. Credit hours required for a Certificate or Technical Certificate of Credit vary from program to program. Certificates will be awarded to those students who successfully complete these programs. Length of program completion will vary depending upon student's course load each semester.

Career Associate Degree Programs

- Accounting, Associate of Applied Science
- Business and Office Technology, Associate of Applied Science
- Clinical Laboratory Technology, Associate of Science
- Computer Aided Design and Drafting, Associate of Applied Science
- Computer Information Technology, Associate of Applied Science
- Dental Hygiene, Associate of Science
- Management , Associate of Applied Science (Hospitality Specialization Available)
- Nursing (RN), Associate of Science
- Radiologic Science, Associate of Science
- Technology, Associate of Applied Science

Certificate Programs

- Air Conditioning Technology
- Automotive Fundamentals
- Business and Office Technology
- Computer Aided Design and Drafting
- Computer Information Technology
- Criminal Justice Technology
- Culinary Arts
- Industrial Systems Technology
- Machinist
- Management (Hospitality Specialization Available)
- Paramedic Technology

- Practical Nursing (LPN)
- Surgical Technology
- Welding

Technical Certificate of Credit Programs*

- Air Conditioning Systems Maintenance
- Automotive Body Repair Fundamentals
- Automotive Principles
- Banking and Financing Fundamentals
- Certified Customer Service Specialist
- Computer Aided Manufacturing (CAM)
- Computer Numerical Control (CNC) Machine Technology
- Computer Troubleshooting and Repair
- Culinary Arts
- Electrical Maintenance Level I
- Electrical Maintenance Level II
- Emergency Medical Technology
- Gas Tungsten Arc Welding
- Golf Course Maintenance
- Hotel/Motel Fundamentals
- Industrial Maintenance Fundamentals
- Manufacturing Maintenance Level II
- Manufacturing Maintenance Level III
- Patient Care Technician (PCT)
- Process Control Operator I
- Process Control Operator II
- Residential Wiring
- Shielded Metal Arc Welding
- Small Business Management
- Supervision Fundamentals
- Welding Level II

**Students with a Technical Certificate of Credit as their major are not eligible for Title IV Financial Aid funds*

ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Contact: Brian Trill at (912) 279-5918

The Associate of Applied Science in Accounting career program is a sequence of courses that prepares students for entry level positions in the accounting profession. Students 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. Graduates of this program receive an Associate of Applied Science degree in Accounting.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
Area C Elective	Humanities Restricted Elective (see below)	3
BUOT 1600	Business Mathematics	3
CITP 1010	Introduction to Computers	3
COMM 1110	Fundamentals of Speech Communication	3
Total		15-17
Second Semester		
ACCT 2101	Principles of Accounting I	3
HIST 2111 or 2112	US History I or U.S. History II	3
CITP 1305	Microcomputer Spreadsheets	3
BUSA 2105	Communicating in Business Environment	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		15
Third Semester		
ACCT 2110	Financial Accounting	3
ACCT 2115	Payroll Accounting	3
ECON 2105	Principles of Macroeconomics	3
POLS 1101	American Government	3
PSYC 1101 or SOCI 1101	Introduction to Psychology or Sociology	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		18
Fourth Semester		
MATH 1111	College Algebra	3
CITP 2410	Microcomputer DBMS	3
Area F Elective	Area of Concentration Elective (see below)	3
ECON 2106	Principles of Microeconomics	3
ACCT 2120	Computerized Accounting	3
ACCT 2130	Capstone Accounting Course	3
Total		18
Total Program Credit		66-68

Humanities Restricted Electives: PHIL 2004, PHIL 2005, ARTS 1100, MUSI 1100, THEA 1100.

Area of Concentration Electives: BUSA 1105, BUSA 2106, MGMT 1105, MGMT 2105, MGMT 2106.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS AND OFFICE TECHNOLOGY - BUSINESS OFFICE SPECIALIST

Contact: Cora Lytle at (912) 279-5964 or Coronica Smith-Oliver at (912)-279-5963

The Associate of Applied Science in Business and Office Technology career program is designed to prepare students with business skills and related knowledge in two specialized areas: the business office and the medical office. In addition, completion of the general education courses offered through the Associate of Applied Science program allows graduates to pursue a third option: transfer to a four-year program.

The well-balanced Business and Office Technology curriculum is divided between an emphasis on skills necessary for employment in business and an emphasis on general education. The fundamental business courses provide intensive training in keyboarding, word processing, and microcomputer applications. Emphasis is also placed on business communications, document production, modern office procedures, and professional development. A minimum grade of "C" or better in all BUOT program-related courses is required for graduation.

Credits applied to the AAS in Business and Office Technology must have been accomplished within ten years of graduation.

Note: If Learning Support classes are required, students will remain in Learning Support prior to entering BUOT AAS. Some BUOT classes can be taken concurrent with Learning Support classes.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
BUOT 1600	Business Mathematics	3
CITP 1010	Introduction to Computers	3
BUOT 1170	Office Accounting	3
BUOT 1300*	Word Processing	3
Area C Elective	Humanities Elective	3
Total		18-20

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Business Office Specialist, cont'd.

Second Semester

BUOT 1120	Document Production	3
BUOT 1160	Office Procedures	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
Area D Elective	Math or Science Restricted Elective (see below)	3-4
BUOT 1340	Presentation Applications	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		18-19

Third Semester

BUOT 1320	Business Document Proofreading and Editing	3
BUOT 1150	Business Communications	3
CITP 1305	Microcomputer Spreadsheets	3
BUOT 1512	Business Transcription	3
POLS 1101	American Government	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
Total		18

Fourth Semester

Area E Elective	Social Science Restricted Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below):	3
BUOT 1800	Advanced Office Procedures	3
BUOT 1100	Professional Development	3
BUOT 1900**	Business Office Specialist Internship	3
Total		15
Total Program Credit		69-73

* Requires 35 gwam. BUOT 1110 Keyboarding (elective—recommended if student does not meet the 35 gwam requirement)

** This class is to be completed the last semester only. Student must be available in 4 hour blocks of time, approximately 12 hours per week.

Area D Restricted Math and Science Electives: ASTR 1010, ASTR 1020, BIOL 1107, BIOL 1140, CHEM 1100, GEOL 1121, GEOL 1122, MATH 1112

Area E Restricted Social Science Electives: ECON 2105, ECON 2106, PSYC 1101, SOCI 1101, SOCI 1160

Area F Area of Concentration Electives: BUOT 1110, BUOT 1310, BUOT 1321, CITP 1013, CITP 1302, CITP 1810, CITP 1811, CITP 2410, MGMT 2106, ACCT 2115, ACCT 2120, Any Single PHED Selection

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS AND OFFICE TECHNOLOGY - MEDICAL OFFICE SPECIALIST

Contact: Cora Lytle at (912) 279-5964 or Coronica Smith-Oliver at (912)-279-5963

The Associate of Applied Science in Business and Office Technology career program is designed to prepare students with business skills and related knowledge in two specialized areas: the business office and the medical office. In addition, completion of the general education courses offered through the Associate of Applied Science program allows graduates to pursue a third option: transfer to a four-year program.

The well-balanced Business and Office Technology curriculum is divided between an emphasis on skills necessary for employment in business and an emphasis on general education. The fundamental business courses provide intensive training in keyboarding, word processing, and microcomputer applications. Emphasis is also placed on business communications, document production, modern office procedures, and professional development. A minimum grade of "C" or better in all BUOT program-related courses is required for graduation.

Credits applied to the AAS in Business and Office Technology must have been accomplished within ten years of graduation.

Note: If Learning Support classes are required, students will remain in Learning Support prior to entering BUOT AAS. Some BUOT classes can be taken concurrent with Learning Support classes.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
BUOT 1550	Medical Terminology	3
CITP 1010	Introduction to Computers	3
BUOT 1600	Business Mathematics	3
BUOT 1300*	Word Processing	3
Area C Elective	Humanities Elective	3
Total		18-20
Second Semester		
BUOT 1120	Document Production	3
BUOT 1555	Medical Coding	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
Area E Elective	Social Science Restricted Elective (see below)	3
Area D Elective	Math or Science Restricted Elective (see below)	3 or 4
BUOT 1560	Medical Transcription	3
Total		18-19

COLLEGE OF COASTAL GEORGIA

Medical Office Specialist, cont'd.

Third Semester

BUOT 1555	Medical Office Procedures	3
BUOT 1150	Business Communications	3
BUOT 1320	Business Document Proofreading and Editing	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
POLS 1101	American Government	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		18-19

Fourth Semester

BUOT 1170	Office Accounting	3
BUOT 1870	Advanced Medical Office Procedures	3
Area F Elective	Area of Concentration Elective (see below)	3
BUOT 1100	Professional Development	3
BUOT 1910**	Medical Office Specialist Internship	3
Total		15
Total Program Credit		69-73

* Requires 35 gwam. BUOT 1110 Keyboarding (elective – recommended if student does not meet the 35 gwam requirement)

**This class is to be completed the last semester only. Student must be available in 4-hour blocks of time, approximately 12 hours per week.

Area D Restricted Math and Science Electives: ASTR 1010, ASTR 1020, BIOL 1107, BIOL 1140, CHEM 1100, GEOL 1121, GEOL 1122, MATH 1112

Area E Restricted Social Science Electives: ECON 2105, ECON 2106, PSYC 1101, SOCI 1101, SOCI 1160

Area of Concentration Electives: BUOT 1110, BUOT 1310, BUOT 1321, CITP 1013, CITP 1302, CITP 1810, CITP 1811, CITP 2410, MGMT 2106, ACCT 2115, ACCT 2120, BUOT 1340, CITP 1305, any single PHED selection.

ASSOCIATE OF SCIENCE IN CLINICAL LABORATORY TECHNOLOGY

Contact: Robin Bradshaw at (912) 279-5865

The Associate of Science curriculum in Clinical Laboratory Technology (CLT) at the College of Coastal Georgia prepares individuals to perform laboratory procedures in clinical chemistry, hematology, microbiology, immunohematology, urinalysis, and immunodiagnosics. Graduates are usually employed in clinical laboratories, although employment opportunities are not restricted to this environment. A wide variety of non-medical opportunities are also available.

Laboratorians are vital members of the health care team although they have limited direct patient contact. They play a critical role in collecting the information needed to give quality care. Laboratory tests evaluate the makeup of blood, urine, body fluids and tissues for early warning signs of disease. Such tests are crucial to the health and well-being of individuals.

Applicants for the CLT Program should have an interest in health and science and have taken high school or college courses in chemistry and biology. Personal qualifications essential for success as a clinical laboratory technician include a sense of responsibility, an ability to be precise with detail, and a willingness to work in order to reach goals.

There is no formal application process for program admission. An applicant to the CLT Program may begin general education requirements during any semester of the academic year. A minimum grade of "C" is required in all CLT courses for graduation. These requirements are in addition to the general graduation requirements listed in the *Academic Regulations* section of this catalog. The traditional program is 5 semesters in length, and CLT courses are taught on an annual rotation. The clinical component of the curriculum occurs during the last semester and consists of 400 hours of laboratory training in an approved facility. Students have rotations through the departments of clinical chemistry, immunohematology, hematology, microbiology, immunology/serology, and urinalysis. There is a separate clinical rotation for phlebotomy which may be scheduled any semester after successful completion of the first CLT course. Upon successful completion of the CLT program the student is qualified to take a national certifying examination to become a registered Clinical Laboratory Technician.

A CLT student is responsible for providing his/her own transportation to clinical sites. Clinical affiliates include Southeast Georgia Health Systems-Brunswick and Camden Campuses; Wayne Memorial (Jesup), Internal Medicine Associates (Brunswick), Southeastern Pathology Associates (Brunswick), and Memorial Health (Savannah). Vaccination against Hepatitis B is recommended and a TB skin test is required annually for students in the program. Criminal background checks and/or drug testing are required by individual agencies and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

The CLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631 (773-714-8880).

Note: If Learning Support classes are required, students must complete Learning Support prior to entering CMLT courses. CMLT courses are given on an annual rotation and must be taken in the sequence outlined.

COLLEGE OF COASTAL GEORGIA

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BIOL 1107 or 1110*	Principles of Biology I or Human Anatomy and Physiology I	4
CHEM 1100	Introductory Chemistry	4
CMLT 1100	Introduction to Clinical Laboratory Techniques	4
CMLT 1101	Intro to Clinical Laboratory Techniques, Lab	2
Total		16
Second Semester		
BIOL 1108 or 1111*	Principles of Biology II or Human Anatomy and Physiology II	4
CMLT 1104	Clinical Laboratory Mathematics and Statistics	3
CMLT 1200	Intermediate Clinical Laboratory Techniques I	4
CMLT 1201	Intermediate Clinical Laboratory Techniques I, Lab	2
Area C Elective	Humanities Elective	3
Total		16
Third Semester		
CMLT 1300	Intermediate Clinical Laboratory Techniques II	4
CMLT 1301	Intermediate Clinical Laboratory Techniques II, Lab	2
BIOL 2215	Microbiology	4
POLS 1101	American Government	3
Total		13
Fourth Semester		
CMLT 1400	Advanced Clinical Laboratory Techniques	4
CMLT 1401	Advanced Clinical Laboratory Techniques Lab	2
ENGL 1101	English Composition I	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PSYC 1101 or SOCI 1101	Introduction to General Psychology or Sociology	3
Total		15
Fifth Semester		
CMLT 2101	Directed Clinical Practice in Phlebotomy	3
CMLT 2102	Directed Clinical Practice I	6
CMLT 2103	Directed Clinical Practice II	6
CMLT 2104	Seminar in Clinical Laboratory Science	2
Total		17
Total Program Credit		77

* Note: Students may select either the BIOL 1107/1108 or BIOL 1110/1111 sequence. A sequence is recommended although a combination of two of the four courses is acceptable.

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AIDED DESIGN AND DRAFTING TECHNOLOGY

Contact: Douglas Neal at (912) 279-5827

The Associate of Applied Science in Computer Aided Design and Drafting Technology career associate degree emphasizes the use of computers and will prepare graduates for diversified occupational settings. In addition to being competent draftspersons in architectural and machine drafting, students successfully completing the program may also enter areas of civil engineering, building construction, quality control, consulting engineering, design, and various other fields directly and indirectly related to drafting.

Computer Aided Design and Drafting (CADD) practices and software are utilized throughout the program. Students will be exposed to current technology in the field. Evening classes are offered two nights a week.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CADD 1011	Engineering Design and Drafting	3
CITP 1010	Introduction to Computers	3
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
PSYC 1101 or SOCI 1101	Introduction to Psychology or Sociology	3
Total		17
Second Semester		
Area C Elective	Humanities Elective	3
CADD 1131	Engineering Design and Drafting Applications	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
MATH 1112 or 1113	Trigonometry or Pre-Calculus	3
POLS 1101	American Government	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		18
Third Semester		
ATTP 1110	Basic TQM Concepts	1
ATTP 1120	Industrial Safety	1
CADD 1141 or 1151*	Mechanical D&D I or Architectural D&D I	3
CADD 2211	CADD Fundamentals	3
PHYS 1011	Survey of Physics	5
COMM 1110	Fundamentals of Speech Communication	3
Total		16

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Computer Aided Design & Drafting Technology, cont'd.

Fourth Semester

CADD 2121 or 2131*	Mechanical D&D II or Architectural D&D II	3
CADD 2221	CADD Applications	3
Area F Electives	Area of Concentration Electives (see below)	12-13
Total		18-19
Total Program Credit		69-70

* A sequence of either CADD 1151/2131 (Architectural Drafting Specialty) or CADD 1141/2121 (Mechanical Drafting Specialty) is required.

Area of Concentration Electives: ATTP 1041, BUOT 1170, BUSA 1105, CITP 1110, CITP 1302, MACH 1012, MGMT 1101, MGMT 1102, MGMT 1105, MGMT 2106.

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION TECHNOLOGY - E-COMMERCE SPECIALIST

Contact: Lee Southard at (912) 279-5909

Computer Information Technology is a rapidly growing field with rapidly expanding opportunities for employment. Computer information employees help provide management with current information on which to base many important decisions. Well-trained men and women are needed to develop methods for data collection processing and reporting.

The Computer Information Technology curriculum is designed to provide an integrated study of theory and practice of information processing for business, industry and other institutional use. The Computer Information Technology curriculum leads to the Associate of Applied Science degree which should enable the student to attain employment as an entry-level computer programmer or a peripheral equipment operator. The variety of courses which make up the curriculum give students an opportunity for employment in a large sector of the business community. A minimum grade of "C" or better in all CITP courses is required for graduation .

Note: If Learning Support classes are required, students must complete Learning Support prior to entering CITP courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CITP 1010	Introduction to Computers	3
ENGL 1101	English Composition	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
POLS 1101	American Government	3
Total		15-17

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Second Semester

Area C Elective	Humanities Elective	3
CITP 1210	Networking Concepts	3
CITP 1302	Introduction to Operating Systems	3
CITP 1310	Program Design and Development	3
CITP 1710	Systems Analysis and Design	3
PSYC 1101	Introduction to Psychology	3
Total		15

Third Semester

COMM 1100	Introduction to Communication	2
CITP 1324	Scripting Language	4
E-Commerce Electives	Restricted Electives (see below)	9
Total		15

Fourth Semester

SOCI 1101	Introduction to Sociology	3
CITP 2920	CITP Capstone Course	1
E-Commerce Electives	Restricted Electives (see below)	9
Total		13
Total Program Credit		60

Restricted Electives: CITP 1013, CITP 1810, CITP 1811, CITP 1812, CITP 2413, CITP 2914

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION TECHNOLOGY - MICROCOMPUTER SPECIALIST

Contact: Lee Southard at (912) 279-5909

Computer Information Technology is a rapidly growing field with rapidly expanding opportunities for employment. Computer information employees help provide management with current information on which to base many important decisions. Well-trained men and women are needed to develop methods for data collection processing and reporting.

The Computer Information Technology curriculum is designed to provide an integrated study of theory and practice of information processing for business, industry and other institutional use. The Computer Information Technology curriculum leads to the Associate of Applied Science degree which should enable the student to attain employment as an entry-level computer programmer or a peripheral equipment operator. The variety of courses which make up the curriculum give students an opportunity for employment in a large sector of the business community. A minimum grade of "C" or better in all CITP courses is required for graduation .

Note: If Learning Support classes are required, students must complete Learning Support prior to entering CITP courses.

COLLEGE OF COASTAL GEORGIA

Microcomputer Specialist, cont'd.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CITP 1010	Introduction to Computers	3
ENGL 1101	English Composition	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
POLS 1101	American Government	3
Total		15-17
Second Semester		
PSYC 1101 or SOCI 1101	Introduction to Psychology or Sociology	3
Area C Elective	Humanities Elective	3
CITP 1210	Networking Concepts	3
CITP 1710	Systems Analysis and Design	3
CITP 1310	Program Design and Development	3
CITP 1302	Introduction to Operating Systems	3
Total		18
Third Semester		
COMM 1100	Introduction to Communication	2
Microcomputer Electives	Restricted Electives (see below)	15
Total		17
Fourth Semester		
CITP 2920	CITP Capstone Course	1
Programming Language	Restricted Elective (see below)	4
Microcomputer Electives	Restricted Electives (see below)	9
Total		14

Programming Language Electives: CITP 1322, CITP 1324, CSCI 1301

Microcomputer Electives: BUOT 1321, CITP 1013, CITP 1110, CITP 1112, CITP 1301, CITP 1304, CITP 1305, CITP 1810, CITP 2227, CITP 2410, CITP 2911, CITP 2914

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION TECHNOLOGY - NETWORK SPECIALIST

Contact: Lee Southard at (912) 279-5909

Computer Information Technology is a rapidly growing field with rapidly expanding opportunities for employment. Computer information employees help provide management with current information on which to base many important decisions. Well-trained men and women are needed to develop methods for data collection processing and reporting.

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The Computer Information Technology curriculum is designed to provide an integrated study of theory and practice of information processing for business, industry and other institutional use. The Computer Information Technology curriculum leads to the Associate of Applied Science degree which should enable the student to attain employment as an entry-level computer programmer or a peripheral equipment operator. The variety of courses which make up the curriculum give students an opportunity for employment in a large sector of the business community. A minimum grade of "C" or better in all CITP courses is required for graduation .

Note: If Learning Support classes are required, students must complete Learning Support prior to entering CITP courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CITP 1010	Introduction to Computers	3
ENGL 1101	English Composition I	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
POLS 1101	American Government	3
Total		15-17
Second Semester		
Area C Elective	Humanities Elective	3
CITP 1210	Networking Concepts	3
CITP 1710	Systems Analysis and Design	3
CITP 1310	Program Design and Development	3
CITP 1302	Introduction to Operating Systems	3
PSYC 1101 or SOCI 1101	Introduction to Psychology or Sociology	3
Total		18
Third Semester		
Network Electives	Restricted Electives (see below)	12
Programming Language	Restricted Elective (see below)	4
Total		16
Fourth Semester		
CITP 2920	CITP Capstone Course	1
COMM 1100	Introduction to Communication	2
Network Electives	Restricted Electives (see below)	12
Total		15

Programming Language Electives: CITP 1322, CITP 1324, CSCI 1301

Network Electives: CITP 2227, CITP 2228, CITP 2229, CITP 2230, CITP 2241, CITP 2242, CITP 2243, CITP 2914

ASSOCIATE OF SCIENCE IN DENTAL HYGIENE

Contact: Kay Hampton at (912) 279-5853

Armstrong Atlantic State University (AASU) and the College of Coastal Georgia (CCG) collaborate in offering the Associate of Science degree program in Dental Hygiene. The program has two options: the part time option is structured to permit students to graduate from the Dental Hygiene program at AASU without relocating or traveling to Savannah on a daily basis. Students can take all required core academic courses at the College of Coastal Georgia. Five dental hygiene courses are taught on the CCG campus via distance learning by faculty at AASU. To complete the dental hygiene program, the student attends Armstrong Atlantic State University on a part time basis. The second option is for the students to complete the core courses at CCG and then attend AASU on a full time basis to complete the Dental Hygiene Program.

Enrollment is limited in the Dental Hygiene program and admission is a competitive process with an emphasis on grade point average in core courses. While taking the core courses at CCG, the student may apply to AASU and the Dental Hygiene Program. Students are admitted to the dental hygiene program in the fall semester only. AASU and program application information may be obtained from the Applied Technology and Business Division office. For additional information call 912-279-5822.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
College of Coastal Georgia Courses		
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
BIOL 1110	Human Anatomy & Physiology I *	4
Total		12
2nd Semester		
ENGL 1102	English Composition II	3
BIOL 1111	Human Anatomy & Physiology II*	4
PSYC 1101	Introduction to General Psychology	3
POLS 1101	American Government**	3
Total		13
3rd Semester		
BIOL 2215	Microbiology*	4
SOCI 1101	Introduction to Sociology	3
HIST 2111 or 2112	U.S. History I** or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	2
Total		12

* The science courses must be successfully completed with a grade of “C” or better prior to entering the 2000 level dental hygiene clinical courses. . No more than two science courses may be repeated and no one course may be repeated more than once. If a student

fails to earn a "C" or better in a course a second time, he or she will not be eligible for admission to the dental hygiene program at AASU.

** These courses are offered as a combined course on the AASU campus.

Distance Learning Courses through AASU on the CCG Campus (11 hours)

CHEM 1010	Essentials of Chemistry	3
DHYG 1100	Head and Neck Anatomy	2
DHYG 2230	Applied Nutrition	2
DHYG 1130	General & Oral Pathology & Histology	2
DHYG 1140	Periodontics	2

Dental Hygiene Courses taken on the AASU Campus (35 hours)

DHYG 1101	Clinical Dental Hygiene I	4
DHYG 1110	Dental Anatomy	2
DHYG 1102	Clinical Dental Hygiene II	5
DHYG 1120	Dental Roentgenology	3
DHYG 2201	Clinical Dental Hygiene III	6
DHYG 2210	Pharmacology and Emergency Management	2
DHYG 2220	Dental Materials	2
DHYG 2240	Preventive Periodontics	1
DHYG 2202	Clinical Dental Hygiene IV & Ethical Decisions	7
DHYG 2250	Dental Public Health	3

Total Program Credit 81

Enrollment in the Associate Degree Dental Hygiene program is limited. Applications for admission are accepted January through August 1st each year. It is not mandatory that you complete all of the general education and science courses in order to apply. The AASU Dental Hygiene Admission Committee selects the best qualified students based on an Admission Point Index, which includes GPA, Science GPA, number of college credits completed, and certification in dental assisting or dental laboratory technology. Penalty points are incurred for earned D's and F's.

The following are admission criteria:

- 1.) Admission to CCG and AASU.
- 2.) Eligibility for ENGL 1101 and Math 1111 (or their equivalents).
- 3.) Minimum adjusted college GPA of 2.3.
- 4.) Students must meet all legal requirements for licensure.

Meeting minimal admission requirements does not guarantee admission to the Dental Hygiene program. Students enter the Dental Hygiene program only in the fall semester each year. The student may begin general education core courses in any semester. See the CCG Dental Hygiene advisor for the application process and deadlines.

ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT--MANAGEMENT SPECIALIZATION

Contact: William Delaney at (912) 279-5894

The Associate of Applied Science in Management is designed to prepare students to enter the employment market with basic management skills. The curriculum provides an integrated study of the theory and practice of the four general management skills of planning, organizing, leading, and controlling. Subsequent courses also focus on these skills as they apply to Human Resources Management and Small Business Management.

There is extensive emphasis on ethics and communication skills in all classes as well as required courses on these topics. Completion of the Management curriculum should enable graduates to attain employment as entry-level supervisors or management trainees.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
PHIL 2005	Introduction to Ethics	3
MATH 1111 or 1011	College Algebra or Quantitative Skills & Reasoning	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
POLS 1101	American Government	3
Total		18
Second Semester		
ENGL 1102	English Composition II	3
ACCT 2101	Principles of Accounting	3
BUSA 1105	Introduction to Business	3
CSCI 1201	Computer Concepts	3
ECON 2106	Principles of Microeconomics	3
MGMT 2105	Human Resources Management	3
Total		18
Third Semester		
COMM 1110	Fundamentals of Speech Communication	3
BUSA 2105	Communicating in Business Environment	3
BUSA 2106	Environment of Business	3
MGMT 1105	Small Business Management	3
MGMT 1106	Principles of Marketing	3
MGMT 2106	Management and Supervision	3
Total		18
Fourth Semester		
Management Electives	Restricted Electives (see below)	15

Area of Concentration Electives: ACCT 2102, CITP 1013, ECON 2105, MGMT 1107, MGMT 2107, SPAN 1001, SPAN 1002.

ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT--HOSPITALITY SPECIALIZATION

Contact: Walter Wright at (912) 279-5930

The Associate of Applied Science in Management is designed to prepare students to enter the employment market with basic management skills. The curriculum provides an integrated study of the theory and practice of the four general management skills of planning, organizing, leading, and controlling. Subsequent courses also focus on these skills as they apply to Human Resources Management and Small Business Management.

There is extensive emphasis on ethics and communication skills in all classes as well as required courses on these topics. Completion of the Management curriculum should enable graduates to attain employment as entry-level supervisors or management trainees.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
PHIL 2005	Introduction to Ethics	3
MATH 1111 or 1011	College Algebra or Quantitative Skills & Reasoning	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
POLS 1101	American Government	3
Total		17
Second Semester		
ACCT 2101	Principles of Accounting I	3
HOSP 1104	Hospitality Law	3
HOSP 1106	Introduction to Hospitality	3
HOSP 1107	Food Service Sanitation	2
HOSP 1108	Hotel Motel Management	3
PHED 1000	Healthy Living Concepts	2
Total		16
Third Semester		
HOSP 1109	Nutrition	3
MGMT 2106	Management and Supervision	3
PHED XXXX	Physical Education Activity Elective	2
ENGL 1102	English Composition II	3
Hospitality Electives	Restricted Electives (see below)	6
Total		17
Fourth Semester		
COMM 1110	Fundamentals of Speech	3
Hospitality Electives	Restricted Electives (see below)	12
HOSP 2105	Practicum	3
Total		18

Area of Concentration Electives: ACCT 2102, BUSA 1105, CITP 1011, ECON 2105, ECON 2106, MGMT 1106, MGMT 2105, SOCI 1101

ASSOCIATE OF SCIENCE IN NURSING (RN)

Contact: Maureen Wagner, Nursing Program Assistant, (912) 279-5870

The Associate of Science in Nursing curriculum is a two calendar year program which prepares individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings. The purpose of the Nursing Program is to prepare graduates who can successfully enter the practice of professional nursing. Graduates of the program are prepared to take the national examination (NCLEX-RN) leading to licensure as a Registered Nurse. Refer to the *Accreditation, Approvals, & Membership* in the *General Information* section of this catalog.

Students who are interested in the nursing program must meet the college admissions requirements listed in the *Admissions* section of this catalog. This program has limited enrollment and may involve meeting deadlines. Anyone interested in the nursing program may call the Division of Health Sciences (912) 279-5860 for further information.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester (Pre-requisites)		
CCGA 1101	College Success Seminar(Institutional credit)	2
ENGL 1101*	English Composition I	3
BIOL 1110*	Human Anatomy and Physiology I	4
PSYC 1101*	Introduction to General Psychology	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
Total		13-15
Second Semester (Fall)		
BIOL 1111**	Human Anatomy and Physiology II	4
NURS 1111	Nursing 1	8
Total		12
Third Semester (Spring)		
NURS 1112	Nursing 2	8
PSYC 2103***	Introduction to Human Development	3
Total		11
Fourth Semester (Summer)		
Area C Elective	Humanities Elective	3
BIOL 2215	Microbiology	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
Total		10
Fifth Semester (Fall)		
NURS 2111	Nursing 3	9
POLS 1101	American Government	3
Total		12

Sixth Semester (Spring)

NURS 2112	Nursing 4	12
Total		12
Total Program Credit		70-72

* Prerequisites for admission consideration; any non-remedial college-level math course will be considered.

** Pre- or Corequisite for Nursing 1

*** Pre- or Corequisite for Nursing 2

Selective nursing admission considers the number of core courses completed when calculating total points for admission to the nursing program. Therefore, it may not be possible to complete this program in two calendar years. Students are advised to complete as much core as possible prior to entering nursing courses due to the workload inherent in nursing courses.

The nursing courses are offered only during the semesters listed above and must be taken in sequence as outlined. Academic courses do not have to be taken during the semester specified in this outline; however, pre- and corequisite requirements must be met.

***NOTE:** The Georgia Board of Nursing has the authority to refuse to grant a license to an applicant upon a finding by the board that the applicant has been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country, or in the courts of the United States, including, but not limited to, a plea of nolo contendere entered to the charge; or any licensing board or agency in Georgia or any other state denied the applicant's license application, renewal or reinstatement; or revoked, suspended, restricted, or prohibited the applicant's license; or requested or accepted surrender of the applicant's license, or reprimanded, fined or disciplined the applicant. If you have questions you may contact the Georgia Board of Nursing at (478) 207-1640.*

The Georgia Board of Nursing requires a social security number to apply for licensure as a registered nurse in the State of Georgia.

General Information

- 1) For consideration the student must assure that all required documents (Nursing Program application, unofficial transcripts) are in the Nursing Office.
- 2) Students are strongly encouraged to complete all non-nursing academic courses prior to entering the nursing program sequence.
- 3) Classes, laboratory, and clinical practice experiences in the nursing program require a commitment of approximately 20-30 hours per week; therefore, it may be difficult for a student to work, other than on weekends.
- 4) Some nursing classes are offered through distance learning in Savannah, if space is available. Students at the remote site will be required to attend some classes and laboratory in Brunswick. All students on the Brunswick campus will be taught in distance learning classrooms at some time during the program.

- 5) Students with two failures in nursing courses will not be considered for admission unless the failures occurred 5 or more years ago. Such students will be considered on an individual basis.
- 6) The Nursing Program sequence begins every fall semester.

Admission Requirements

Applicants must meet specific requirements to be considered for admission to the nursing program. Enrollment is limited. **Applications for early consideration are due January 15.** No applications will be accepted for the current year after April 15. Applications will be considered based on qualifications and space availability (if there are more qualified applicants than spaces in the program, a point system based on required academic courses and grades in those courses may be utilized in final admissions decisions). For questions regarding admission decisions, the student should contact the program director. If the issue is not resolved, the student may appeal in writing to the supervisor of the program director. Meeting minimal admission requirements does not guarantee admission to the Nursing Program. Applicants must:

- 1) Complete the CCG admissions application, available at www.ccg.edu. Please include transcripts, testing, immunization records, and a declared pre-nursing major. Submit these items to Admissions and Office of the Registrar.
- 2) Complete the Nursing Program application, available at www.ccg.edu. Include all of the requested materials and submit to the Division of Health Sciences.
- 3) Meet/perform the Core Performance Standards for nursing as listed below (see Disability Services information on page 72):
 - a) Critical thinking -- Critical-thinking ability sufficient for clinical judgment
 - b) Interpersonal -- Interpersonal abilities sufficient for interaction with individuals, families and groups, from various social, emotional, cultural and intellectual backgrounds.
 - c) Communication -- Communications abilities sufficient for verbal and written interaction with others.
 - d) Mobility -- Physical abilities sufficient for movement from room to room in small spaces.
 - e) Motor Skills -- Gross and fine motor abilities sufficient for providing safe, effective nursing care.
 - f) Hearing -- Auditory ability sufficient for monitoring and assessing health needs.
 - g) Visual -- Visual ability sufficient for observation and assessment necessary in nursing care.
 - h) Tactile -- Tactile ability sufficient for physical assessment.
- 4) Update program application yearly.
- 5) Learning Support courses, if required, must be completed prior to applying for the nursing program.
- 6) Be evaluated on an individual basis by the Nursing Admission/Readmission Committee if applicant ever received a "D" or "F" in a nursing course in any nursing program.
- 7) Provide proof of passing the Regents' Reading and Writing Competency Exam to be considered for admission.
- 8) Complete Biology 1110, English 1101 and Psychology 1101 to be considered for admission.

- 9) Have a minimum grade of "C" in all biology and English courses.
- 10) Have a minimum of a 2.5 grade point average (GPA) in all academic courses required for nursing.

CCG does not discriminate on the basis of disability. Students who would like to receive accommodations on the basis of disability under the Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973, must self-identify, must provide documentation of the disability, and must request accommodations through the Disability Service Director on campus.

Additional Program Requirements

Once accepted in the Associate Degree Nursing Program, students are required to:

- 1) Submit proof (form provided upon acceptance) of the following prior to starting the first nursing course:
 - a) Yearly TB skin (PPD) test or TB screening
 - b) Current physical and emotional health examination by a physician or nurse practitioner.
 - c) In addition to the immunizations required by CCG, additional inoculations may be required by the Nursing Program.
 - d) American Red Cross CPR/AED for the Professional Rescuer or American Heart Association Healthcare Provider CPR Certification (must be kept current throughout the program)
 - e) Personal health insurance is strongly recommended and may be purchased through the college.
 - f) Professional liability insurance (purchased through the college).
- 2) Adhere to the student guidelines specific to the Nursing Program as outlined in the nursing student handbook.
- 3) Travel at own expense to clinical sites. *Note: Some clinical experiences may be distances up to 100 miles.*
- 4) Plan for clinical practice experiences that may be scheduled during days, evenings/nights and weekends.
- 5) Undergo criminal background checks and/or drug testing as required by individual agencies. The cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.
- 6) Purchase nursing student uniform (addressed in nursing orientation) to wear at clinical sites unless otherwise directed.

Continuation and Progression in the Nursing Program

- 1) Continuation in the nursing program requires a minimum grade of "C" in all Nursing, Biology and English courses.
- 2) A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the nursing curriculum.
- 3) All non-nursing academic courses should be completed before the student enters NURS 2112.
- 4) All nursing courses include a medication calculation requirement that must be satisfied to progress to the next semester.
- 5) All nursing courses must be completed within four years of the date of entry into the first nursing course.

- 6) Academic misconduct may result in removal from the program.
- 7) All pre-licensure nursing students will be required to participate in comprehensive testing while enrolled in the nursing program of study. Additional fees per semester will be applicable.

Leave of Absence

Under catastrophic circumstances, a student may request from the Program Director a Leave of Absence from the Nursing program. See Nursing Student Handbook for specific guidelines.

Grading in the Nursing Program

Letter grades for nursing courses are computed as follows:

A = 90-100	B = 80-89
C = 75-79	D = 66-74
F = 65 and below	

Readmission to the Nursing Program

A student seeking to return to the Nursing Program after any period of non-attendance must apply to be readmitted. A student may be re-admitted to the program only once. Students who have been terminated from the program (see Nursing Student Handbook) are ineligible for readmission. Readmission is not guaranteed and is contingent upon space available and the professional judgment of the Nursing Faculty. The applicant will be required to meet the current admissions and curriculum requirements in effect at the time of re-admission. Readmission application packages are available from the nursing faculty and the Division of Health Sciences Office. Readmission decisions are based on the following:

- 1) All core courses must be completed prior to re-entering nursing courses.
- 2) The applicant must have an overall GPA of 2.0 with a GPA of 2.5 in required non-nursing academic courses.
- 3) All nursing courses must be completed within four years of the date of entry into the first nursing course.

Readmission Procedure

To be considered for readmission the individual must:

- 1) Apply for College re-admission in the Registrar's Office.
- 2) Submit a completed Nursing Program Readmission Application by:
 - a) March 15 for readmission to the Fall Semester
 - b) July 15 for readmission to the Spring Semester

Advanced Placement Option (APO) for Licensed Practical Nurses (LPNs)

This option is designed to provide educational advancement opportunities for LPNs. The applicant must have graduated from an LPN program within the past 5 years, be licensed or eligible for licensure in the state of Georgia as an LPN and must have work experience within the past 5 years in a structured health care setting (acute care, nursing home). Students who graduated more than 5 years ago will be evaluated by the Admission/Readmission committee to determine eligibility.

Applicants who are accepted into the nursing program and successfully complete the validation requirements (listed below) will be eligible to enter the second semester of the first year (spring semester) of the nursing curriculum. Escrow credit will be awarded for Nursing 1111 upon completion of the program. Admission Requirements for Advanced Placement are:

- 1) An LPN applicant must apply to the Nursing Program and meet the same admission requirements as for generic nursing students (See Nursing Program admission Requirements).
- 2) Applicants must submit documentation of required work experience.
- 3) Applicants will be required to validate cognitive and clinical competency through written and demonstration testing processes.
- 4) Qualified LPN applicants will be allowed to take APO written and skills competency testing one time only.
- 5) A student passing the APO placement testing must enter Nursing 2 the January (spring semester) following the testing.
- 6) A student may request a one-year admission extension in catastrophic circumstances. The Admission/Re-admission Committee will consider documented requests for extension on an individual basis.

ASSOCIATE OF SCIENCE IN RADIOLOGIC SCIENCE

Contact: Dianne Castor at (912) 279-5864

The Radiologic Science program is a two-year curriculum leading to an Associate of Science degree in Radiologic Science. All radiologic courses closely follow the recommendations set forth in *The Professional Curriculum for Radiography*, published by the American Society of Radiologic Technologists. In fulfillment of the College of Coastal Georgia mission to provide equal emphasis on career programs and university parallel programs, the mission of the program is to develop skills which will enable the student to enter employment in the field of radiography as an entry-level radiographer. Upon completion of this program the student is eligible to take the national registry examination for certification as a Registered Radiologic Technologist.

The goals of the program are:

- 1) to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement;
- 2) to develop critical thinking related to patient care concepts and procedures in the related radiologic science field;
- 3) to provide a combination of didactic and clinical instruction necessary for successful employment;
- 4) to develop collaborative relationships with imaging departments and related businesses and industries to provide learning experiences in the field of radiologic services; and,
- 5) to participate in professional development activities for both faculty and students.

An applicant must complete the College of Coastal Georgia application and the Radiologic Science application packet (these may be obtained from the Division of Health Sciences office or from the Radiologic Science faculty.) **If the applicant has been**

charged or convicted of a misdemeanor or felony, the applicant must apply for pre-application review prior to consideration for admission into the Radiologic Science program. A charge of conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony constitutes a conviction for American Registry of Radiologic Technologist purposes. This includes situations in which the result is defined or withheld adjudication or suspends or withheld sentences; suspended or stay of sentence and military court-martial. This pre-application application may be obtained from the Radiologic Science Program Director.

Program enrollment is limited and applicants will be accepted according to the following criteria: 1) date of completed application packet, 2) amount of general education course work completed, and 3) grade point average received in required courses attempted and/or completed at the time the applicant's file is evaluated. Points will be given for each required course grade as well as overall grade point average. **Applications must be submitted by March 30.** Acceptance for program will be mailed in May.

An applicant may enroll in the required general education courses during any semester of the academic year; however, the Radiologic Science courses begin only in the fall semester of each year and are taught on an annual rotation basis. Students must be accepted into the Radiologic Science program prior to enrollment in the Radiologic Science classes. All general education courses must be completed prior to the spring semester of the freshman year for continuation in the program. The student must have:

- 1) a 2.0 cumulative grade point average to enter and to continue in the Radiologic Science program.
- 2) a minimum of "C" in all Radiologic Science courses and English are required for continuation in the program.
- 3) completed BIOL 1110 prior to acceptance into the program.

Letter grades for Radiologic Science courses are computed as follows:

A = 90-100	B = 80-89
C = 75-79	D = 66-74
F =65 and below	

Additional Program Requirements

Once accepted in the Radiologic Science program, students are required to submit proof (form provided upon acceptance) of the following prior to beginning the first radiologic science course:

- a) Current physical and emotional health examination by a physician or nurse practitioner.
- b) Annual TB skin (PPD) or TB screening
- c) In addition to the immunizations required by CCG, additional inoculations may be required by the Radiologic Science program.
- d) Due to the risks involved while attending the clinical aspects of the program, the student is strongly encouraged to purchase health and accident insurance. A waiver may be signed should the student choose not to purchase health and accident insurance.
- e) Purchase professional liability insurance annually (purchased through the college.)

- f) Undergo criminal background checks and/or drug testing as required by individual agencies. The cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.
- g) Purchase radiologic science uniform to wear at all clinical sites. Additional costs for the program will be addressed in the syllabus for each course.

General Information

- 1) Classes, laboratory, and clinical practice experiences in the Radiologic Science program require a commitment of approximately 20-30 hours per week; therefore, it may be difficult for a student to work, other than on weekends. Clinical rotations may vary in assignment ranging from 8 am until 7 pm M-F.
- 2) Travel at own expense to clinical sites. Note: Some clinical experiences may be distances up to 100 miles.
- 3) All Radiologic Science courses must be completed within three years of the date of entry into the first radiologic science course.
- 4) A student may be terminated from a course and/or the radiology program prior to completion if, in the judgment of the program faculty or the clinical administration, the student's clinical practice jeopardizes the client and/or violates policies or professional standards of the program.
- 5) A student may be readmitted to the program only once. Readmission is not guaranteed and is contingent upon space available and the professional judgment of the Radiologic Science faculty. Students who have been out of the program for over 1 year must reapply for admission and repeat all radiologic science courses. The applicant will be required to meet the current admissions and curriculum requirements in effect at the time of re-admission. Students who are reapplying for admission within one year must:
 - 1) Apply for readmission
 - 2) Take readmission exams (didactic and clinical) and score above the 75 percentile. Students will not be readmitted with a score below 75.
 - 3) Students who do not score a 90 or above on the readmission exams will be required to audit the last didactic and clinical courses taken prior to program continuance.
- 6) Advance in the program is possible. See the Radiologic Science Program Director for criteria and instructions.

Note: Students must be accepted into the Radiologic Science program before any Radiologic Science course (any course with RADT prefix) is taken.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1001 or 1111*	Quantitative Skills & Reasoning or College Algebra	3
BIOL 1110	Human Anatomy & Physiology I	4
HIST 2111 or 2112**	U.S. History I or U.S. History II	3
Total		15

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Radiologic Science, cont'd.

Second Semester

BIOL 1111	Human Anatomy & Physiology II	4
POLS 1101**	American Government	3
Area C Elective	Humanities Restricted Elective (see below)	3
PSYC 1101	Introduction to General Psychology	3
Total		13

Third Semester

RADT 1001	Patient Care & Ethics	3
RADT 1002	Radiographic Positioning I	4
RADT 1004	Fundamentals of Radiographic Imaging	4
Total		11

Fourth Semester

RADT 1003	Radiographic Positioning II	4
RADT 1112	Intro to Clinical Radiology	4
Total		8

Fifth Semester

RADT 1005	Radiobiology/Radiation Safety	3
RADT 1113	Clinical Procedures and Techniques I	4
Total		7

Sixth Semester

RADT 2001	Radiologic Science	4
RADT 2221	Clinical Procedures and Techniques	4
Total		8

Seventh Semester

RADT 2002	Pathophysiology	3
RADT 2231	Intermediate Clinical Procedures & Tech	5
Total		8

Eighth Semester

RADT 2003	Certification Fundamentals	3
RADT 2241	Advanced Clinical Procedures & Tech	5
Total		8

Total Program Credit **78**

* MATH 1111 if you plan on pursuing a Bachelor's Degree in Radiologic Science.

** Students may take the college exemption exam instead of the class.

Humanities Electives: ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100.

ASSOCIATE OF APPLIED SCIENCE IN TECHNOLOGY

Contact: Ralph Cerasi at (912) 279-5824 (IDST)

Mike King at (912) 279-5826 (MACH)

Barry Bray at (912) 279-5825 (WELD)

The Associate of Applied Science in Technology degree is available for those students who successfully complete the Industrial Systems Technology, Machinist, or Welding certificate program at the College of Coastal Georgia. Students wishing to pursue the AAST degree must have completed 32 to 43 hours required in the appropriate certificate program. The Associate of Applied Science in Technology degree will be awarded upon successful completion of one of the certificate programs listed above and the required general education courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
Area C Elective	Humanities Elective	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
Total		15
Second Semester		
COMM 1110	Fundamentals of Speech Communication	3
MATH 1112	Trigonometry	3
PHYS 1011	Summary of Physics	5
HIST 2111 or 2112	US History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
Total		15

CERTIFICATE IN AIR CONDITIONING TECHNOLOGY

Contact: Lee Clark at (912) 279-5823 or (912) 510-3360

This program is designed to prepare students for technician positions in the HVAC industry, including service, repair, and installation of new units. The program also prepares students for specific state licensing. Students will obtain professional knowledge and develop occupational skills required for employment, retention, and/or advancement. The program emphasizes a combination of fundamental theory and practical application. Students enrolled in this program may also be eligible to graduate with a technical certificate of credit after completing specific courses in the certificate program; contact the Air Conditioning Technology advisor or the Applied Technology and Business Division (912-279-5850) for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ACHT 1000	Refrigeration Fundamentals	3
ACHT 1010	Principles & Practices of Refrigeration	4
ACHT 1030	Electrical Fundamentals	4
ATTP 1120	Industrial Safety	1
Total		14
Second Semester		
ACHT 1020	Refrigeration Systems Components	5
ACHT 1040	Electrical Motors	2
ACHT 1080	Air Conditioning Systems & Installation	2
ATTP 1011*	Applied Technical Math	3
CITP 1011	Basic Computer Skills	2
Total		14
Third Semester		
ACHT 1050	Electrical Components	3
ACHT 1060	Electrical Control Systems & Installation	3
ACHT 1110	Heat Pumps & Related Systems	5
BUOT 1140 *	Business English	3
Total		14
Fourth Semester		
ACHT 1070	Air Conditioning Principles	6
ACHT 1090	Troubleshooting Air Conditioning Systems	5
ACHT 1100	Gas Heating Systems	3
Total		14
Total Program Credit		56

* Note: If Learning Support classes are required, they must be completed successfully prior to ATTP 1011 and BUOT 1140.

CERTIFICATE IN AUTOMOTIVE FUNDAMENTALS

Contact: Applied Technology and Business Division Office at (912) 279-5850

This program is designed to prepare students for technician positions in automotive service and repair. Students will obtain professional knowledge and develop the occupational skills required for employment, retention, and/or advancement in the automotive industry. The program emphasizes a combination of fundamental theory and practical application. This program will prepare students to take the Automotive Service Excellence (ASE) certifications.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ATTP 1011*	Applied Technical Math	3
AUTO 1200	Introduction to Automotive Technology	3
AUTO 1220	Electrical and Electronic Systems	5
AUTO 1240	Battery, Starting and Charging Systems	3
Total		16
Second Semester		
AUTO 1260	Engine Principles of Operation and Repair	5
AUTO 1280	Fuel, Ignition, and Emissions Systems	5
AUTO 1300	Automotive Brake Systems	3
AUTO 1320	Suspension and Steering Systems	3
Total		16
Third Semester		
AUTO 1400	Electronic Engine Control Systems	5
ATTP 1110	Basic TQM Concepts	1
ATTP 1120	Industrial Safety	1
BUOT 1140*	Business English	3
CITP 1011 or 1010	Basic Computer Skills or Intro. to Computers	2-3
Total		12-13
Fourth Semester		
AUTO 1340	Drivelines	3
AUTO 1420	Climate Control Systems	4
AUTO 1440	Introduction to Automatic Transmissions	3
Electives	Choose 5 or more hours from the list below	5
Total		15
Total Program Credit		59-60

Electives: AUTO 1380, AUTO 2200, BUOT 1170, MGMT 1105, MGMT 2106.

* Note: If Learning Support classes are required, they must be completed successfully prior to ATTP 1011 and BUOT 1140.

CERTIFICATE IN BUSINESS AND OFFICE TECHNOLOGY BUSINESS OFFICE SPECIALIST

Contact: Cora Lytle at (912) 279-5964 or Coronica Smith-Oliver at (912)-279-5963

The Business and Office Technology certificate program is designed to provide students with business skills and related knowledge for an entry-level position as an office professional in a business or medical office setting. Students will choose to focus in one area of concentration: Business Office Specialist or Medical Office Specialist. See the Admissions section of this catalog for admissions requirements. A minimum grade of "C" or better in all BUOT program-related courses is required for graduation.

Credits applied to the Certificate in Business and Office Technology must have been accomplished within ten years of graduation.

Note: If Learning Support classes are required, the student must take at least one of those each semester until all requirements are fulfilled. Some BUOT classes can be taken concurrent with Learning Support classes.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1140	Business English	3
BUOT 1600	Business Mathematics	3
CITP 1010	Introduction to Computers	3
BUOT 1300*	Word Processing	3
Total		12
Second Semester		
BUOT 1120	Document Production	3
BUOT 1160	Office Procedures	3
CITP 1305	Microcomputer Spreadsheets	3
BUOT 1340	Presentation Applications	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		15
Third Semester		
BUOT 1150	Business Communications	3
BUOT 1320	Business Document Proofreading and Editing	3
BUOT 1512	Business Transcription	3
BUOT 1170	Office Accounting	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		15

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Fourth Semester

BUOT 1100	Professional Development	3
BUOT 1800	Advanced Office Procedures	3
BUOT 1900**	Business Office Specialist Internship	3
Total		9
Total Program Credit		51-53

*Requires 35 gwam. BUOT 1110 Keyboarding (elective—recommended if student does not meet the 35 gwam requirement)

** This class is to be completed the last semester only. Student must be available in 4 hour blocks of time, approximately 12 hours per week.

Area of Concentration Electives: BUOT 1110, BUOT 1310, BUOT 1321, CITP 1013, CITP 1302, CITP 1810, CITP 1811, CITP 2410, MGMT 2106, ACCT 2115, ACCT 2120, Any Single PHED Selection.

CERTIFICATE IN BUSINESS AND OFFICE TECHNOLOGY MEDICAL OFFICE SPECIALIST

Contact: Cora Lytle at (912) 279-5964 or Coronica Smith-Oliver at (912)-279-5963

The Business and Office Technology certificate program is designed to provide students with business skills and related knowledge for an entry-level position as an office professional in a business or medical office setting. Students will choose to focus in one area of concentration: Business Office Specialist or Medical Office Specialist. See the Admissions section of this catalog for admissions requirements. A minimum grade of "C" or better in all BUOT program-related courses is required for graduation.

Credits applied to the Certificate in Business and Office Technology must have been accomplished within ten years of graduation.

Note: If Learning Support classes are required, the student must take at least one of those each semester until all the requirements are fulfilled. Some BUOT classes can be taken concurrent with Learning Support classes.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1140	Business English	3
BUOT 1550	Medical Terminology	3
CITP 1010	Introduction to Computers	3
BUOT 1600	Business Mathematics	3
BUOT 1300*	Word Processing	3
Total		15-17

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Medical Office Specialist, cont'd.

Second Semester

BUOT 1170	Office Accounting	3
BUOT 1120	Document Production	3
BUOT 1555	Medical Coding	3
BUOT 1560	Medical Transcription	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		15

Third Semester

BUOT 1555	Medical Office Procedures	3
BUOT 1150	Business Communications	3
BUOT 1320	Business Document Proofreading and Editing	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		12

Fourth Semester

BUOT 1870	Advanced Medical Office Procedures	3
BUOT 1100	Professional Development	3
BUOT 1910**	Medical Office Specialist Internship	3
Total		9
Total Program Credit		51

*Requires 35 gwam. BUOT 1110 Keyboarding (elective—recommended if student does not meet the 35 gwam requirement)

** This class is to be completed the last semester only. Student must be available in 4 hour blocks of time, approximately 12 hours per week.

Area of Concentration Electives: BUOT 1110, BUOT 1310, BUOT 1321, CITP 1013, CITP 1302, CITP 1810, CITP 1811, CITP 2410, MGMT 2106, ACCT 2115, ACCT 2120, BUOT 1340, CITP 1305, any single PHED selection

CERTIFICATE IN COMPUTER AIDED DESIGN AND DRAFTING TECHNOLOGY

Contact: Douglas Neal at (912) 279-5827

The Computer Aided Design and Drafting certificate is designed for those students who seek immediate employment as drafters. Graduates of this program will possess the skills necessary for entry-level technicians in specific fields of drafting, such as architectural drafting and mechanical drawing. Emphasis is placed on computer-assisted drafting. Evening classes are generally offered two nights per week each semester.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ATTP 1011*	Applied Technical Math	3
ATTP 1120	Industrial Safety	1
CADD 1011	Engineering Design and Drafting	3
CITP 1010	Introduction to Computers	3
Total		12
Second Semester		
CADD 1141 or 1151	Mechanical D&D I or Architectural D&D I	3
CADD 1131	Engineering Design and Drafting Applications	3
ATTP 1110	Basic TQM Concepts	1
Area F Electives	Area of Concentration Electives (see below)	6
Total		13
Third Semester		
BUOT 1140*	Business English	3
CADD 2121 or 2131	Mechanical D&D II or Architectural D&D II	3
CADD 2211	CADD Fundamentals	3
CADD 2221	CADD Applications	3
Area F Elective	Area of Concentration Elective (see below)	3
Total		15
Total Program Credit		40

* If Learning Support classes are required, they must be completed successfully prior to ATTP 1011 and BUOT 1140.

Area of Concentration Electives: ATTP 1041, BUOT 1170, CADD 1141, CADD 1151, CADD 2121, CADD 2131, CITP 1110, CITP 1302, MACH 1012, MGMT 1101, MGMT 1102, MGMT 1105, MGMT 2106

CERTIFICATE IN COMPUTER INFORMATION TECHNOLOGY E-COMMERCE SPECIALIST

Contact: Lee Southard at (912) 279-5909

The Computer Information Technology certificate program enables the student to attain employment for entry-level jobs using microcomputer systems. A minimum grade of "C" or better in all CITP courses is required for graduation.

Note: If Learning Support classes are required, students must complete Learning Support prior to entering CITP courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
CITP 1010	Introduction to Computers	3
ENGL 1101	English Composition	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
POLS 1101	American Government	3
Total		15-17
Second Semester		
Area C Elective	Humanities Elective	3
CITP 1210	Networking Concepts	3
CITP 1302	Introduction to Operating Systems	3
CITP 1310	Program Design and Development	3
CITP 1710	Systems Analysis and Design	3
PSYC 1101	Introduction to Psychology	3
Total		15
Third Semester		
COMM 1100	Introduction to Communication	2
CITP 1324	Scripting Language	4
E-Commerce Electives	Restricted Electives (see below)	9
Total		15
Fourth Semester		
SOCI 1101	Introduction to Sociology	3
CITP 2920	CITP Capstone Course	1
E-Commerce Electives	Restricted Electives (see below)	9
Total		13
Total Program Credit		60

E-Commerce Electives: CITP 1013, CITP 1810, CITP 1811, CITP 1812, CITP 2413, CITP 2914

CERTIFICATE IN COMPUTER INFORMATION TECHNOLOGY MICROCOMPUTER SPECIALIST

Contact: Lee Southard at (912) 279-5909

The Computer Information Technology certificate program enables the student to attain employment for entry-level jobs using microcomputer systems. A minimum grade of "C" or better in all CITP courses is required for graduation.

Note: If Learning Support classes are required, students must complete Learning Support prior to entering CITP courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1140	Business English	3
BUOT 1170	Office Accounting	3
BUOT 1600	Business Math	3
CITP 1010	Introduction to Computers	3
Total		12-14
Second Semester		
CITP 1210	Networking Concepts	3
CITP 1310	Program Design and Development	3
CITP 1301	Productivity Tools	3
CITP 1302	Introduction to Operating Systems	3
Microcomputer Elective	Restricted Elective (see below)	3
Total		15
Third Semester		
CITP 1322	Introduction to Windows Programming	
	Using Visual Basic	4
CITP 2920	CITP Capstone Course	1
Microcomputer Electives	Restricted Electives (see below)	9
Total		14
Total Program Credit		41-43

Microcomputer Specialist Electives: BUOT 1320, CITP 1013, CITP 1110, CITP 1112, CITP 1210, CITP 1304, CITP 1305, CITP 1710, CITP 1810, CITP 2410, CITP 2911

CERTIFICATE IN COMPUTER INFORMATION TECHNOLOGY NETWORK SPECIALIST--CISCO TRACK

Contact: Lee Southard at (912) 279-5909

The Computer Information Technology certificate program enables the student to attain employment for entry-level jobs using microcomputer systems. A minimum grade of "C" or better in all CITP courses is required for graduation.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1140	Business English	3
BUOT 1600	Business Math	3
CITP 1010	Introduction to Computers	3
BUOT 1170	Office Accounting	3
Total		11-14
Second Semester		
CITP 1210	Networking Concepts	3
CITP 1301	Productivity Tools	3
CITP 1302	Introduction to Operating Systems	3
CITP 1310	Program Design and Development	3
CITP 2241	Networking II	3
Total		15
Third Semester		
CITP 1013	Internet and WAN	3
CITP 1322	Introduction to Windows Programming Using Microsoft Visual Basic	4
CITP 2242	Networking III	3
CITP 2243	Networking IV	3
CITP 2920	CITP Capstone Course	1
Total		14
Total Program Credit		41-43

CERTIFICATE IN CRIMINAL JUSTICE

Contact: Larry Johnson at (912) 279-5888

The Criminal Justice certificate program is designed to provide students with the necessary knowledge and skills for positions in local and state law enforcement organizations and corrections facilities. Students will obtain professional, academic, and occupational 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.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1600	Business Mathematics	3
BUOT 1140	Business English	3
CITP 1011 or 1010	Basic Computer Skills or Intro. to Computers	2-3
CRJU 1100	Introduction to Criminal Justice	3
CRJU 1630	Investigation & Presentation of Evidence	2
CRJU 1750	Incident & Report Writing	1
Total		14-17
Second Semester		
CRJU 1580	Fundamental Issues of Policing	3
CRJU 1650	Community Oriented Policing	3
CRJU 1560	Traffic Control and Accident Investigation	3
CRJU 2000	Introduction to Law Enforcement	3
CRJU 1020	Introduction to Corrections	3
Total		15
Third Semester		
CRJU 1540	Police Officer Survival	3
CRJU 2070	Introduction to Criminal Law	3
CRJU 2080	Introduction to Constitutional Law	3
CRJU 2150	Introduction to Criminology	3
CRJU 2160	Intro to Criminal Investigation	3
Total		15
Total Program Credit		44-47

CERTIFICATE IN CULINARY ARTS

Contact: Walter D. Wright at (912) 279-5930

Career opportunities in hospitality industry are many and varied, particularly in the Golden Isles. Positions are available in resorts, hotels and restaurants. The Culinary Arts certificate program is accredited by the American Culinary Federation (ACF) and is designed to provide students the educational opportunities to meet the learning objectives of the ACF, which certifies Chefs. The course work in the Culinary Arts certificate program includes but is not limited to theory and skill development in food preparation, hospitality management, purchasing and receiving, menu planning/design, food and beverage management, and sanitation. Successful completion of this program along with various work experiences in the culinary field will make the student eligible for ACF certification. The program emphasizes not only skills in Culinary Arts but in management as well.

The mission of the culinary program is to prepare students to perform effectively in the culinary specialty, with the ability to advance into a satisfying hospitality career. The program objectives are to:

1. Prepare students to competently perform in an entry-level position as a cook, pastry cook, or food service management trainee.
2. Provide knowledge and skills that will allow graduates to advance in the hospitality industry and recognize that learning is a lifelong process.
3. Ensure that students acquire the knowledge and are able to apply professional work ethics (attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect) in the professional work environment.
4. Expose students to many different aspects of the industry, including but not limited to internship, community and college events.
5. Provide skilled graduates with career opportunities to match the community employers' needs.
6. Provide students with the knowledge and self-confidence needed to pass various national certification exams.

A minimum grade of "C" or better in all Culinary and Hospitality courses is required for graduation.

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<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1600	Business Mathematics	3
CULN 1110	Culinary Cost Control	3
HOSP 1104 or 1106	Hospitality Law or Introduction to Hospitality	3
HOSP 1107	Food Service Sanitation	2
HOSP 1108	Hotel/Motel Management	3
Total		14-16
Second Semester		
CITP 1011	Basic Computer Skills	2
CULN 1107	Menu Planning and Design	3
CULN 1109	Purchasing and Receiving	3
HOSP 1109	Nutrition	3
Total		11
Third Semester		
CULN 1105	Basic Food Preparation	5
CULN 1106	Garde Manger	2
BUOT 1140	Business English	3
CULN 1108	Basic Baking	4
Total		14
Fourth Semester		
CULN 2108	Catering and Events Management	4
CULN 2111	Advanced Food Preparation & Dining Room Management	5
CULN 2901	Culinary Arts Internship	4-7
Total		13-16
Total Program Credit		52-57

CERTIFICATE IN INDUSTRIAL SYSTEMS TECHNOLOGY

Contact: Ralph Cerasi at (912) 279-5824

The Industrial Systems Technology program is designed to provide individuals with the foundation knowledge, basic skills, and attitude necessary for success in the industrial maintenance field. Graduates should possess sufficient general maintenance skills for entry-level employment and, with work experience and advanced training in specialized areas, progress to the maintenance mechanic level.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ATTP 1011*	Applied Technical Math	3
ATTP 1120	Industrial Safety	1
IDST 1140	Basic Electricity	3
IDST 1510	Reading Technical Diagrams	1
IST Elective	Restricted Elective (see below)	3
Total		13
Second Semester		
BUOT 1140*	Business English	3
IDST 1180	Applied Mechanics	3
IDST 1220	Hydraulics	3
IDST 1230	Motors and Generators	3
IST Elective	Restricted Elective (see below)	3
Total		15
Third Semester		
ATTP 1110	Basic TQM Concept	1
IDST 1190	Advanced Mechanics	3
IST Elective	Restricted Elective (see below)	3
Total		7
Total Program Credit		35

Area of Concentration Electives: ATTP 1041**, CADD 1011, CITP 1011, IDST 1321, IDST 1322, MACH 1012, PPTT 1001, WELD 1610.

* If Learning Support classes are required, they must be completed successfully prior to ATTP 1011 and BUOT 1140.

** Placement with a private sector employer; see Advisor for details.

CERTIFICATE IN MACHINIST GENERAL MACHINIST SPECIALIZATION

Contact: Michael King at (912) 279-5826

Interesting and profitable employment opportunities are available for those students who complete the Machinist program. Each year advancements in Machine Technology create new challenges and provide new opportunities for qualified individuals. Individualized classroom instruction and practical application of learned skills in the laboratory provide the student with the abilities related to many phases of the machinist field. Instruction includes basic applied mathematics, blueprint reading, and other units directly applicable to the machine tool industry.

The GENERAL MACHINIST SPECIALIZATION will prepare students for entry into machine and metal working occupations. Training includes classroom and laboratory work in basic machine tools, shop practices, job interpretations, set-up, and tool care.

Industry growth and its conversion to modern technology applications ensures a continued demand for qualified machinists and for operators of increasingly sophisticated production machines. Graduates can achieve substantial salaries commensurate with responsibilities of the job, location, and the individual's skills.

Class schedules may include both day and evening classes. Contact the Machinist Advisor or the Applied Technology and Business Division (912-279-5850) for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ATTP 1011	Applied Technical Math	3
ATTP 1120	Industrial Safety	1
MACH 1012	Machine Technology Theory and Practice I	4
MACH 1032	Blueprint Reading I	2
Total		12
Second Semester		
ATTP 1110	Basic TQM Concepts	1
MACH 1112	Machine Technology Theory and Practice II	4
MACH 1142	Trade Mathematics II	2
WELD 1610	Maintenance Welding	3
Machinist Elective	Restricted Elective (see below)	2-3
Total		12-13
Third Semester		
BUOT 1140	Business English	3
MACH 1022	Metallurgy I	2
MACH 1342	Trade Mathematics III	2
MACH 2222	Machine Technology Theory and Practice III	4
Machinist Elective	Restricted Elective (see below)	2-3
Total		13-14

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General Machinist Specialization, cont'd.

Fourth Semester

MACH 1312	Machine Tech. Theory and Practice IV	4
MACH 1322	Computer Numerical Control	3
Total		7
Total Program Credit		45

Area of Concentration Electives: ATTP 1041*, CADD 1011, CITP 1010, MACH 1122, MACH 1132, MACH 2222, MACH 2222A, MACH 2222B, MACH 2322, MACH 2322A, MACH 2322B.

*Placement with a private sector employer required.

**CERTIFICATE IN MACHINIST
PRODUCTION GRINDING MACHINIST SPECIALIZATION**

Contact: Michael King at (912) 279-5826

Interesting and profitable employment opportunities are available for those students who complete the Machinist program. Each year advancements in Machine Technology create new challenges and provide new opportunities for qualified individuals. Individualized classroom instruction and practical application of learned skills in the laboratory provide the student with the abilities related to many phases of the machinist field. Instruction includes basic applied mathematics, blueprint reading, and other units directly applicable to the machine tool industry.

The PRODUCTION GRINDING MACHINIST SPECIALIZATION will prepare students for entry-level careers or advanced skills for careers related to production grinding operations common to the manufacturing industry. Training includes classroom and laboratory experiences in theory and techniques of production grinding, including operating CNC equipment.

Industry growth and its conversion to modern technology applications ensures a continued demand for qualified machinists and for operators of increasingly sophisticated production machines. Graduates can achieve substantial salaries commensurate with responsibilities of the job, location, and the individual's skills.

Class schedules may include both day and evening classes. Contact the Machinist Advisor or the Applied Technology and Business Division (912-279-5850) for details.

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<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ATTP 1011	Applied Technical Math	3
ATTP 1120	Industrial Safety	1
MACH 1012	Machine Technology Theory and Practice I	4
MACH 1032	Blueprint Reading I	2
Total		12
Second Semester		
MACH 1142	Trade Mathematics II	2
MACH 2012	Specialized Machine Technology I	7
Machinist Elective	Restricted Elective (see below)	2-3
Total		11-12
Third Semester		
MACH 1342	Trade Mathematics III	2
MACH 2112	Specialized Machine Technology II	7
Machinist Elective	Restricted Elective (see below)	2-3
Total		12
Fourth Semester		
ATTP 1110	Basic TQM Concepts	1
BUOT 1140	Business English	3
MACH 1322	Computer Numerical Control	3
Machinist Elective	Restricted Elective (see below)	2-3
Total		10
Total Program Credit		45

Area of Concentration Electives: ATTP 1041*, CADD 1011, CITP 1010, MACH 1122, MACH 1132, MACH 2222, MACH 2222A, MACH 2222B, MACH 2322, MACH 2322A, MACH 2322B.

*Placement with a private sector employer required.

CERTIFICATE IN GENERAL MANAGEMENT

Contact: William Delaney at (912) 279-5894

The Management certificate program is designed to provide individuals with basic business skills and a foundation in management theory and practice. The knowledge obtained will prepare the student for an entry-level position in a business setting.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1140	Business English	3
BUOT 1600	Business Mathematics	3
MGMT 1105	Small Business Management	3
MGMT 1106	Principles of Marketing	3
PSYC 0100	Interpersonal Relations & Professional Development	3
Total		15-17
Second Semester		
BUOT 1170	Office Accounting	3
CITP 1011	Basic Computer Skills	2
Management Elective	Restricted Elective (see below)	5-6
MGMT 1107	Retail Management & Merchandising	3
MGMT 2105	Human Resources Management	3
PHED XXXX	Physical Education Activity Elective	2
Total		18-19
Total Program Credit		33-36

Area of Concentration Electives: BANF 1000, BANF 1130, BUOT 1150, BUOT 1160, BUOT 1110

CERTIFICATE IN HOSPITALITY MANAGEMENT

Contact: Walter Wright at (912) 279-5930

The Management certificate program is designed to provide individuals with basic business skills and a foundation in management theory and practice. The knowledge obtained will prepare the student for an entry-level position in a business setting.

A minimum grade of "C" or better in all Hospitality program courses is required for graduation.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1140	Business English	3
BUOT 1600	Business Mathematics	3
HOSP 1104	Hospitality Law	3
HOSP 1106	Introduction to Hospitality	3
PSYC 0100	Interpersonal Relationships	3
Total		15-17
Second Semester		
HOSP 1107	Food Service Sanitation	2
HOSP 1108	Hotel Motel Management	3
HOSP 1109	Nutrition	3
HOSP 2105	Practicum	3
Hospitality Elective	Restricted Elective (see below)	5
PHED XXXX	Physical Education Activity Elective	2
Total		18
Total Program Credit		33-35

Area of Concentration Electives: BUOT 1170, CITP 1011, MGMT 1105, MGMT 1106, MGMT 2105

CERTIFICATE IN PARAMEDIC TECHNOLOGY

Contact: Kay Hampton, (912) 279-5853

The Paramedic Technology certificate program is designed for those individuals who wish to work at an advanced level in the Emergency Medical Services system. This program is designed to provide individuals with knowledge, skills, and attitudes necessary to be successful in emergency medical services. Classroom instruction, laboratory experiences, and clinical experiences over five semesters prepare the student to enter the work force as a Paramedic.

The standard curriculum meets TCSG standards, Department of Transportation National Curriculum requirements, Georgia Standard Curriculum requirements from the Department of Human Resources and the National Registry testing requirements. The curriculum must be adhered to for the graduate to be eligible to sit for the registry exam. The courses are taught sequentially.

Applicants must hold current EMT certification to be considered for the program. Enrollment is limited and applicants will be accepted according to the following criteria: (1) date of completed application to the college, (2) COMPASS scores. Applicants who do not meet required COMPASS scores will be referred to the Learning Support Division for remediation. Remediation must be completed before a student may be considered for the Paramedic program. A grade of "C" or better is required for successful completion of each paramedic course and for continuation in the program. Criminal background checks and/or drug testing are required by individual agencies and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

Paramedic students must furnish their own transportation to the clinical areas to which they are assigned. Clinical experiences are conducted at local hospitals, out patient clinics and EMS providers. The official student uniform must be purchased by the student and worn in all clinical areas unless the student is otherwise directed. Students accepted into the Paramedic program are required to submit a current health record (physical exam). Evidence of student liability insurance must be submitted prior to the student entering a clinical setting and maintained throughout the program. A current TB test is required and the Hepatitis B immunization is strongly recommended.

Clinical criteria have been established by the faculty for the protection of clients. A student may be terminated from a course or the program prior to completion of the course or program if the student's clinical practice jeopardizes the safety of the client.

Readmission

Readmission is not guaranteed. A student may be readmitted only one time. Readmission is based upon space availability and the review and decision by a readmission committee. Students who have been terminated from the program are not eligible to be considered for readmission.

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<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
AHSK 2200	Anatomy and Physiology	4
EMST 2201	Introduction to Paramedic Profession	3
EMST 2202	Advanced Patient Assessment	3
EMST 2203	Applied Physiology and Pathophysiology	2
EMST 2204	Pharmacology	3
Total		15-17
Second Semester		
EMST 2210	Respiratory Functions and Management	4
EMST 2220	Cardiology I	4
EMST 2221	Cardiology II	4
EMST 2235	Medical Emergencies	4
MATH 0100	General Mathematics	3
Total		19
Third Semester		
EMST 2230	Advanced Trauma Care	4
EMST 2240	Maternal/Child Emergencies	5
ENGL 0100	Communication Skills	3
Total		12
Fourth Semester		
CITP 1011	Basic Computer Skills	2
EMST 2245	Special Patients and Circumstances	3
EMST 2250	Summation and Transition Into Practice	5
Total		10
Total Program Credit		56-58

CERTIFICATE IN PRACTICAL NURSING

Contact: Health Sciences Division Office at (912)279-5860

The Practical Nursing Program is a four semester, full-time program designed to educate individuals who desire to become Licensed Practical Nurses (LPNs). The curriculum prepares graduates to take the National Council Licensure Examination (NCLEX-PN) as required by the Georgia Board of Examiners. Upon successful completion of this examination, the graduate is licensed as a practical nurse (LPN). (Refer to the *Accreditation, Approvals & Membership* in the *General Information* section of this catalog). Licensed Practical Nurses are key members of the health care team working with physicians, RNs, physical therapists, dieticians and others. LPNs provide direct care to clients, including administration of medications and performance of procedures and treatments. Good work ethics are essential for a successful career in nursing. Work ethic traits (respect, character, attitude, appearance, attendance, team work, productivity, organization, communication, and cooperation) are incorporated throughout the program.

Program Information

- This program has limited enrollment
- The three semesters of the Practical Nursing program are sequential in nature and begin in the fall semester.
- Learning Support courses must be completed prior to taking core classes.
- All core courses (ENGL 0100, MATH 0100, PSYC 0100, CCGA 1101, CITP 1011, AHSK 1101, and AHSK 1106) must be successfully completed with a grade of “C” or better prior to being accepted for admission to the fall semester.
- Continuation in the program each semester requires a minimum grade of “C” or better in each course.
- Letter grades for AHSK, PNSG, and PNPT courses are computed as follows:
 A = 92-100 B = 83-91
 C = 75-82 D = 66-74
 F = 65 and below
- Transfer of credit from other colleges may be possible. The Practical Nursing (PN) faculty and/or the Registrar will evaluate each student’s previous course work on an individual basis.
- Advance placement may be possible. See the PN faculty for details.
- A student may be re-admitted to the PN program one time only. Readmission is not guaranteed and is contingent upon review by the faculty and space availability.
- Students who are out of the program for over 1 year must apply for admission and repeat all nursing and pharmacologic courses.
- Students applying for readmission will be required to meet admission, readmission, and curriculum requirements in effect at the time of readmission. Readmission applications are available from the program faculty.
- Students terminated from the PN program are not eligible for readmission. All courses in the curriculum must be completed within 3 years of entry into the first PN nursing courses of the practical nursing curriculum.
- Criminal background checks and/or drug testing are required by individual agencies and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

- Students must have an overall 2.0 cumulative grade point average to graduate.
- Anyone interested in the program must contact the Practical Nursing faculty at (912) 279-5858 or (912) 279-5860 for more information.

Admission Requirements

- Applicants must submit a completed College of Coastal Georgia application (with application fee), certificate of immunization, official high school transcript or GED scores and official college transcripts, if applicable. The student will be notified of acceptance by the college and if placement testing is required. For more information, contact the Admissions Office at (912) 279-5730 or 1-800-675-7253.
- Applicants must also submit a completed PN Program application. These may be obtained from the Practical Nursing faculty or the Division Health Sciences office (AH 109).
- Applicants must meet the college admission criteria for certificate programs as specified in the College of Coastal Georgia Catalog.
- Applicants must have a high school diploma or GED and must be 18 years of age or older prior to completion of the program.
- Applicants must be able to meet/perform the essential functions for practical nursing (see Disability Services Information, page 72). A student is expected to perform in a reasonably independent manner:
 - * **Observation:** A student must be able to observe a patient/client accurately. Examples of observation include listening to heart and breath sounds, hearing body sounds with a stethoscope, reading a (non)mercury thermometer, visualizing the appearance of a surgical wound, detecting the presence of a foul odor, and palpating an abdomen.
 - * **Communication:** A student must be able to communicate effectively with patients/clients and other members of the health care team. Students must be able to interact with patients/clients and other members of the health care team in order to obtain information, describe patient client situations, and perceive non-verbal communication.
 - * **Motor:** A student must have adequate motor functions to effectively work with nursing problems and issues and carry out related nursing care. The student must have the ability to lift 25 lbs. and stand and walk for 3-hour periods, without rest, several times daily. Examples of nursing care include ambulating and positioning patients, cardiopulmonary resuscitation, the administration of intravenous, intramuscular, subcutaneous, and oral medication, the application of pressure to stop bleeding, the opening of an obstructed airway, and the provision of patient/client daily hygiene care.
 - * **Behavioral:** Students must possess the emotional health required for total utilization of their intellectual abilities. Students need to be able to tolerate physically taxing workloads and to function effectively during stressful situations. They must be capable of adapting to ever-changing environments, of displaying flexibility, of appropriately interacting with others, and of learning to function in the case of uncertainty that is inherent in clinical situations involving patients/clients.

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- Learning Support courses (if required) must be successfully completed with a “C” or better prior to being considered as an applicant for the Practical Nursing program.
- Application deadline is **March 31**. Applications received after March 31 may be considered based on qualifications and space availability.
- All applicants must meet with the program faculty for advisement and program information.
- Applicants will be evaluated and accepted according to a point system based on the following:
 - * Completion of all core courses prior to the fall semester with a “C” or better (2.0).
 - * Grade point average in required courses.
 - * College placement exam scores (SAT/ACT and/or CPE/COMPASS). These scores will determine possible need for placement in learning support courses.
 - * Previous healthcare experience (CNA, unit secretary, phlebotomist, etc.).
 - * Points deducted for core course failures.
- Admission to the practical Nursing program is not guaranteed. Those students meeting pre-nursing requirements will be evaluated by program faculty and the most qualified will be selected.
- A letter will be sent to inform the applicant of acceptance into the program. This letter will include mandatory orientation information.
- Applicants who are not selected for admission into the program may elect to resubmit an application for the next entry date and will be considered with the next applicant pool.
- For questions regarding admission decisions, the student should contact the program director. If the issue is not resolved, the student may appeal in writing to the supervisor of the program director.

Additional Program Requirements

- Students selected for admission to the Practical Nursing program must submit the following current official documentation to the program director **AFTER** attending the program orientation session and **PRIOR TO** the first clinical experience:
 - * Current CPR certification (American Heart Association Healthcare Provider or American Red Cross CPR/AED for the Professional Rescuer.)
 - * Current physical and emotional health examination form completed by physician or nurse practitioner.
 - * Immunization record, including current Hepatitis B and a tuberculosis skin test (PPD).
 - * Professional liability insurance (purchased through the Business Office).
- If you have ever been arrested or convicted of a misdemeanor or felony, you will be required to submit a copy of your dispensation to the Georgia Board of Examiners for Practical Nursing before application can be made to take the NCLEX-PN certifying exam. The State Board has the authority to grant or deny a license. For more information, please contact the Practical Nursing Program Director at (912) 279-5858 or the Georgia Board of Practical Nursing at (478) 207-1620.
- Classes, laboratory, and clinical practice experiences in the Practical Nursing program require a commitment of approximately 20-30 hours per week; therefore, it may be difficult for a student to work, other than on weekends. Clinical rotations may

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vary in assignment and times and could include all three shifts, especially in the summer semester.

- Students must furnish their own transportation to the clinical site to which they are assigned.
- Clinical criteria have been established by the faculty for the protection of the clients. A student may be terminated from a course and/or from the program prior to completion if, in the judgment of the faculty, the student's clinical practice jeopardizes the safety of the client, other students, facility staff or instructors, or if the student is engaging in unprofessional behavior.
- Personal health insurance is strongly recommended.
- In addition to the regular college expenses of tuition, fees, and textbooks, there are considerable other expenses for Practical Nursing students:
 - * Uniforms - \$60.00-\$100.00 (approximately)
 - * Bandage scissors, white nursing shoes, name tags, watch with second hand
 - * Liability insurance - \$15.00 (approximately)
 - * Graduation pin - \$30.00-\$150.00 (approximately)
 - * NCLEX Exam and licensure - \$240.00
 - * All pre-licensure PN students will be required to participate in comprehensive testing while enrolled in the PN program of study. Additional fees per semester will be applicable.

Students interested in this program must contact the Practical Nursing faculty for admission information (912) 279-5860.

Note: A "C" or higher is required in ALL courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester(Core courses/pre-requisites)		
CCGA 1101	College Success Seminar (Institutional credit)	2
AHSK 1101	Body Structure & Function	5
AHSK 1106	Allied Health Care Terminology	1
CITP 1011	Basic Computer Skills	2
ENGL 0100	Communication Skills	3
MATH 0100	General Mathematics	3
PSYC 0100	Basic Psychology	3
Total		17-19
Second Semester		
AHSK 1102	Drug Forms, Usage, and Distribution	3
AHSK 1113	Basic Nutrition and Diet Therapy	1
PNPT 1112	Medical-Surgical Nursing I Practicum for the PN	3
PNSG 1111	Nursing Fundamentals for the Practical Nurse	6
PNSG 1112	Medical-Surgical Nursing I for the Practical Nurse	5
Total		18

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Practical Nursing, cont'd.

Third Semester

PNPT 1212	Medical Surgical Nursing II Practicum for the PN	7
PNSG 1212	Medical-Surgical Nursing II for the Practical Nurse	8
PNSG 1213	Mental Health and Psychiatric Nursing for the PN	2
PNSG 1214	Pediatrics for the Practical Nurse	2
Total		19

Fourth Semester

PNPT 1314	Maternal-Infant Nursing Practicum for the PN	1
PNPT 1328	Leadership and Specialty Nursing Practicum for the PN	3
PNSG 1314	Maternal-Infant Nursing for the Practical Nurse	4
PNSG 1328	Leadership and Specialty Nursing for the PN	4
Total		12
Total Program Credit		66-68

CERTIFICATE IN SURGICAL TECHNOLOGY

Contact: Joyce Tate, (912) 279-5866

The Surgical Technology program is a four semester, full-time program designed to educate those who desire to be surgical technologists (ST). Working with RNs, surgeons, and anesthesiologists, the ST assists with operations by preparing the client for surgery, preparing and maintaining a sterile field, assisting the surgeon and operating highly technical equipment, including, computers, lasers, and video equipment used during a surgical procedure. The curriculum prepares graduates to take the Association of Surgical Technology National Certifying Examination. Upon successful completion of this examination, the graduate is certified as a Surgical Technologist (Refer to the *Accreditation Approvals & Membership* in the *General Information* section of this catalog).

Good work ethics are essential for a successful career in Surgical Technology. Work ethic traits (respect, character, attitude, appearance, attendance, team work, productivity, organization, communication, and cooperation) are incorporated throughout the program.

An applicant must complete the College of Coastal Georgia application as well as the Surgical Technology program application (these may be obtained from the Division of Health Sciences Office or the Surgical Technology Program Director). Applicants for the ST program must be able to meet the Essential Functions as listed in the college's ADA plan and attached to the program application. Enrollment is limited and applicants will be evaluated and accepted according to the following criteria: 1) date of application, 2) college/vocational school courses completed, number of attempts, and grades in those courses, and 3) placement testing scores (SAT/ACT or CPE/COMPASS). Scores will determine placement, if needed, in learning support courses. Learning support courses must be completed prior to taking core classes. College and program application with all supporting information such as transcripts, testing, and immunizations must be submitted prior to the evaluation of the applicant's file. Application deadline is March 31. Late

applications will be considered on space availability and qualifications. Applicants will be evaluated and accepted according to a point system based on the following:

- Completion of all core courses prior to the fall semester with a “C” or better (2.0).
- Grade point average in required courses.
- College placement exam scores (SAT/ACT and/or CPE/COMPASS). These scores will determine possible need for placement in learning support courses.
- Previous healthcare experience (CNA, unit secretary, phlebotomist, etc.).

A letter will be sent to inform the applicant of acceptance into the program. This letter will include mandatory orientation information. For questions regarding admission decisions, the student should contact the program director. If the issue is not resolved, the student may appeal in writing to the supervisor of the program director.

The three semesters of Surgical Technology programming are sequential in nature and begin in the fall semester. All core courses (ENGL 0100, MATH 0100, CITP 1011, AHSK 1101, AHSK 1106, and PSYC 0100) must be successfully completed prior to the fall semester.

Continuation in the program requires a minimum grade of "C" in ENGL, PSYC, MATH, CITP, AHSK, and SURG courses. Letter grades for AHSK and SURG courses are computed as follows:

A = 92-100	B = 83-91
C = 75-82	D = 66-74
F = 65 and below	

Transfer of credit for courses from other colleges may be possible. The Surgical Technology faculty and/or the Registrar will evaluate each student's courses on an individual basis. Advanced placement may be possible. Credit for experiential learning is considered on an individual basis and the final decision is made by the ST program director.

Surgical Technology students must furnish their own transportation to the clinical sites. Students must wear uniforms with burgundy stripes and college name tag when going to the clinical sites unless otherwise directed by ST faculty. Students accepted into the Surgical Technology program are required to submit a current health record. Evidence of personal health insurance is highly recommended but not required, student professional liability insurance, and a current CPR card (for Health Care Providers) must be submitted prior to entering a clinical setting and maintained throughout the program. An annual TB test is required and Hepatitis B immunization is strongly recommended.

The primary clinical facility for the ST program is Southeast Georgia Health System, Brunswick Campus. Additional sites may be utilized to broaden the students' clinical experiences. Clinical criteria have been established by the faculty for the protection of the clients. A student may be terminated from a course and/or program prior to the completion if, in the judgment of the clinical faculty, the student's clinical practice jeopardizes the safety of the client, other students, facility staff or instructors, or if the student is engaging in unprofessional behavior. Criminal background checks are required by some clinical facilities and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

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The following requirements apply to any previously enrolled student who wishes to be readmitted to the Surgical Technology program:

- (1) A student may be readmitted to the Surgical Technology program one time only. Readmission is not guaranteed.
- (2) All surgical technology courses must be completed within 30 months of entry into the first surgical technology course.
- (3) The student applying for readmission will be required to meet admission and curriculum requirements in effect at the time of readmission.
- (4) Student may be required to attend lab and/or repeat clinical practicum previously taken.
- (5) Students who have been terminated from the program are ineligible for readmission.

Students interested in this program **must** contact the ST program director for admission information (912)279-5866 or 279-5860. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Note: Continuation in this program requires a minimum grade of "C" in ENGL, PSYC, MATH, CITP, and SURG courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
AHSK 1101	Body Structure & Function	5
AHSK 1106	Allied Health Care Terminology	1
CITP 1011	Basic Computer Skills	2
ENGL 0100	Communication Skills	3
MATH 0100	General Mathematics	3
PSYC 0100	Basic Psychology	3
Total		17-19
Second Semester		
SURG 1101	Introduction to Surgical Technology	6
SURG 1102	Principles of Surgical Technology	5
SURG 1105	Surgical Patient Care	2
SURG 1112	Introductory Surgical Practicum	3
Total		16
Third Semester		
SURG 1109	Surgical Procedures I	6
SURG 1113	Specialty Surgical Practicum	8
Total		14

Fourth Semester

SURG 1104	Surgical Procedures II	4
SURG 1114	Advanced Specialty Surgical Practicum	7
SURG 1124	Seminar in Surgical Technology	2
Total		13
Total Program Credit		60-62

CERTIFICATE IN WELDING

Contact: Barry Bray at (912) 279-5825

Welding is one of the most common and dependable methods of joining metal parts. Thousands of products ranging from missiles to household appliances are joined by welding, and the quality of the weld may vary according to the importance and function of the part. Structural metal used in the construction of bridges, buildings and storage tanks are usually joined by welding. Welding processes are also used to repair broken parts.

Employment opportunities in welding are available in the fabrication and building trades, shipyards, utility companies, chemical companies, paper mills, and small shops doing maintenance work. Almost every manufacturing or construction operation requires welding services.

Class schedules may include both day and evening classes. Contact the Welding instructor or the Applied Technology and Business Division for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCGA 1101	College Success Seminar (Institutional credit)	2
ATTP 1011*	Applied Technical Math	3
ATTP 1110	Basic TQM Concepts	1
WELD 1510A	Welding I (SMAW) Part A	3
WELD 1510B	Welding I (SMAW) Part B	3
Total		12
Second Semester		
WELD 1520A	Welding II (Advanced SMAW) Part A	3
WELD 1520B	Welding II (Advanced SMAW) Part B	3
WELD 1560	Cutting	2
ATTP 1120	Industrial Safety	1
BUOT 1140 *	Business English	3
Total		12
Third Semester		
WELD 1530	Welding III (GMAW & FCAW)	6
WELD 1540A	Welding IV (GTAW) Part A	3
Welding Elective	Restricted Elective (see below)	3
Total		12

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Welding, cont'd.

Fourth Semester

WELD 1540B	Welding IV (GTAW) Part B	3
WELD 1440	Blueprint Reading	2
Welding Elective	Restricted Elective (see below)	3
Total		8
Total Program Credit		44

* Note: If Learning Support classes are required, they must be completed successfully prior to ATTP 1011 and BUOT 1140.

Welding Electives: WELD 2050, WELD 1430, WELD 1550, WELD 1610, ATTP 1041 (Placement with a private sector employer required), CADD 1011, IDST 2010, MACH 1012.

Technical Certificate of Credit Programs

TECHNICAL CERTIFICATE OF CREDIT IN AIR CONDITIONING SYSTEMS MAINTENANCE

Contact: Lee Clark at (912) 510-3360

This program provides the basic training needed to enter the job market as an entry-level air conditioning technician. Subject matter includes the basics of both the electrical and mechanical sides of the air conditioning system. All courses in this program are a part of the Air Conditioning Technology certificate program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ACHT 1000	Refrigeration Fundamentals	3
ACHT 1010	Principles & Practices of Refrigeration	4
ACHT 1030	Electrical Fundamentals	4
ATTP 1120	Industrial Safety	1
Total		12

TECHNICAL CERTIFICATE OF CREDIT IN AUTOMOTIVE BODY REPAIR FUNDAMENTALS

Contact: Applied Technology and Business Division Office at (912) 279-5850

This program will provide educational opportunities that will enable individuals to obtain the necessary knowledge and skills required for job acquisition, retention, and advancement in automotive body repair. Students are exposed to situations that will assist them in developing skills and attitudes necessary to succeed in the auto body repair industry. This program's objectives are to provide students with principles and skills to include: safety; automotive components, equipment and hand tool identification; mechanical and electrical systems; body fiberglass, plastics, and rubber repair; trim accessories and glass; minor collision repair; sanding, priming, and paint preparation; and detailing.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1120	Industrial Safety	1
ACRP 1010	Automotive Components Identification	3
ACRP 1020	Equipment, Hand Tools Identification	1
ACRP 1040	Mechanical and Electrical Systems	2
ACRP 1050	Body Fiberglass, Plastics, and Rubber Repair	3
Total		10

Second Semester

ACRP 1070	Trim, Accessories, and Glass	2
ACRP 1100	Minor Collision Repair	2
ACRP 1300	Sanding, priming, and Paint Preparation	4
ACRP 1360	Detailing	2
Total		10

TECHNICAL CERTIFICATE OF CREDIT IN AUTOMOTIVE PRINCIPLES

Contact: Applied Technology and Business Division Office at (912) 279-5850

This program is designed to prepare students for entry-level technician positions in automotive service and repair. Students will obtain professional knowledge and develop the occupational skills required for employment, retention, and/or advancement. The program emphasizes a combination of fundamental theory and practical application. The courses in this program begin the preparation of students for Automotive Service Excellence (ASE) certifications.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
AUTO 1200	Introduction to Automotive Technology	3
AUTO 1220	Electrical and Electronic Systems	5
Any combination of the remaining AUTO courses totaling 8-10 credit hours.		8-10
Total		16-18

TECHNICAL CERTIFICATE OF CREDIT IN BANKING AND FINANCING FUNDAMENTALS

Contact: Applied Technology and Business Division Office at (912) 279-5850

This program will provide educational opportunities that will enable individuals to obtain the necessary knowledge and skills required for job acquisition, retention, and advancement in banking. Students are exposed to situations that will assist them in developing skills and attitudes necessary to succeed in the banking and finance fields.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BANF 1000	Introduction to Banking and Finance	3
BUOT 1170	Office Accounting	3
BUOT 1600	Business Mathematics	3
CITP 1011	Basic Computer Skills	2
MGMT 2106	Management and Supervision	3
Total		14
Second Semester		
BANF 1130	Money and Banking	3
Total		3
Total Program Credit		17

TECHNICAL CERTIFICATE OF CREDIT IN CERTIFIED CUSTOMER SERVICE SPECIALIST

Contact: Applied Technology and Business Division Office at (912) 279-5850

The Certified Customer Service Specialist technical certificate of credit program was developed by the Technical College System of Georgia, to respond to the needs of employers in the rapidly growing service industries. Business leaders in these industries have identified the need for a highly skilled customer service work force to effectively interact with customers. These employers have requested a program to be offered through Georgia's technical colleges with technical programs that will train participants in basic technical and interpersonal skills required to perform a wide variety of customer service jobs. The CCSS program is designed to accomplish this charge.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CCSS 1611	Service Industry Business Environment	1
CCSS 1622	Customer Contact Skills	4
CCSS 1633	Computer Skills for Customer Service	2
CCSS 1644	Business Skills for the CS Environment	2
CCSS 1655	Customer Service	1
Total		10

TECHNICAL CERTIFICATE OF CREDIT IN COMPUTER AIDED MANUFACTURING (CAM)

Contact: Michael King at (912) 279-5826

This program will provide educational opportunities that will enable individuals to obtain the necessary knowledge and skills required for job acquisition, retention, and advancement in computer aided manufacturing (CAM). Students are exposed to classroom and lab assignments that will assist them in developing skills and characteristics necessary to succeed in the CAM field. Program objectives are to provide the student with a general overview of the CAM industry, introduce the major components of basic CAM systems and applications, teach CAM capabilities and controls, and fundamental program preparation for CAM machining.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
MACH 1012	Machine Tech. Theory and Practice I	4
MACH 1032	Blueprint Reading I	2
Total		6
Second Semester		
MACH 2222	Computer Numerical Control	7
MACH 2322	Computer Aided Manufacturing	7
Total		14
Total Program Credit		20

TECHNICAL CERTIFICATE OF CREDIT IN COMPUTER NUMERICAL CONTROL (CNC) MACHINE TECHNOLOGY

Contact: Michael King at (912) 279-5826

This program is designed develop the skills of CNC machine operators, setup, and on-line programming personnel. Students may range from those with little shop experience to machinists with many years on-the-job. Individuals will learn the basics of CNC machines to become qualified operators, then develop skills of a setup person and programmer on a broad range of CNC controllers. The program includes the principles and applications of CNC equipment; both EIA (G and M code) and conversational programming techniques are covered. Successful completers of the technical certificate of credit can transfer to the regular certificate program without loss of credit.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
MACH 1322	Computer Numerical Control	3
MACH 2112	Specialized Machine Technology	7
ATTP 1011	Applied Technical Math	3
Total		13

TECHNICAL CERTIFICATE OF CREDIT IN COMPUTER TROUBLESHOOTING AND REPAIR

Contact: Lee Southard at (912) 279-5909

This program is designed to teach students computer troubleshooting, repair, and operating systems concepts. The material learned will prepare students for jobs in industry as help desk operators and enable students to take the A+ certification test.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CITP 1010	Introduction to Computers	3
Total		3
Second Semester		
CITP 1302	Introduction to Operating Systems	3
CITP 1110	Microcomputer Troubleshooting & Repair	3
CITP 1112	Help Desk Support Operations	3
Total		9
Total Program Credit		12

TECHNICAL CERTIFICATE OF CREDIT IN CULINARY ARTS

Contact: Walter D. Wright at (912) 279-5930

The technical certificate of credit in Culinary Arts is designed to serve apprentices in the American Culinary Federation (ACF) program but is open to other students. The courses include practice and experience in food preparation, including basic food preparation/introductory cooking, garde manger, menu planning and design, baking, food purchasing and receiving, and advanced food preparation. The courses are part of the required knowledge and competencies listed in the ACF's Operations Manual. All courses are transferable to the Culinary Arts certificate program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
CULN 1110	Culinary Cost Control	3
HOSP 1107	Food Service Sanitation	2
Total		5
Second Semester		
CULN 1105	Basic Food Preparation	5
CULN 1107	Menu Planning and Design	3
CULN 1109	Purchasing and Receiving	3
Total		11
Third Semester		
CULN 1108	Basic Baking	4
Total		4
Fourth Semester		
CULN 1106	Garde Manger	2
CULN 2111	Advanced Cooking and Dining Room Management	5
CULN 2900	Culinary Arts Internship	3
Total		10
Total Program Credit		30

TECHNICAL CERTIFICATE OF CREDIT IN ELECTRICAL MAINTENANCE LEVEL I

Contact: Ralph Cerasi at (912) 279-5824

The Technical Certificate of Credit program in Electrical Maintenance Level I is designed as an extension of the basic Industrial Systems Technology, IDST certificate program. The program permits graduates from the IDST program to specialize in a career option related to the common mechanic/technician job classifications in the manufacturing sector. It is recommended that enrollees complete the appropriate lower level courses before attempting courses in this specialized area. Contact the industrial systems technology faculty (912-279-5822) for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
IDST 2010	Applied Math for Mechanics	3
IDST 2020	DC Circuits	3
IDST 2040	Solid State I	3
Total		9
Second Semester		
IDST 2030	AC Circuits	3
IDST 2050	Solid State II	3
Total		6
Total Program Credit		15

TECHNICAL CERTIFICATE OF CREDIT IN ELECTRICAL MAINTENANCE LEVEL II

Contact: Ralph Cerasi at (912) 279-5824

The Technical Certificate of Credit program in Electrical Maintenance Level II is designed as an extension of the basic Industrial Systems Technology, IDST certificate program. The program permits students to specialize in a career option related to the common mechanic/technician job classifications in the manufacturing sector. It is recommended that enrollees complete the appropriate lower level courses before attempting courses in this specialized area. Contact your academic advisor for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
IDST 2070	Digital Applications	3
IDST 2080	Motor Control Applications	3
Total		6
Second Semester		
IDST 2060	Digital Basics I	3
IDST 2090	Logic Controllers	3
Total		6
Total Program Credit		12

TECHNICAL CERTIFICATE OF CREDIT IN EMERGENCY MEDICAL TECHNOLOGY PROGRAM

Contact: Kay Hampton, (912) 279-5853

The Emergency Medical Technology technical certificate of credit program is designed for those individuals who wish to enter initial employment in the Emergency Medical Services system. This program is designed to provide individuals with the foundation knowledge, basic skills, and attitudes necessary to enter the health care field of emergency medical services. Classroom instruction and laboratory experiences over two semesters prepare the student to begin work as an Emergency Medical Technician (EMT). The technical certificate of credit program provides a career ladder for the EMT to be eligible to apply for a Paramedic Technology program.

The standard curriculum meets TCSG standards, National EMT Curriculum requirements, Georgia Standard EMT Curriculum requirements (Department of Human Resources) and the National Registry of Emergency Medical Technicians (EMT-Intermediate) testing requirements. The curriculum must be adhered to for the graduate to be eligible to sit for the registry exam. The courses are taught in sequence, one each semester.

Enrollment is limited and applicants will be accepted according to the following criteria: (1) date of completed application to the college, (2) COMPASS testing scores. Applicants who do not meet required COMPASS scores will be referred to the Learning Support Division for remediation. Remediation must be either completed before a student begins EMT courses or during first semester in the program.

A "C" or better is required for successful completion of each course and continuation in the program. EMT students must furnish their own transportation to the clinical areas to which they are assigned. The official student uniform must be purchased by the student and worn in all clinical areas unless the student is otherwise directed. Students accepted into the EMT program are required to submit a current health record (physical exam). Evidence of current student liability insurance must be submitted prior to the student entering a clinical setting. Personal health insurance is strongly recommended. A TB test is required and the Hepatitis B immunization is strongly recommended. Criminal background checks and/or drug testing are required by individual agencies and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

Clinical criteria have been established by the faculty for the protection of clients. A student may be terminated from a course or the program prior to the completion of the course if the student's clinical practice jeopardizes the safety of the client.

Readmission

Readmission is not guaranteed. A student may only be readmitted only one time. Readmission is based upon space availability and the review and decision by a readmission committee. Students who have been terminated from the program are not eligible to be considered for readmission.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
EMST 1101	Emergency Medical Technology I	8
EMST 1102	Emergency Medical Technology II	7
Total		15
Second Semester		
EMST 1103	Emergency Medical Technology III	7
Total		7
Total Program Credit		22

TECHNICAL CERTIFICATE OF CREDIT IN GAS TUNGSTEN ARC WELDING

Contact: Barry Bray at (912) 279-5825

This program is designed to teach students basic educational components and entry-level Gas Tungsten Arc Welding skills. This technical certificate of credit is a subset of the regular college Welding certificate program, and course content is identical to courses in the certificate Welding program. Credits may be transferred to the Welding certificate program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1011	Applied Technical Math	3
WELD 1540	Welding IV (GTAW)	6
WELD 1560	Cutting	2
WELD 1440	Blueprint Reading	2
Total		13

TECHNICAL CERTIFICATE OF CREDIT IN GOLF COURSE MAINTENANCE

Contact: Applied Technology and Business Division Office at (912) 279-5850

This program will provide educational opportunities that will enable individuals to obtain the necessary knowledge and skills required for job acquisition, retention, and advancement in golf course maintenance. Students are exposed to situations that will assist them in developing skills and attitudes necessary to succeed in the golf course maintenance industry, to include care & operation of complex machinery and equipment, irrigation systems, pest control, turf management, and conversational Spanish.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BUOT 1600	Business Math	3
GOLF 1000	Horticulture Science	3
GOLF 1080	Pest Management	3
GOLF 1500	Small Gas Engine Repair and Maintenance	3
GOLF 1690	Horticulture Spanish	3
Total		15

TECHNICAL CERTIFICATE OF CREDIT IN HOTEL/MOTEL FUNDAMENTALS

Contact: Walter Wright at (912) 279-5930

The Hotel/Motel technical certificate of credit is designed to prepare individuals for entry level jobs in the hotel/motel industry. Students will take classes in sanitation, management, and hotel/motel management. Students are required to take an introduction to hospitality course, which should be taken first. The courses, with the exception of customer contact skills, are all transferable to the Hospitality Specialization in the Management certificate and the Management Associate Degree.

A minimum grade of “C” or better in all program courses is required for graduation.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
HOSP 1106	Introduction to Hospitality	3
HOSP 1107	Sanitation	2
HOSP 1108	Hotel/Motel Management	3
Total		8
Second Semester		
HOSP 1104	Hospitality Law	3
CCSS 1222	Customer Contact Skills	4
Total		7
Total Program Credit		15

TECHNICAL CERTIFICATE OF CREDIT IN INDUSTRIAL MAINTENANCE FUNDAMENTALS--MACHINERY/PIPEFITTER

Contact: Ralph Cerasi at (912) 279-5824

This technical certificate of credit program provides the student with beginning knowledge and skills to enter the job market in a variety of industrial settings. The specialties include Machinery/Pipe Fitter, Electrical, and Naval Apprentice. All students take foundation courses and then choose a specialization area for a job. If the student is already employed, the employer may assign the specialization area. The courses in this technical certificate of credit all transfer into a certificate program in Welding or Machinist or Industrial Systems Technology or Computer Aided Design and Drafting.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1011	Applied Technical Math	3
ATTP 1110	Basic TQM Concepts	1
ATTP 1120	Industrial Safety	1
CADD 1011	Engineering Design and Drafting	3
IDST 1510	Reading Technical Diagrams	3
MACH 1012	Machine Technology Theory & Practice I	4
Total		15
Second Semester		
BUOT 1140	Business English	3
IDST 2010	Applied Math for Mechanics	3
IDST 1180	Applied Mechanics	3
WELD 1430	Metallurgy	3
WELD 1140	Blueprint Reading	2
Total		14
Third Semester		
IDST 1220	Hydraulics	3
IDST 2140	Pumps and Piping Systems	2
Total		5

TECHNICAL CERTIFICATE OF CREDIT IN INDUSTRIAL MAINTENANCE FUNDAMENTALS--ELECTRICAL

Contact: Ralph Cerasi at (912) 279-5824

This technical certificate of credit program provides the student with beginning knowledge and skills to enter the job market in a variety of industrial settings. The specialties include Machinery/Pipe Fitter, Electrical, and Naval Apprentice. All students take foundation courses and then choose a specialization area for a job. If the student is already employed, the employer may assign the specialization area. The courses in this technical certificate of credit all transfer into a certificate program in Welding or Machinist or Industrial Systems Technology or Computer Aided Design and Drafting.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1011	Applied Technical Math	3
ATTP 1110	Basic TQM Concepts	1
ATTP 1120	Industrial Safety	1
CADD 1011	Engineering Design and Drafting	3
IDST 1510	Reading Technical Diagrams	3
IDST 1230	Motors and Generators	3
IDST 2020	DC Circuits	3
Total		17
Second Semester		
BUOT 1140	Business English	3
IDST 2010	Applied Math for Mechanics	3
IDST 2030	AC Circuits	3
WELD 1440	Blueprint Reading	2
Total		11

TECHNICAL CERTIFICATE OF CREDIT IN INDUSTRIAL MAINTENANCE FUNDAMENTALS--NAVAL APPRENTICE

Contact: Ralph Cerasi at (912) 279-5824

This technical certificate of credit program provides the student with beginning knowledge and skills to enter the job market in a variety of industrial settings. The specialties include Machinery/Pipe Fitter, Electrical, and Naval Apprentice. All students take foundation courses and then choose a specialization area for a job. If the student is already employed, the employer may assign the specialization area. The courses in this technical certificate of credit all transfer into a certificate program in Welding or Machinist or Industrial Systems Technology or Computer Aided Design and Drafting.

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<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1011	Applied Technical Math	3
ATTP 1110	Basic TQM Concepts	1
ATTP 1120	Industrial Safety	1
CADD 1011	Engineering Design and Drafting	3
IDST 1510	Reading Technical Diagrams	3
WELD 1440	Blueprint Reading	2
Total		13
Second Semester		
BUOT 1140	Business English	3
IDST 2010	Applied Math for Mechanics	3
IDST 2110	Rigging	2
WELD 1440	Blueprint Reading	2
WELD 1610	Maintenance Welding	3
Total		13

**TECHNICAL CERTIFICATE OF CREDIT IN
MANUFACTURING/MAINTENANCE LEVEL II**

Contact: Ralph Cerasi at (912) 279-5824

The Technical Certificate of Credit program in Manufacturing/ Maintenance Level II is designed as an extension of the basic Industrial Systems Technology , IDST certificate program. The program permits students to specialize in a career option related to the common mechanic/technician job classifications in the manufacturing sector. It is recommended that enrollees complete the appropriate certificate level courses before attempting courses in this specialized area. Contact your academic advisor for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
IDST 2010	Applied Math for Mechanics	3
IDST 2100	Advanced Mechanics II	3
IDST 2110	Tubing & Rigging	2
Total		8
Second Semester		
IDST 2120	Industrial Maintenance & Lubrication	2
IDST 2130	Hydraulics II	3
IDST 2140	Pumps & Piping Systems	2
Total		7
Total Program Credit		15

TECHNICAL CERTIFICATE OF CREDIT IN MANUFACTURING/MAINTENANCE LEVEL III

Contact: Ralph Cerasi at (912) 279-5824

The Technical Certificate of Credit program in Manufacturing/ Maintenance Level III is designed as an extension of the basic Industrial Systems Technology, IDST certificate program. The program permits graduates from the IDST and Manufacturing/Maintenance Level II programs to specialize in a career option related to the common mechanic/technician job classifications in the manufacturing sector. It is recommended that enrollees complete the appropriate certificate level courses before attempting courses in this specialized area. Contact your academic advisor for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
IDST 2150	Pumps & Piping Systems II	3
IDST 2160	Industrial Maintenance I	2
IDST 2190	Pneumatics	2
Total		7
Second Semester		
IDST 2170	Industrial Maintenance II	2
IDST 2180	Integrated Systems Maintenance	2
IDST 2200	Electrical/Mechanical Principles	2
Total		6
Total Program Credit		13

TECHNICAL CERTIFICATE OF CREDIT IN PATIENT CARE TECHNOLOGY

Contact: Julie Morrison at (912) 279-5867

The Patient Care Technician (PCT) program is designed to provide the education and training for an individual who will become a multi-skilled health care provider at a non-licensed level. Individuals who successfully complete the PCT program will have the knowledge and basic skills to provide direct patient care as well as perform higher-level clinical skills. This includes the ability to perform many procedures that include but are not limited to phlebotomy, EKGs, and wound care. The program also includes preparation to become a certified nursing assistant (CNA). Upon completion of the program the PCT will be prepared to work under the direction of a licensed health care professional in various health care settings.

Enrollment is limited and applicants will be accepted according to the following criteria: (1) date of application, (2) placement testing scores. Applicants who do not meet required COMPASS scores will be referred to the Learning Support Division for remediation. For further information, call the Division of Health Sciences at (912) 279-5860.

A "C" or better in each course is required for successful completion of this program. Letter grades for the PCT courses are computed as follows:

A = 92 - 100 B = 83 - 91
 C = 75 - 82 D = 66 - 74
 F = 64 and below

Patient Care Technician students must furnish their own transportation to the clinical areas to which they are assigned. The official student uniform and name tags must be purchased by the student and worn in all clinical areas unless the student is otherwise directed. Students accepted into the PCT program are required to submit a current health record, which includes a physical exam. Student liability insurance must be purchased at the CCG Business Office and submitted prior to the student entering a clinical setting. ATB test is required and the Hepatitis B immunization is strongly recommended. Personal health insurance is also highly recommended. Criminal background checks and/or drug testing are required by individual agencies and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

Clinical criteria have been established by the instructors for the protection of clients. A student may be terminated from a course prior to the completion of the course if the student's clinical practice jeopardizes the safety of the client.

Students will be required to pay the cost of the State Examination to receive Certified Nursing Assistant Certification. Additionally upon completion of the PCT program, the student must apply for graduation and pay the appropriate graduation fee to the CCG Business Office.

Successful completion of the PCT program at the College of Coastal Georgia with a grade of "B" or better may allow the student advanced placement in the College of Coastal Georgia Practical Nursing program, if the student desires to continue his/her education. To qualify for advanced placement, the graduate must have COMPASS scores acceptable for admission to the Practical Nursing Program or have completed required remediation.

Readmission

A student may be readmitted to the Patient Care Technician program one time only. Readmission is not guaranteed. The decision to readmit a student is based on the professional judgment of the faculty. The student applying for readmission will be required to meet admission and curriculum requirements in effect at the time of readmission. Students who have been terminated from the program are ineligible for readmission.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
AHSK 1000	Introduction to Anatomy & Physiology	2
AHSK 1106	Allied Health Care Terminology	1
CNAS 1000	Patient Care Fundamentals for the Hospital and Long Term Care	5
PCTN 1100	Basic Phlebotomy Techniques	2
PCTN 1200	Concepts and Skills for the Patient Care Technician	4
Total Program Credit		14

TECHNICAL CERTIFICATE OF CREDIT IN PROCESS CONTROL OPERATOR I

Contact: Ralph Cerasi at (912) 279-5824

This program was developed in cooperation with local industry to meet their training requirements for Process Control Operators. The program will provide educational opportunities for persons needing entry-level employment skills and will enable them to attain educational and practical applications so they may be considered for employment by industry. The program describes the safe operation of sensors, transducers, controllers, final control elements, and other devices used in process control. The principles and practices governing many kinds of devices used in the control of pressure are presented in detail. Course content also describes the proper use of analog and digital devices that measure and control force, weight, and motion.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1110	Basic TQM Concepts	1
BUOT 1140 *	Business English	3
CITP 1011	Basic Computer Skills	2
IDST 1311	Manufacturing Techniques	1
IDST 1510	Reading Technical Diagrams	1
PCOP 1300	Safety for Process Controllers	1
PCOP 1310	Introduction to Process Control	3
Total		12
Second Semester		
ATTP 1011 *	Applied Technical Math	3
PCOP 1320	Foundations of Measurement Operator	3
PCOP 1330	Force, Weight, & Motion Measurement	3
PPTT 1001	Introduction to Pulp and Paper Technology	3
Total		12
Third Semester		
PCOP 1410	PCOP I Capstone Course	2
PPTT 1022	Pulp and Paper Operations	3
Total		5
Total Program Credit		29

* Note: If Learning Support classes are required, they must be completed successfully prior to ATTP 1011 and BUOT 1140.

TECHNICAL CERTIFICATE OF CREDIT IN PROCESS CONTROL OPERATOR II

Contact: Ralph Cerasi at (912) 279-5824

This technical certificate of credit program continues the explanation and description of operator devices used in process control. It explains the principles and practices governing many kinds of devices used in the control of flow, level, and temperature measurement. In addition, it introduces the student to operator and devices used in low and high pressure boiler technology.

NOTE: Students must successfully complete Process Control Operator I or have the knowledge and skills attained in Process Control Operator I before entering Process Control Operator II. Some validation testing may be required. Contact your academic Advisor for details.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
PCOP 1350	Flow Measurement	3
PCOP 1340	Pressure Measurement	3
PCOP 1370	Temperature Measurement	3
PCOP 1380	Low Pressure Boiler Technology	3
Total		12
Second Semester		
PCOP 1360	Level Measurement	3
PCOP 1390	High Pressure Boiler Technology	3
PCOP 1400	Industrial Circuits for Process Controllers	3
Total		9
Total Program Credit		21

TECHNICAL CERTIFICATE OF CREDIT IN RESIDENTIAL WIRING TECHNICIAN

Contact: Ralph Cerasi at (912) 279-5824

This technical certificate of credit program is designed to provide students with a basic understanding of residential wiring. It concentrates on the skill areas required for entry-level employment, including fundamental electrical principles, troubleshooting procedures, and basic print reading and construction drawings. It also includes residential power and lighting circuit layout, and methods used to connect switches and receptacles. Single family/multi-family load calculations, and practices and procedures according to the National Electric Code are emphasized.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1011	Applied Technical Math	3
ATTP 1120	Industrial Safety	1
IDST 1140	Basic Electricity	3
ELEC 1060	Reading Construction Blueprints	3
Total		10
Second Semester		
ELEC 1200	Residential Wiring I	3
ELEC 1210	Residential Wiring II	3
Total		6
Total Program Credit		16

TECHNICAL CERTIFICATE OF CREDIT IN SHIELDED METAL ARC WELDING

Contact: Barry Bray at (912) 279-5825

This program is designed to teach students basic educational components and entry-level Shielded Metal Arc Welding skills. This technical certificate of credit is a subset of the regular college Welding Certificate program, and course content is identical to courses in the certificate Welding program. Credit may be transferred into the certificate program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
ATTP 1011	Applied Technical Math	3
WELD 1510	Welding I (SMAW)	6
WELD 1520A	Welding II (Advanced SMAW) Part A	3
Total		12

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Second Semester

WELD 1440	Blueprint Reading	2
WELD 1520B	Welding II (Advanced SMAW) Part B	3
WELD 1560	Cutting	2
Total		7
Total Program Credit		19

**TECHNICAL CERTIFICATE OF CREDIT IN
SMALL BUSINESS MANAGEMENT**

Contact: William Delaney at (912) 279-5894

Small businesses are a vital part of the Southeast Georgia region. This technical certificate of credit program provides education and training in the start up, operation, marketing, and management of small businesses. This program is ideal for those wanting to start their own business or those in small businesses who need additional information to ensure their business is successful. The courses in this program are all transferable into the Management certificate program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
BUOT 1140	Business English	3
BUOT 1150	Business Communications	3
BUOT 1170	Office Accounting	3
CITP 1011	Basic Computer Skills	2
MGMT 1105	Small Business Management	3
MGMT 1106	Principles of Marketing	3
Total Program Credit		17

TECHNICAL CERTIFICATE OF CREDIT IN SUPERVISION FUNDAMENTALS

Contact: William Delaney at (912) 279-5894

This program is designed to prepare individuals, who are in or desire to be in entry level supervisory positions, to be an effective supervisor. The program emphasizes a combination of fundamental theory and practical application in both supervisory and technical courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
MGMT 1101	Interpersonal Employee Relations	3
MGMT 1102	Leadership and Decision Making	3
MGMT 1103	Counseling and Disciplinary Actions	3
Electives	See below**	3-6
Total Program Credit		12-15

** One or two electives may be taken from existing technical certificate of credit or certificate programs (some restrictions apply). Contact your program advisor for details.

TECHNICAL CERTIFICATE OF CREDIT IN WELDING LEVEL II

Contact: Barry Bray at (912) 279-5825

The Welding Level II technical certificate of credit is designed as an extension of the basic Welding certificate program. This program permits graduates of the Welding certificate program, or persons with the skills of a certificate graduate, to further their knowledge and skills from entry-level to an advanced level.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
First Semester		
WELD 2510	Advanced Shielded Metal Arc Welding II	6
WELD 2530A	Advanced Gas Metal Arc Welding Part A	3
Total		9
Second Semester		
WELD 1530B	Advanced Gas Metal Arc Welding Part B	3
WELD 2540	Advanced Gas Tungsten Arc Welding	6
Total		9
Total Program Credit		18

Course Descriptions

COURSE DESCRIPTIONS

Courses with the designation ** are only offered if sufficient demand warrants. Course descriptions in this catalog must necessarily be brief. If a student desires additional information, each division chair will provide on request detailed information concerning the purpose, objectives, scope, requirements, and methods of evaluation for each course.

ACCOUNTING (ACCT)

ACCT 2101 Principles of Accounting I **Fall, Spring**
3 class hours **3 Credits**

An introduction to the principles and practices of accounting. Topics include the construction and interpretation of accounting statements and the theory of debits and credits as applied business transactions and records.

ACCT 2102 Principles of Accounting II **Fall, Spring**
3 class hours **3 Credits**

Prerequisite: ACCT 2101 with a "C" grade or better

A continuation of ACCT 2101, with emphasis on the detailed application of accounting principles to corporation accounting, cost accounting and accounting as a tool for business decisions.

ACCT 2110 Financial Accounting **Fall**
3 class hours **3 Credits**

Prerequisite: Office Accounting (BUOT 1170) or Principles of Accounting I (ACCT 2101) with a "C" grade or better.

Pre- or Corequisite: Business Mathematics (BUOT 1600)

This course gives students the skills necessary to record and process accounting information and to prepare accounting statements and reports. Topics include: review of the accounting cycle, special journals, ledgers, merchandising transactions, bank reconciliations, adjustments, the closing process, receivables and payables, inventory and plant assets.

ACCT 2115 Payroll Accounting **Fall**
3 class hours **3 Credits**

This course provides current practices in payroll accounting and tax reporting. Includes laws affecting payroll and computation of gross earnings and withholding taxes. Also includes computerized payroll systems.

ACCT 2120 Computerized Accounting **Fall**
3 Class Hours **3 Credits**

Prerequisite: ACCT 2110 with a "C" grade or better, BUOT 1170.

This course is designed to incorporate manual accounting knowledge and apply it to computerized accounting by balancing "real world" tasks with

hands-on computer activities. The course provides a practical method of processing basic accounting transactions, receivables and payables, general ledger, payroll, and inventory management.

ACCT 2130 Capstone Accounting Course

3 class hours

Fall

3 Credits

Pre-Requisite: Computerized Accounting (ACCT 2120) with a grade of "C" or better

This course places the student in a simulated work environment. Case studies and practice sets will be used. This course is the final preparation for work in the accounting environment.

AIR CONDITIONING & HEATING TECHNOLOGY (ACHT)

ACHT 1000 Refrigeration Fundamentals

2 Class Hours, 2 Laboratory Hours

3 Credits

This course 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.

ACHT 1010 Principles & Practices of Refrigeration

2 Class Hours, 4 Laboratory Hours

4 Credits

This course 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.

ACHT 1020 Refrigeration Systems Components

3 Class Hours, 4 Laboratory Hours

5 Credits

Prerequisite: ACHT 1010

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

ACHT 1030 Electrical Fundamentals

3 Class Hours, 2 Laboratory Hours

4 Credits

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

ACHT 1040 Electric Motors

1 Class Hour, 2 Laboratory Hours

2 Credits

Prerequisite: ACHT 1030

This course 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.

ACHT 1050 Electrical Components

1 Class Hour, 4 Laboratory Hours

3 Credits

Prerequisite: ACHT 1030, ACHT 1040

This course provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning environment. Topics include pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACHT 1060 Electric Control Systems & Installation

1 Class Hour, 4 Laboratory Hours

3 Credits

Prerequisite: ACHT 1050

This course provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACHT 1070 Air Conditioning Principles

5 Class Hours, 1 Laboratory Hour

6 Credits

Prerequisite: ACHT 1020, ACHT 1060, ATTP 1011

This course 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, psychrometrics, duct design, air filtration, and safety principles.

ACHT 1080 Air Conditioning Systems & Installation

1 Class Hour, 2 Laboratory Hours

2 Credits

Prerequisite: ACHT 1010

This course 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.

ACHT 1090 Troubleshooting Air Conditioning Systems

2 Class Hours, 6 Laboratory Hours

5 Credits

Prerequisite: ACHT 1080, BUOT 1140

This course 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.

ACHT 1100 Gas Heating Systems

1 Class Hour, 4 Laboratory Hours

3 Credits

Prerequisite: ACHT 1020, ACHT 1060, ATTP 1011

This course 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.

ACHT 1110 Heat Pumps & Related Systems

3 Class Hours, 4 Laboratory Hours

5 Credits

Prerequisite: ACHT 1110

This course 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.

AUTOMOTIVE COLLISION AND REPAIR PROGRAM (ACRP)

ACRP 1010 Automotive Components Identification

3 Class Hours

3 Credits

This course 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.

ACRP 1020 Equipment and Hand Tool Identification

1 Class Hour, 1 Laboratory Hour

1 Credit

This course introduces equipment and hand tools used in automotive collision repair. Topics include: safety procedures, hand tool identification, power hand tools identification, air supply systems, and hydraulic systems.

ACRP 1040 Mechanical and Electrical Systems

1 Class Hour, 2 Laboratory hours

2 Credits

This course 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, engine wiring, power accessories systems, and restraint systems.

ACRP 1050 Body Fiberglass, Plastic and Rubber Repair

1 Class Hour, 5 Laboratory Hours

3 Credits

This course 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 procedures, partial fiberglass header panel replacement procedure, plastics, identification, plastic and runner welding techniques and sheet molded compound repairs.

ACRP 1070 Trim, Accessories, and Glass

1 Class Hour, 2 Laboratory Hours

2 Credits

This course 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.

ACRP 1100 Minor Collision Repair

1 Class Hour, 3 Laboratory Hours

2 Credits

This course 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.

ACRP 1300 Sanding, Priming and Paint Preparation

2 Class Hours, 5 Laboratory Hours

4 Credits

This course 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.

ACRP 1360 Detailing

1 Class Hour, 2 Laboratory Hours

2 Credits

This course introduces the methods and techniques used in detailing a refinished automotive surface. Topics include: finish analysis, color sanding, polishes and glazes, cleaning vehicle, decals and stripes.

ALLIED HEALTH SKILLS (AHSK)

AHSK 1000 Introduction to Anatomy and Physiology

2 Class Hours

2 Credits

This course focuses on introducing the student to the basic normal structure and function of the human body. The course will provide the beginning level instruction on cells, tissues, and blood. It will also provide a basic overview of each body system's structure and function.

AHSK 1101 Body Structure and Function

5 class hours

Summer

5 Credits

Corequisites: ENGL 0100, PSYC 0100, MATH 0100, CITP 1011, AHSK 1106, and CCGA 1101 (PN Students)

The purpose of this course of instruction is to furnish the student with basic knowledge of the human body, its tissues, organs, structures, functions, and systems.

ANTHROPOLOGY (ANTH)

ANTH 1102 Introduction to Anthropology

3 class hours

3 Credits

Prerequisite: None

This is a survey of general anthropology, the comparative study of humankind as a whole, including its major sub-disciplines: Cultural anthropology, archaeology, linguistics, and physical anthropology.

ART (ARTS)

ARTS 1010 Drawing I

Fall

1 class hour, 4 studio hours

3 Credits

Prerequisite: None

Introduction to techniques, materials, and strategies of drawing including linear and atmospheric perspective, figure/ground, gesture, contour, and value--using ink, charcoal, and graphite.

ARTS 1011 Drawing II

Fall

1 class hour, 4 studio hours

3 Credits

Prerequisite: ARTS 1010

A continuation of Drawing I with emphasis on advanced visual problem solving including a practical survey of contemporary issues and practices in drawing.

ARTS 1020 Two-Dimensional Design

Fall

1 class hour, 4 studio hours

3 credits

Prerequisite: None

A project-based survey of the various elements and principles of two-dimensional design with a section on the main principles of color theory. The course includes an introduction to computer art and one project each using vector and raster desktop publishing programs.

ARTS 1030 Three-Dimensional Design

1 class hour, 4 studio hours

3 Credits

Prerequisite: None

A project-based survey of the materials, techniques, and strategies involved in three-dimensional design including additive and subtractive modeling, as well as casting and construction of various forms. The course includes an introduction to computer animation programs and one animation project.

ARTS 1100 Art Appreciation

Fall, Spring, Summer

3 class hours

3 Credits

Prerequisite: None

A survey of the history and significance of world visual arts for non-majors. This course includes a hands-on component of six small studio projects.

ARTS 2003 Art History I **Fall**
3 class hours **3 Credits**
Prerequisite: None

An overview of art history from pre-historic times to the Renaissance and a study of the influence of art of the past on that of today.

ARTS 2004 Art History II **Spring**
3 class hours **3 Credits**
Prerequisite: None

An overview of art history from the Renaissance to modern times and a study of the influence of art of the past on that of today.

ARTS 2020 Introduction to Painting **Spring**
1 class hour, 4 studio hours **3 Credits**
Prerequisites: None, ARTS 1010 and ARTS 1020 recommended

An introductory studio course in painting using acrylics. Topics include grisaille, glazing, underpainting, portraiture, still life, landscape, and abstraction.

ARTS 2030 Introduction to Ceramics **Spring**
1 class hour, 4 studio hours **3 Credits**
Prerequisite: None, ARTS 1030 recommended

An introductory studio course in ceramics using stoneware. Topics include coil building, slab construction, slip casting, throwing, firing, and glazing.

ASTRONOMY (ASTR)

ASTR 1010 Astronomy of the Solar system **Fall**
3 class hours, 3 laboratory hours **4 Credits**

Astronomical concepts, methods of observation, and a study of the solar system.

ASTR 1020 Stellar and Galactic Astronomy **Spring**
3 class hours, 3 laboratory hours **4 Credits**

Fundamental principles of stellar and galactic astronomy, stellar evolution, and cosmology.

APPLIED TECHNOLOGY (ATTP)

ATTP 1011 Applied Technical Math **3 Credits**
3 class hours

Applied Technical Math is specially designed for the student pursuing a certificate in the Applied Technology Department. The course covers basic mathematics knowledge and skills needed to solve mathematics-related problems in the student's chosen field of study. Mathematics problems are structured utilizing applications from the student's particular field of study.

ATTP 1041 Cooperative Training

1 class hour, 8 laboratory hours

3 Credits

Cooperative Training is designed for students to apply what they have learned in the classroom and laboratory to the real world of work and for them to gain valuable supplemental skills in an actual job related to their field of study. Specifics of the course content are designed in cooperation with a participating employer. The resulting CTA (Cooperative Training Agreement) describes in detail the responsibilities of the program, instructor, student, and employer. The student must attend one hour of class per week in addition to time spent on the job. Student participation in this course is at the discretion of the instructor, and enrollment is predicated on the availability of a participating employer in the field of study.

ATTP 1110 Basic TQM Concepts

1 class hour

1 Credit

Content covers topics related to modern concepts of the work environment and work culture. Utilizing classroom instruction alternating with practical experiences, the student will become knowledgeable in the area of Total Quality Management, including statistical process control, Team Skills, Just-In-Time Inventory, etc., as these practices relate to Deming's 14 points in Transformation of American Industry. Course will conclude with units devoted to development of interpersonal skills, interview techniques, and exercises in making application for a job.

ATTP 1120 Industrial Safety

1 class hour

1 Credit

Course includes general and specific content designed to hone the students' safety awareness in an industrial or manufacturing setting. Content will be based upon federal and state safety standards, and include examples of local manufacturing safety codes. Personal safety will be stressed.

AUTOMOTIVE (AUTO)

AUTO 1200 Introduction to Automotive Technology

2 class hours, 2 laboratory hours

3 Credits

This course introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety procedures, legal/ethical responsibilities, measurement, machining, hand tools, shop organization, and management and work flow systems.

AUTO 1220 Electrical and Electronic Systems

3 class hours, 4 laboratory hours

5 Credits

Prerequisite: AUTO 1200

This course 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; and accessories diagnosis and repair.

AUTO 1240 Battery, Starting, and Charging Systems

1 class hour, 4 laboratory hours

3 Credits

Prerequisites: AUTO 1200, AUTO 1220

This course 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, and charging system diagnosis and repair.

AUTO 1260 Engine Principles of Operation and Repair

2 class hours, 6 laboratory hours

5 Credits

Prerequisite: AUTO 1200

This course introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general diagnosis, removal and installation, cylinder heads and valve train diagnosis and repair, engine block assembly diagnosis and repair, and lubrication and cooling systems diagnosis and repair.

AUTO 1280 Fuel, Ignition, and Emissions Systems

3 Class Hours, 4 Laboratory Hours

5 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course 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; and engine related service.

AUTO 1300 Automotive Brake Systems

2 Class Hours, 2 Laboratory Hours

3 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course 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; and miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.

AUTO 1320 Suspension and Steering Systems

2 Class Hours, 2 Laboratory Hours

3 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course 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; and wheel and tire diagnosis and repair.

AUTO 1340 Drivelines

1 Class Hour, 4 Laboratory Hours

3 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course introduces the 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; and four-wheel drive/all-wheel drive component diagnosis and repair.

AUTO 1380 Manual Transmissions

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course introduces the 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 and transmission/transaxle diagnosis and repair.

AUTO 1400 Electronic Engine Control Systems

4 class hours, 2 laboratory hours

5 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course introduces the concept of electronic engine control. Topics include: computerized engine controls diagnosis and repair, intake air temperature controls, early fuel evaporation (intake manifold temperature) controls, and evaporative emissions controls.

AUTO 1420 Climate Control Systems

3 class hours, 2 laboratory hours

4 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course 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; and refrigerant recovery, recycling, and handling.

AUTO 1440 Introduction to Automatic Transmissions

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: AUTO 1200 or Permission of Instructor

This course introduces students to basic transmission/transaxle theory, inspection, and service procedures, focusing on minor in-car adjustments, replacement, and repair. Topics include: general transmission and transaxle diagnosis, transmission and transaxle maintenance and adjustment, and in-vehicle transmission and transaxle repair.

AUTO 2100 Automatic Transmission Repair **5 Credits**
3 class hours, 4 laboratory hours

Prerequisite: AUTO 1200 or Permission of Instructor

This course 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; and friction and reaction units.

AUTO 2200 Automotive Technology Internship **6 Credits**
12 laboratory hours

Prerequisite: AUTO 1200 or Permission of Instructor

This course 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.

BANKING AND FINANCE (BANF)

BANF 1000 Introduction to Banking and Finance **3 Credits**
3 class hours

This course introduces the student to the history, documents, and operational functions of the banking industry. Topics include history, documents, operations, specialized services, and electronic banking.

BANF 1130 Money and Banking **3 Credits**
3 class hours

This course emphasizes the relevance of monetary instruments, intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include history; evolution and types of financial institutions and how they operate; monetary instruments and flow; and central banking, operation, and policies.

BIOLOGY (BIOL)

BIOL 1107 Principles of Biology I **Fall, Spring**
3 class hours, 2 laboratory hours **4 Credits**

This is a general biology course which begins with the scientific method and the chemistry needed to understand basic biological principles. The course then covers the structure and function of cells, genetics, gene expression and regulation, and evolution.

BIOL 1108 Principles of Biology II **Fall, Spring**
3 class hours, 2 laboratory hours **4 Credits**
Prerequisite: BIOL 1107

This is the second course in a general biology sequence. This course begins with a review of the diversity in all the kingdoms. The second part of this course covers the functional anatomy and physiology of representative plants and animals. The third part of the course explores some basic behavior patterns and ecology.

BIOL 1110 Human Anatomy and Physiology I **Fall, Spring**
3 class hours, 2 laboratory hours **4 Credits**

This course is the first half of a two-semester course covering the structure and function of the human body. The emphasis is on chemistry, cells, tissues, bones, muscles, and the nervous system and cannot be taken if the student has a CPC deficiency in science.

BIOL 1111 Human Anatomy and Physiology II **Fall, Spring**
3 class hours, 2 laboratory hours **4 Credits**
Prerequisite: BIOL 1110

This course is the second half of a two-semester course covering the structure and function of the human body. Body systems included are cardiovascular, respiratory, digestive, urinary, reproductive and endocrine.

BIOL 1140 Plants and the Environment **Fall, Spring**
3 class hours, 2 laboratory hours **4 Credits**

A one-semester course for students in non-science areas of concentration. This course covers plant organization and growth, plant reproduction, diversity and ecology, and the impact of plants on society.

BIOL 2215 Microbiology **Fall, Spring**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: BIOL 1107 or BIOL 1110

This course is a survey of microorganisms with emphasis on bacteria and their relationships to man. This course covers microbial growth, metabolism, genetics, and classification. It is strongly recommended that the student have two years of high school biology, some high school chemistry or have taken BIOL 1107. Cannot be used in Area D.

BIOL 2220 Botany ******
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: BIOL 1107 or 8 semester hours of biology

A general survey of the plant kingdom with emphasis on biological processes, life histories, and phylogenetic relationships of plants. Laboratories will focus on plant form and function as well as classification and identification of local flora. Additional field trips may be required.

BIOL 2250 Marine Biology **
3 class hours, 3 laboratory hours **4 Credits**
Prerequisites: BIOL 1107 and 1108 or Permission of Instructor

This course is an introduction to the marine environment and includes a survey of the general marine habitats and the organisms that occupy those habitats. Field trips are an integral part of this course and most are required.

BIOL 2900 Field Studies in Biology **
Minimum of 30 hours of Field or Laboratory Work **1 to 3 Credits**
Prerequisites: BIOL 1108 and CHEM 1212 or Permission of Department

This course will apply to internships, and domestic or international field studies programs sponsored by other insititutions of higher education. Students must apply for this course in writing to the Natural Sciences and Mathematics Department head stating the name of the course or internship, who will be supervising, the sponsoring institution, the student's objectives for taking the course, where the field study or internship is being conducted and when the field trip or internship begins and ends.

BUSINESS AND OFFICE TECHNOLOGY (BUOT)

BUOT 1100 Professional Development
3 class hours **3 Credits**
Prerequisite: Permission of Advisor

This course is designed to introduce students to the attributes and techniques vital to projecting effective personal and professional images to the business world. Essential topics include: human relations and office interactions; professional image and attitude; interviewing skills and employment documents; and job search, acquisition, retention, and advancement skills and techniques. This course should be taken near the end of the student's course of study.

BUOT 1110 Keyboarding
4 laboratory hours **2 Credits**

An introductory course with emphasis on learning the alpha and numeric keyboard and developing skills in straight copy. Students must attain a minimum of 35 gwam (gross words per minute) with 2 errors or fewer to pass the class with a "C."

BUOT 1120 Document Production
2 class hours, 2 laboratory hours **3 Credits**
Prerequisite: BUOT 1300

The application of basic keyboarding skills and techniques to letter writing and other business communications. Continued development of speed and accuracy in keyboarding.

BUOT 1140 Business English

3 class hours

3 Credits

Emphasis is placed on written and oral communications, spelling, and vocabulary. Skill development includes the mechanics of writing, such as capitalization, punctuation, sentence construction, and paragraph structure and style.

BUOT 1150 Business Communications

3 class hours

3 Credits

Prerequisites: BUOT 1140 or ENGL 1101, CITP 1010

A continuation of BUOT 1140 with further emphasis on practical applications of communication skills, speaking, listening, writing, and reading. Stress is placed on written business communications, memos, news releases, and letters. Special emphasis is given to the job application letter and personal data sheet. Traits such as accuracy, organization, proofreading and correcting business correspondence are cultivated.

BUOT 1160 Office Procedures

3 class hours

3 Credits

Prerequisites: BUOT 1300 or 1120, BUOT 1140 or ENGL 1101, CITP 1010

Students are introduced to the role of the office professional in today's technology-intensive office place. Emphasis is placed on providing the students with a basic understanding of office protocol, time management, telephone techniques, and records management. Other topics include mail services and travel and meeting arrangements. Through the frequent use of case studies, the importance of teamwork is emphasized.

BUOT 1170 Office Accounting

3 class hours

3 Credits

Designed to stress basic record keeping skills, Office Accounting explores the purpose of vital office records. The accounting equation, the concept of debits and credits, and the basic financial statements are studied. Extensive practice with special journals and ledgers are also emphasized.

BUOT 1300 Word Processing

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: Minimum typing speed of 35 gwam. Students will be tested prior to registration for the class and/or the first day of class.

Students will become proficient in the use of word processing software. The course emphasizes an intensive use of the word processing software to create, organize, format, and manage business documents.

BUOT 1310 Advanced Word Processing

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: BUOT 1300

Students master increased skill levels in performing word processing operations. Experience is centered around the variety of software applications available for computer use. There is continued emphasis on editing and proofreading skills necessary for quality output of business documents.

BUOT 1320 Business Document Proofreading and Editing

3 class hours

3 Credits

Prerequisites: BUOT 1140, BUOT 1300

Emphasizes proper proofreading and editing as applied to business documents, including the use of correct grammar and proper sentence and paragraph construction. Topics include: applying proofreading techniques and proofreader marks with business documents; proper content, clarity, and conciseness in business documents; business document formatting; and proofreading at the computer.

BUOT 1321 Desktop Publishing

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: BUOT 1300 or BUOT 1120 or CITP 1010

Students will use microcomputer desktop publishing to create publications such as letterheads, resumes, fliers, brochures, reports, newsletters, and business cards. Topics include desktop publishing concepts, operation of Desktop Publishing software, electronic page layout, basic graphic design, and practical applications.

BUOT 1340 Presentation Applications

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: CITP 1010, BUOT 1300

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.

BUOT 1512 Business Transcription

2 class hours, 2 laboratory hours

3 Credits

Prerequisites: BUOT 1140 or ENGL 1101, BUOT 1300 or 1120, CITP 1010

Students will gain experience in machine transcription as found in a variety of business office settings. Transcription and formatting of standard business documents places a strong emphasis on word usage, proofreading, grammar, and punctuation. Other topics include proper maintenance and use of equipment and supplies, work area management, and speed and accuracy.

BUOT 1550 Medical Terminology

3 class hours

3 Credits

This course introduces the basic spelling and pronunciation of medical terms and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Also included in this course is terminology as it relates to the structure of the body. Topics include medical prefixes, roots, suffixes, word elements, spelling, pronunciation, definitions, and anatomical terms of the body and system.

BUOT 1555 Medical Coding

3 class hours

3 credits

Prerequisite: BUOT 1550

This course introduces students to the system and complexities of medical coding. Diagnostic and procedural codes required for physicians' reports, billing, and insurance claim forms are studied. Learners explore common coding requirements and problems encountered in the real world "health care environment."

BUOT 1560 Medical Transcription

2 class hours, 2 laboratory hours

3 Credits

Prerequisites: BUOT 1140 or ENGL 1101, BUOT 1300 or BUOT 1120, BUOT 1550, CITP 1010

This course provides experience in medical machine transcription working with the most frequently used medical reports. Topics include proper maintenance and usage of equipment and supplies, work area management, transcription techniques, proper formats, speed and accuracy, proofreading, grammar, spelling, and punctuation.

BUOT 1570 Medical Office Procedures

2 class hours, 2 laboratory hours

3 Credits

Prerequisites: BUOT 1300 or 1120, CITP 1010

This course emphasizes essential skills required for the medical office. Topics include: medical law and ethics, patient relations/human relations, medical records management, scheduling appointments, pegboard accounting, health insurance, and billing/collection.

BUOT 1600 Business Mathematics

3 class hours

3 Credits

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 both with & without electronic calculators.

BUOT 1800 Advanced Office Procedures

2 class hours, 2 laboratory hours

3 Credits

Prerequisites: BUOT 1160, BUOT 1300, BUOT 1150, CITP 1305

This course serves as a capstone course that provides students with the opportunity to apply skills acquired in other course work. Students apply the integrated features

of Microsoft Office software programs to simulated office projects. Other topics include written and oral communication, telecommunications, filing and records management, and the use and procurement of office equipment. An emphasis is also placed on professional office interactions. This course is to be completed during the student's last semester.

BUOT 1870 Advanced Medical Office Procedures

3 class hours

3 credits

Prerequisites: BUOT 1550, BUOT 1555, BUOT 1570, CITP 1010, BUOT 1300

The student will use computerized medical practice management software to administer the essential daily activities of a medical office as related to the maintenance of patient records and financial information. This course will serve as a capstone course to the Medical Office Specialist program.

BUOT 1900 Business Office Specialist Internship

6 laboratory hours

3 Credits

Prerequisite: A grade of "C" or better in all BUOT required, program-related courses and electives

This course is designed to provide the student with work experience in the occupational environment. Topics include applying classroom knowledge and skills, working cooperatively with co-workers and management, as well as listening and following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements. The Internship is to be completed during the student's last semester prior to graduation.

BUOT 1910 Medical Office Specialist Internship

6 laboratory hours

3 Credits

Prerequisite: A grade of "C" or better in all BUOT required, program-related courses and electives

This course provides the student with work experiences in an off-campus environment. Topics include applying classroom knowledge and skills, working cooperatively with co-workers and management and listening and following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements. The Internship is to be completed during the student's last semester prior to graduation.

BUSINESS ADMINISTRATION (BUSA)

BUSA 1105 Introduction to Business

3 class hours

3 Credits

A study of the principles and practices of business in a system of private enterprise. Examines the functions of finance, accounting, marketing and management in the operation of a business.

BUSA 2105 Communicating in the Business Environment

3 class hours

3 Credits

A course emphasizing both interpersonal and organizational communications; includes written and oral exercises appropriate to business practice.

BUSA 2106 The Environment of Business

3 class hours

3 Credits

An introduction to the legal, regulatory, political, social and cultural environment of private enterprise. Includes an overview of how demographic diversity affects business firms.

COMPUTER AIDED DESIGN AND DRAFTING (CADD)

CADD 1011 Engineering Design and Drafting

1 class hour, 4 laboratory hours

3 Credits

This is a beginning course for students who have had little or no previous experience in drafting and primarily for students who are majoring in Computer Aided Design and Drafting Technology. Skills are developed in the basic elementary forms of graphic representations using the computer and C.A.D.D. software.

CADD 1131 Engineering Design and Drafting Applications

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: CADD 1011 or Permission of Instructor

This course is a continuation of CADD 1011, Engineering Design and Drafting. Skills will be developed in areas of design/drafting which will include dimensioning, tolerancing, multiview drawing, basic sectioning, and drawing auxiliary, axonometric and oblique views. An introduction to the various career opportunities in specific fields of design and drafting, such as architecture and machine drafting will be surveyed. Work assignments will require the use of basic C.A.D.D. computer software.

CADD 1141 Mechanical Design and Drafting I

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: CADD 1011 or Permission of Instructor

This course is primarily designed for students who choose to pursue careers in mechanical design/drafting, mechanical engineering, or related fields of industrial manufacturing. The student will be exposed to various combinations of drafting methods used in industry including application of descriptive geometry to solve mechanical drafting problems. The vehicle for problem solving will be the computer and C.A.D.D. software.

CADD 1151 Architectural Design and Drafting I**1 class hour, 4 laboratory hours****3 Credits****Prerequisite: CADD 1011 or Permission of Instructor**

This course is primarily for students who plan to pursue careers in architecture and the building trades. Skills will be developed in basic architectural concepts and techniques needed to produce contract drawings. The student will develop C.A.D.D. skills necessary to produce basic drawings related to the construction industry in accordance with standards set forth by the A.I.A. (American Institute of Architects). The course will include a survey of competencies in basic architectural layout and residential and commercial construction. Basic drawing in detailing using C.A.D.D. will be included.

CADD 2121 Mechanical Design and Drafting II**1 class hour, 4 laboratory hours****3 Credits****Prerequisite: CADD 1011 or Permission of Instructor**

This course involves the comprehensive study of mechanical drafting concepts. Students will complete projects in specific areas of machine design and drafting including, but not limited to, assembly and detailed assembly drawings, jigs and fixture drawings, and welding drawings. Also included is an analysis of manufacturing processes. C.A.D.D. applications will be used.

CADD 2131 Architectural Design and Drafting II**1 class hour, 4 laboratory hours****3 Credits****Prerequisite: CADD 1011 or Permission of Instructor**

This course concentrates on methods used in architectural design. In addition to building-blueprint reading, layout and design, the student will study symbols used in heating, cooling, piping, and electrical systems. Project drawings will be individualized and specialized relative to the student's interest in the aforementioned areas of architectural and/or building engineering. C.A.D.D. applications will be used.

CADD 2211 C.A.D.D. Computer Aided Design and Drafting Fundamentals**1 class hour, 4 laboratory hours****3 Credits****Prerequisite: CADD 1011 or Permission of Instructor**

This course is designed for students to master intermediate skills and concepts of Computer Aided Design and Drafting as the major drafting medium. Students will use C.A.D.D. software to produce their drawings.

CADD 2221 C.A.D.D. (Computer Aided Design and Drafting) Applications**1 class hour, 4 laboratory hours****3 Credits****Prerequisite: CADD 1011 or Permission of Instructor**

This course focuses on advanced C.A.D.D. (Computer Aided Design and Drafting) as it applies to architectural and/or mechanical design and drafting. Students will develop advanced C.A.D.D. skills through independent projects using the C.A.D.D.

system to solve complex architectural and/or mechanical drafting problems graphically. This course is highly individualized in accordance with the student's area of interest.

CERTIFIED CUSTOMER SERVICE SPECIALIST (CCSS)

CCSS 1611 Service Industry Business Environment

1 class hour

1 Credit

Introduces students to the service industry. Topics include an introduction to the service industry business environment, an introduction to life-long learning, work ethics and positive behaviors required for exceptional customer service, an introduction to customer relations, working successfully on teams, and basic business principles.

CCSS 1622 Customer Contact Skills

4 class hours

4 Credits

Prerequisite: CCSS 1611

Provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multi-cultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

CCSS 1633 Computer Skills for Customer Service

2 class hours

2 Credits

Prerequisite: CCSS 1622

Provides students with the fundamentals of computer skills in a customer service environment. Topics include introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases, introduction to E-mail, and credit card processing.

CCSS 1644 Business Skills for the Customer Service Environment

2 class hours

2 Credits

Prerequisite: CCSS 1633

Provides students with the fundamentals of basic skills in the customer service environment. Topics include introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

CCSS 1655 Personal Effectiveness in Customer Service**1 class hour****1 Credit****Prerequisite:** CCSS 1644

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include personal wellness and stress management, positive image, and job interview skills.

COLLEGE SUCCESS SEMINAR (CCGA)**CCGA 1101 College Success Seminar****Fall, Spring, Summer****2 class hours****2 Credits**

This is a two-hour credit course designed to present the incoming student with strategies for developing personal, academic, and career-directed goals. The course helps students understand the purpose of higher education and introduces them to the available resources and programs of the college and encourages them to participate in such programs. CCGA 1101 emphasizes the management and improvement of reading, writing, and critical thinking skills. In addition, the course aids students in making career decisions and developing good interpersonal relationships with students and college faculty and staff. Although the primary intention is to equip students to succeed in college, CCGA 1101 encourages students to examine their personal goals and to develop skills that are necessary for success in college and beyond.

CHEMISTRY (CHEM)**CHEM 1100 Introductory Chemistry****Spring, Fall****3 class hours, 2 laboratory hours****4 Credits**

A one-semester course covering some basic concepts and applications of chemistry for non-science majors. Laboratory exercises supplement the lecture material.

CHEM 1151 Survey of Chemistry I********3 class hours, 3 laboratory hours****4 Credits**

First course in a two-semester sequence covering elementary principles of general, organic, and biochemistry for Allied Health and non-science majors. Topics to be covered include elements and compounds, chemical equations, organic nomenclature, and molecular structure. Laboratory exercises supplement the lecture material.

CHEM 1152 Survey of Chemistry II **
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: CHEM 1151

Second course in a two-semester sequence covering elementary principles of general, organic, and biochemistry for Allied Health and non-science majors. Laboratory exercises supplement the lecture material.

CHEM 1211 Principles of Chemistry I **Spring, Fall**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite/Corequisite: MATH 1111 or MATH 1113.

Note: Students who have any CPC requirements in mathematics or science should not take CHEM 1211.

First course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. Laboratory exercises supplement the lecture material.

CHEM 1212 Principles of Chemistry II **Spring**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: CHEM 1211

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors. Laboratory exercises supplement the lecture material.

CHEM 2211 Organic Chemistry I **Fall**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: CHEM 1212

This course introduces the student to the general principles of organic chemistry through problem solving and laboratory work. Major emphasis is given to the structure, bonding, properties, reactivity, and synthesis of hydrocarbons and alkyl halides. Other major topics include stereochemistry and spectroscopy.

CHEM 2212 Organic Chemistry II **Spring**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: CHEM 2211

This course is a continuation of Organic Chemistry I. Major emphasis is given to aromaticity and the structure, properties, synthesis, and reactivity of organic derivatives including alcohol, thiols, ethers, epoxides, aldehyde, ketones, carboxylic acids and its derivatives, amines, and phenols. A brief introduction to the biomolecules is also included.

COMPUTER INFORMATION TECHNOLOGY (CITP)**CITP 1010 Introduction to Computers****3 class hours****3 Credits**

An introduction to computers and information processing for students desiring to learn what a computer is, how a computer functions, how a computer is controlled and how a computer is applied to the solution of business and related problems in a modern society. Also included is an introduction to software applications.

CITP 1011 Basic Computer Skills**2 class hours****2 Credits**

This course is designed to provide an overview of information processing for students desiring to learn what a computer is, how a computer functions, how a computer is controlled, and how a computer is used to solve business and related problems in a modern society. Also included is an introduction to software applications using a variety of software packages and the use of the Internet, including WWW. This course is designed for the non computer information technology major and is not open to students with credit in CITP 1010, CSCI 1201 or CISM 2201.

CITP 1013 Introduction to the Internet and Wide Area Networks**3 class hours****3 Credits****Prerequisite: CITP 1010**

This course 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 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 servers.

CITP 1110 Microcomputer Troubleshooting and Maintenance**2 class hours, 2 laboratory hours****3 Credits****Prerequisite: CITP 1010 or Permission of Instructor**

This course provides a basic introduction to the fundamentals of installing and maintaining microcomputers. The topics included in the course are identifying components, safety, installing options and memory chips, installing external peripherals, troubleshooting techniques, preventive maintenance, and repairing minor system problems.

CITP 1112 Help Desk Operations**3 class hours****3 Credits****Prerequisite: CITP 1010**

This course presents a host of skills critical to the success of an integrated systems or end user support specialist. It includes evaluating software and hardware

problems, resolving computer security issues, developing disaster preparedness plans, writing request for proposals, networking non-computer hardware, integrating telephone systems, voice mail systems, reprographic systems, ergonomics and procedures for dealing with the customer.

CITP 1210 Networking Concepts

3 class hours

3 Credits

Prerequisite: CITP 1010

This course introduces the fundamental concepts involved in selecting and installing a local area network. Topics include introduction to LANs, network operating systems (NOS), data communications, and client-server concepts.

CITP 1301 Microcomputer Productivity Tools

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: CITP 1010 or equivalent experience

This course examines the nature of microcomputers and their application to business problems. Emphasis is placed on microcomputer applications used in a business environment. The applications discussed and illustrated will be word processing, databases, and spreadsheets.

CITP 1302 Introduction to Operating Systems

3 class hours

3 Credits

Prerequisite: CITP 1010

This course provides an overview of operating systems functions and commands that are necessary in a micro/mainframe computer working environment. Topics include multi-programming, multi-user systems, resource management, task/command control languages, and operating system utilization.

CITP 1304 Operating Systems (Linux/UNIX)

3 Class Hours

3 Credits

Prerequisite: CITP 1010

This course provides a basic introduction to the Linux/UNIX operating system. Topics include planning, installation, running, administration, and management of the Linux/UNIX operating system.

CITP 1305 Microcomputer Spreadsheets

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: CITP 1010

This course will provide students with hands-on experience with microcomputer spreadsheets. They will become functional with electronic spreadsheet applications in a business environment.

CITP 1310 Program Design and Development**3 class hours****3 Credits****Prerequisite: CITP 1010**

This is an introduction to computer program design and development with an emphasis on business problem identification. Topics include problem solving processes, fundamentals of structured design, program development building blocks, fundamentals of file and report structure, and business application structure.

**CITP 1322 Introduction to Windows Programming
 Using Microsoft Visual Basic****3 class hours, 2 laboratory hours****4 Credits****Prerequisite: CITP 1010**

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 design, conditional processing, file processing, and incorporating graphics.

**CITP 1323 Advanced Windows Programming
 Using Microsoft Visual Basic****3 class hours, 2 laboratory hours****4 Credits****Prerequisite: CITP 1322**

A continuation of Microsoft Windows event-driven programming. Advanced Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual Basic development environment. Topics include: advanced Windows applications, user interface design, advanced file processing, and advanced graphics.

CITP 1324 Scripting Language**3 class hours, 2 laboratory hours****4 Credits**

This course introduces a type of application-specific programming language called scripting language which is used to provide custom functionality to internet web pages. These languages are specialized for internet communication and use web browsers for their user interface. However, most modern web programming languages are powerful enough for general-purpose programming.

CITP 1710 Systems Analysis and Design**3 class hours****3 Credits****Prerequisite: CITP 1010**

Overview of the system development life cycle. Emphasis on current systems' documentation through the use of classical and structured tools and techniques. Discussion of information systems applications and of the transition from analysis to design.

CITP 1810 Introduction to Business Graphics

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: CITP 1010

This course will provide students with an introduction to a microcomputer-based productivity tool, business, and graphics. This course is designed to prepare students to meet the challenges of the modern business world. Students will be exposed to the concepts of business graphics and will also gain valuable hands-on experience through the lab exercises.

CITP 1811 Introduction to Business Graphics II

3 class hours

3 Credits

Prerequisite: CITP 1810

This course presents a host of skills using Macromedia Flash tools and methods for working in Flash. The student will build on this knowledge by using Flash to create animations that can be published on the Web or as stand-alone files. Topics include: view a Flash movie and modify the appearance of the Stage; draw, paint, and create custom colors and line styles using Flash tools; manipulate objects, experiment with shape interaction, and import artwork; build layers and use them to create effects, add text, and manipulate its behavior and appearance; create frame-by-frame, shape tweened, and motion tweened animation and publish a Flash movie.

CITP 1812 Introduction to Web Page Design

3 class hours

3 Credits

Prerequisites: CITP 1810, CITP 1811

This course provides the skills necessary to create web pages and basic web sites using HTML (Hypertext Markup Language) or a newer version of HTML and Macromedia Dreamweaver. The student will learn the fundamental code for creating web pages in conjunction with learning Dreamweaver or a similar product, a software tool that helps generate HTML code. You will also be introduced to FTP, site management, Cascading Style Sheets (CSS), and tables. Class projects will include building a four-to-six page web site including text, images, links, tables, and CSS.

CITP 2227 Microsoft Windows Client Operating System

3 class hours

3 Credits

Prerequisite: CITP 1010 or Instructor Approval

Provides a study of Windows client Operating System. Topics include installing, configuring and administering the Windows Client operating system.

CITP 2228 Microsoft Windows Server Operating System

3 class hours

3 Credits

Prerequisite: CITP 1010 or Instructor Approval

Provides a study of Windows Server Operating System. Topics include installing, configuring and administering the Windows Server operating system.

CITP 2229 Microsoft Windows Network Infrastructure
3 class hours **3 Credits**

Prerequisite: **CITP 1010 or Instructor Approval.**

Provides a study of Windows Network Infrastructure. Topics include installing, configuring and administering the Windows Network.

CITP 2230 Microsoft Windows Active Directory
3 class hours **3 Credits**

Prerequisite: **CITP 2227, CITP 2228 or Instructor Approval.**

Provides a study of Microsoft Windows Directory Services. Topics include implementing and administering the Windows Directory Services.

CITP 2241 Networking II
3 class hours **3 Credits**

Prerequisite: **CITP 1210**

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

CITP 2242 Networking III
3 class hours **3 Credits**

Prerequisite: **CITP 2241**

This course introduces LAN design, LAN switching and switch segmentation, advanced routing, and multiple protocols. Topics include: 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.

CITP 2243 Networking IV
3 class hours **3 Credits**

Prerequisite: **CITP 2242**

This course introduces WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include: wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay.

CITP 2410 Microcomputer DBMS
2 class hours, 2 laboratory hours **3 Credits**

Prerequisite: **CITP 1010**

An introduction to microcomputer database management systems. Concepts of how database records are stored and retrieved by use of menus and commands. Students will gain practical experience in the creation, maintenance, and use of database files.

CITP 2413 Database Management **3 Credits**
2 class hours, 2 laboratory hours

Prerequisite: CITP 1010 or Instructor Approval.

This course introduces the concepts needed to understand open source database management software. Concepts include understanding a relational database, how to develop and implement an enterprise level database that includes applications, transactional integrity, foreign keys, and support for large database sizes.

CITP 2911 AS/400 Facilities **3 Credits**
3 class hours

Prerequisite: CITP 1010

This course introduces the fundamental concepts needed to operate a mini computer. Topics include AS/400 Background, Object Based Architecture, Files, Source Entry Utility (SEU), Database Files, Query, Logical Files, Introduction to Control Language.

CITP 2914 Computer Information Technology Internship **3 Credits**
6 laboratory hours

Prerequisite: A grade of "C" or better in all CITP courses and permission of the program faculty.

The course is designed to provide the student with "real" work experience in a setting off campus. Topics include applying classroom knowledge and skills, working cooperatively with co-workers and management as well as listening and following directions. Students will be under the supervision of the Computer Information Technology faculty and persons designated to coordinate the experience in the employment setting.

CITP 2920 CITP Capstone Course **1 Credit**
1 Class Hour

The course will provide opportunities for the students to "put it all together" in simulated settings in their area of specialization. It will also present future innovations, educational and job opportunities in the computer industry. The course will only be taken in the last semester of the program and requires permission of the faculty.

CLINICAL LABORATORY TECHNOLOGY (CMLT)

CMLT 1100 Introduction to Clinical Laboratory Techniques **Fall**
4 class hours **4 Credits**

This course is designed for the beginning CLT student and provides basic didactic instruction in the major areas of clinical laboratory science and also includes laboratory safety, OSHA requirements related to bloodborne pathogens, professionalism, medical ethics, medical terminology, introductory laboratory calculations, and basic phlebotomy.

CMLT 1101 Introduction to Clinical Laboratory Techniques Lab Fall
4 laboratory hours 2 Credits

Prerequisite or Corequisite: CMLT 1100

Student practice in the performance of basic skills required in the various departments of a clinical laboratory.

CMLT 1104 Clinical Laboratory Mathematics and Statistics Fall or Spring
3 class hours 3 Credits

This course is designed to place emphasis on the mathematical concepts utilized in the clinical laboratory and to provide the student with math skills which provide mastery in laboratory calculations. This course also provides advanced instruction in quality control procedures, parallel testing, other statistical parameters, instrumentation comparisons, and cost analysis.

CMLT 1200 Intermediate Clinical Laboratory Techniques I Spring
4 class hours 4 Credits

This course provides didactic instruction in hematology, urinalysis, immunohematology and serology.

CMLT 1201 Intermediate Clinical Laboratory Techniques I, Lab Spring
4 laboratory hours 2 Credits

Prerequisite or Corequisite: CMLT 1200

Student practice in the performance of entry level skills in the areas of hematology, urinalysis, immunohematology and serology.

CMLT 1300 Intermediate Clinical Laboratory Techniques II Spring
4 class hours 4 Credits

Prerequisite or Corequisite: CMLT 1100 or CMLT 1200

This course provides didactic instruction in the areas of clinical chemistry, clinical microbiology, body fluid analysis, and immunodiagnosics.

CMLT 1301 Intermediate Clinical Laboratory Techniques II, Lab Spring
4 laboratory hours 2 Credits

Prerequisite or Corequisite: CMLT 1300

Student practice in the performance of entry level skills in clinical chemistry, clinical microbiology, body fluid analysis, and immunodiagnosics.

CMLT 1400 Advanced Clinical Laboratory Techniques Fall
4 class hours 4 Credits

Prerequisite or Corequisite: CMLT 1100 or CMLT 1200

Additional didactic instruction in hematology, clinical microbiology, clinical chemistry, and immunohematology to prepare students with the theoretical concepts of high complexity testing in today's clinical environment.

COMMUNICATION (COMM)

COMM 1100 Introduction to Communication **Fall, Spring, Summer**
2 class hours **2 Credits**

Prerequisite: None

This critical thinking-based course offers a broad approach to the elements of effective human communication. Students learn a variety of strategies that can be used to improve both professional and personal communication skills. Special emphasis is placed on interpersonal and intrapersonal communication, listening techniques, language use, nonverbal communication, cultural and gender diversity, and current communication technology. Students also gain experience in small group discussion and public speaking.

COMM 1110 Fundamentals of Speech Communication **3 Credits**
3 class hours

Prerequisite: ENGL 1101

This course presents the fundamentals of oral communication through public speaking and critical listening. Essential principles include research techniques, the reasoning process, creative speech analysis, organization, audience adaptation, supporting materials, ethical practices, and recognition of cultural diversity. Students will practice effective delivery of original speeches to a class audience.

COMM 2100 Survey of Mass Communication **Spring**
3 class hours **3 Credits**

Prerequisite: COMM 1100

This course provides an introductory overview of mass communication, including the evolution of modern communication techniques in print and electronic media (for example -- radio, television, film, newspapers, and Internet). Current controversies are examined, stressing strengths and weaknesses of various forms of media. Students will develop analytic tools that will enhance their ability to evaluate and make judgments concerning messages they receive, and they will become more discriminating and critical viewers, listeners, and readers. Additionally, the course will explore media in a broader context -- that is, in relation to economic, political, social, and cultural aspects and issues.

COMM 2200 Intercultural Communication **Spring**
3 class hours **3 Credits**

Prerequisite: COMM 1100

This course examines the process of communication among individuals from different cultures and subcultures. It focuses on the development of cultural awareness of self and others, knowledge, appreciation, skills development, and factors that facilitate or impede effective communication competence. Students study the effects of differing world views, value systems, language, nonverbal codes, and relational norms. Students also explore race, class, and gender to understand how

these cultural and social constructs shape our sense of identity, beliefs, actions, and relationships with each other. Students are offered ample opportunities for thinking critically about the intellectual and political issues in cross-cultural encounters.

CRIMINAL JUSTICE (CRJU)

CRJU 1020 Introduction to Corrections

3 class hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

This survey course provides an overview of the American correctional system and correctional practices. The course includes field trips to correctional institutions when logistically possible.

CRJU 1100 Introduction to Criminal Justice

3 class hours

3 Credits

This survey course examines the emergence of formal institutions established within the American experience to deal with criminal behavior. The philosophical and cultural origins of the criminal justice system and current trends in criminal justice are emphasized.

CRJU 1540 Police Officer Survival

3 Class Hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

This course examines the critical issues involved in the survival of a police officer. Emphasis is placed on conducting enforcement raids, managing hostage situations, controlling hazardous materials spills, search techniques, mechanics of arrest, and levels of force. Topics include: hazardous duty, public safety, and self-protection.

CRJU 1560 Police Traffic Control and Accident Investigation

3 Class Hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJU 1580 Fundamental Issues in Policing

3 Class Hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

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 operation. Topics include: occupational standards, health related hazards, and daily preparedness.

CRJU 1630 Investigation and Presentation of Evidence**1 Class Hour, 2 Laboratory Hours****2 Credits****Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor****Prerequisite: CRJU 2160**

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 homicide and suicide investigation.

CRJU 1650 Community-Oriented Policing**3 Class Hours****3 Credits****Prerequisite: CRJU 2000**

This course presents the fundamentals for the community-oriented policing philosophy. Topics include: comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors, and line personnel; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies.

CRJU 1750 Introduction to Incident and Report Writing**1 class hour****1 Credit****Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**

This course is designed to provide skills training in the critical area of report writing as it pertains to the front line security officer. In this course, students will learn why accurate reports are necessary, how to write basic reports, and how to communicate these reports. Students will be introduced to the Georgia Private and Security Detective and Security Agencies Act Rules and Regulations.

CRJU 2000 Introduction to Law Enforcement**3 class hours****3 Credits****Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**

A study of the organization and administration of local, state, and federal law enforcement agencies with emphasis on police departments. Includes an introduction to the history and philosophy of law enforcement.

CRJU 2070 Introduction to Criminal Law**3 class hours****3 Credits****Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**

This course offers a study of the source and development of criminal law, its application, interpretation, and enforcement, and an analysis of Supreme Court decisions to emphasize problems in due process.

CRJU 2080 Introduction to Constitutional Law

3 class hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

This course offers a survey level examination of the U.S. Constitution, the original Bill of Rights, and other ratified amendments. Emphasis is placed upon the Supreme Court decisions, which apply Constitutional standards to all elements of the Criminal Justice System, and impact daily life in the United States.

CRJU 2150 Introduction to Criminology

3 class hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

A survey of the scope and varieties of crime, the societal and psychological causes of crime, the criminal subculture and society's reaction, the behavior of criminals in penal and correctional institutions and the problems of rehabilitating the convicted criminal.

CRJU 2160 Introduction to Criminal Investigations

3 class hours

3 Credits

Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor

A survey provides an introduction to modern investigation methodologies used such as crime scene searches, the use of informants, and surveillance. Presentation of police cases in court will be used.

CRJU 2900 Criminal Justice Internship

1-6 class hours

1-6 Credits

Prerequisite: Completion of 15 hours of Criminal Justice courses or Permission of Instructor

This course is designed to allow the student to participate in conducting directed research in a specific area of criminal justice, or to gain practical experience with a criminal justice agency. Credits awarded are variable depending on the number of contact hours (approximately 30 contact hours per credit) and the scope of the project.

COMPUTER SCIENCE (CSCI)

CSCI 1201 Computer Concepts

2 class hours, 2 laboratory hours

3 Credits

A survey of computer information systems and equipment. The course introduces the student to hardware, software, data procedures, and human resources and examines their integration and application in the business setting. Students will experience the use of word processing, spreadsheet, and database management.

CSCI 1301 Computer Science I**3 class hours, 2 laboratory hours****4 Credits****Prerequisite: MATH 1111 or MATH 1113**

The course includes an overview of computers and programming, problem-solving and algorithm development, simple data types, arithmetic and logical operators, selection structure, repetition structure, text files, arrays (one and two dimensional), procedural abstraction and software design, modular programming (including subprograms or the equivalent) programs. The programming language for this course is C++ or an alternate modern computer language.

CSCI 1302 Computer Science II**3 class hours, 2 laboratory hours****4 Credits****Prerequisite: CSCI 1301**

This course is an extension of CSCI 1301. This course includes an overview of abstract data types (ADTs), arrays (multi-dimensional) and records, sets and strings, binary files, searching and sorting, introductory algorithm analysis (including Big-O), recursion, pointers and linked lists, software engineering concepts, dynamic data structures (stacks, queues, trees).

CULINARY ARTS (CULN)**CULN 1105 Basic Food Preparation****2 class hours, 6 laboratory hours****5 Credits****Prerequisite: HOSP 1107**

This course is designed to develop skills in knife, tool and equipment handling, and to apply principles of food preparation to produce a variety of food products. The course stresses the proper and safe operation of equipment, as well as the importance of sanitation.

CULN 1106 Garde Manger**1 class hour, 2 laboratory hours****2 Credits****Prerequisite: HOSP 1107**

This course is designed to develop skills in producing a variety of cold food products, including items appropriate for buffet presentations. Decorative pieces will also be addressed.

CULN 1107 Menu Planning and Design**3 class hours****3 Credits**

This course is designed to develop skills in menu planning and the development of menus for a variety of facilities and services.

CULN 1108 Basic Baking

2 class hours, 4 laboratory hours

4 Credits

Prerequisite: HOSP 1107, CULN 1110 or Permission of instructor

This course is designed to develop the fundamentals of baking science in the preparation of a variety of products. The use and care of baking equipment is stressed.

CULN 1109 Purchasing and Receiving

3 class hours

3 Credits

This course is designed to develop skills in the purchasing and receiving operations as they relate to food preparation. Students will learn and apply the quality standards and regulations that govern food products and will learn to receive and store food and non-food items properly.

CULN 1110 Culinary Cost Control

3 class hours

3 Credits

The purpose of this course is to provide an overview of cost control functions in the management of a “dining room” operation. It will provide hospitality (culinary) industry standards, terminology, flow and control of food and beverages through an operation. It will also include sales and marketing, labor costs and performance and other peripheral expenses that impact the culinary operation.

CULN 2108 Catering and Events Management

2 class hours, 4 laboratory hours

4 Credits

Prerequisites: CULN 1105, HOSP 1107 or Permission of instructor

This course is designed to add balance and relevance to the preparation for a culinary career. Catering is more than creating a great meal. In this course, the student will learn the business aspects of both on premise and off premise catering, including menu planning, customer service, marketing and profitability. Students will continue to apply sanitation and proper cooking skills in the labs and/or on site endeavors.

CULN 2111 Advanced Cooking and Dining Room Management

3 class hours, 6 laboratory hours

5 Credits

Prerequisites: CULN 1105, HOSP 1107

This course will provide the students with classroom and lab skills in dining room and event management, including preparation, serving, and cleanup. It will be combined with advanced preparation of a variety of foods to further develop the knowledge and skills in food preparation. Safe operation of equipment, sanitation and kitchen management will be included. The combination of preparing the food and serving the guests will provide the students with the knowledge and skills needed in restaurant or catering operations.

CULN 2900 Culinary Arts Internship**3 Credits****Prerequisites:** CULN 1108, CULN 1105, CULN 1106, CULN 2111, CULN 2108, HOSP 1107 or Permission of Instructor.

This course will provide the culinary students with needed “hands-on” exposure and experience in culinary settings. The students will be able to experience actual kitchen situations and will have the opportunity to have a chef grade and critique their abilities in all areas. Days and times of internship will vary. Students with extensive previous industry “hands-on” experience may be permitted to challenge this course for credit up to seven (7) hours upon the satisfactory completion of a written test and a mystery basket preparation. Permission of faculty is required.

CULN 2901 Culinary Arts Internship**4-7 Credit hours****Prerequisites:** CULN 1108, CULN 1105, CULN 1106, CULN 2111, CULN 2108, HOSP 1107 or Permission of Instructor.

This course will provide the culinary students with needed “hands-on” exposure and experience in a culinary setting. The student will be able to experience actual kitchen situations and will have the opportunity to have a chef grade and critique their abilities in all areas. Days and times of internship will vary. Students with extensive previous industry “hands-on” experience may be permitted to challenge this course for credit up to seven (7) hours upon the satisfactory completion of a written test and a mystery basket preparation. Permission of faculty is required.

ECONOMICS (ECON)**ECON 2105 Principles of Macroeconomics****Fall, Spring, Summer****3 class hours****3 Credits****Prerequisite:** None

An introduction to macroeconomics, the study of how an economy as a whole functions. Students will learn about factors which affect aggregate production, employment and the general price level. Students will also study the Federal Reserve System and the role of the federal government in the economy.

ECON 2106 Principles of Microeconomics**Fall, Spring, Summer****3 class hours****3 Credits****Prerequisite:** None

Microeconomics is the study of economic factors that affect the choices people make. Students will study the economic approach to value, the function of prices, how markets work, competition, and market structures.

ELEC 1200 Residential Wiring I**2 class hours, 2 laboratory hours****3 Credits**

This course introduces students to residential wiring practices and procedures in accordance with the National Electric Code. Topics include residential power and lighting circuit layout, use of power tools, conductor sizing, and various methods used to connect switches and receptacles.

ELEC 1210 Residential Wiring II**2 class hours, 2 laboratory hours****3 Credits**

This course provides the student with additional instruction on wiring practices and procedures in residential construction. Topics include residential single-family load calculations, residential multi-family load calculations, security systems, HVAC, GFCIs, AFCIs, and service-entrance equipment.

EMERGENCY MEDICAL SERVICES (EMST)**EMST 1101 Emergency Medical Technology I****7 class hours, 2 laboratory hours****8 Credits****Prerequisite: Acceptance into EMT Program**

This course is designed to introduce the student to Emergency Medical Services, the role of the emergency medical technician and the legal implications of the role. It provides the student with beginning skills for equipment and emergency vehicle (including radio communications) operation. The course describes the protective action to be taken by the EMT when exposed to hazardous materials, blood/airborne pathogens, or other infectious diseases. The course also introduces the student to medical terminology, anatomy/physiology, patient assessment and the written documentation responsibilities of the EMT. In addition, it provides the student with Basic Life Support, Airway/Oxygen Skills and the use of an Automatic External Defibrillator.

EMST 1102 Emergency Medical Technology II**6 class hours, 2 laboratory hours****7 Credits****Prerequisite: EMST 1101**

This is the second course in the EMT program. The course introduces the student to traumatic injuries, including shock, bleeding, bandaging, the use of MAST as an invasive procedure, and the appropriate action for the EMT. It also covers the treatment of soft-tissue, abdominal, musculoskeletal, and head/neck/chest/spine traumatic injuries. Environment emergencies and disaster/triage will be taught. Intravenous therapy, handling of clients with cervical spine injuries and client lifting and moving will be covered. Pharmacology (drugs, interactions, reactions) will be introduced. The laboratory component of this course includes all accompanying skills to support the theoretical material presented in the classroom including handling and moving of clients using transport vehicles.

EMST 1103 Emergency Medical Technology III

4 class hours, 6 laboratory hours

7 Credits

Prerequisite: **EMST 1102**

This is the third and final course in the EMT program. The course includes triage and initial treatment of behavioral emergencies, medical emergencies, diabetic emergencies and pediatric emergencies (including intraosseous infusions). Care of the OB/GYN client, including childbirth is taught. Extrication of clients from vehicles including patient handling is covered. The course provides the laboratory and clinical mechanism for synthesis of the previously learned material to appropriate decision making and problem solving in the actual work setting. In addition to the laboratory setting, the student will be in the clinical setting (EMS rotations, Hospital ER rotations) during this course.

EMST 2201 Introduction to the Paramedic Profession

2 class hours, 2 laboratory hours

3 Credits

Corequisites: **AHSK 2200, EMST 2202, EMST 2203**

This course introduces the student to the paramedic profession. Discussion of the paramedic profession centers on roles/responsibilities that extend beyond those of the EMT. Topics include the EMS system, safety & well-being of the paramedic, ethical/legal issues, ambulance and rescue operations, hazardous materials incidents, crime scene awareness and communication.

EMST 2202 Advanced Patient Assessment

2 class hours, 2 laboratory hours

3 Credits

Corequisites: **AHSK 2200, EMST 2201, EMST 2203**

This course builds on the fundamental patient assessment learned in the EMT program. It provides a more detailed, systematic method of assessment, including history taking and physical examination of the pre-hospital patient. It also includes therapeutic communication, documentation and clinical decision-making.

EMST 2203 Applied Physiology and Pathophysiology

2 class hours

2 Credits

Corequisite: **AHSK 2200, EMST 2201, EMST 2202**

This course introduces the concepts of pathophysiology as it correlates to disease processes. It emphasizes the pathophysiology of cardiovascular and respiratory events as well as shock and hypoxia. It includes the effects of trauma and/or disease on the cell, along with acid-base and fluid and electrolyte balances. The body's self-defense mechanisms and the relationship of stress and disease are also addressed.

EMST 2204 Pharmacology

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: **AHSK 2200, EMST 2201, EMST 2202, EMST 2203.**

Corequisite: **EMST 2210, MATH 0100**

This course provides a study of the principles and procedures necessary for the knowledge and skills to administer medications in emergency, pre-hospital care

situations. Topics included are a review of terminology and abbreviations, drug classifications, drug laws/regulations, and drug safety and standards. It covers dosage calculation, drug preparation, routes and methods of administration with emphasis on injectables (IV, IM, SQ).

EMST 2210 Respiratory Functions and Management

3 class hours, 3 laboratory hours

4 Credits

Prerequisite: AHSK 2200, EMST 2201, EMST 2202, EMST 2203.

Corequisite: EMST 2204, MATH 0100

This course provides an in-depth study of the foundations of respiration and the assessment and management of respiratory pathophysiology and distress. Topics include a review of anatomy and physiology of the respiratory system, respiratory assessment, airway and ventilation management. Emphasis is placed on pulmonary emergencies and diseases, including foreign body obstruction, respiratory compromise, chronic obstructive pulmonary disease, pneumothorax, pulmonary edema, neoplasms of the lungs, embolisms, respiratory infections and arrest. It also includes airway support systems.

EMST 2220 Cardiology I

3 class hours, 3 laboratory hours

4 Credits

Prerequisite: EMST 2204, EMST 2210, MATH 0100.

Corequisite: EMST 2221, EMST 2235

This course emphasizes the study of the cardiovascular system. It explores cardiovascular anatomy and physiology and pathophysiology, principles of electrophysiology, epidemiology, cardiovascular assessment, including detailed history and physical examination, principles of electrocardiology, including the 12 lead EKG, rhythm/dysrhythmia recognition, analysis and monitoring.

EMST 2221 Cardiology II

3 class hours, 3 laboratory hours

4 Credits

Prerequisite: EMST 2204, EMST 2210, MATH 0100.

Corequisite: EMST 2235, EMST 2220

This course expounds on the objectives of Cardiology I, emphasizing advanced assessment and management of cardiovascular emergencies including myocardial infarction, heart failure, and other vascular emergencies, emergency resuscitative treatment (cardiac arrest resuscitation, electrical and pharmacological therapeutic interventions including ACLS).

EMST 2230 Advanced Trauma Care

3 class hours, 4 laboratory hours

4 Credits

Prerequisite: EMST 2220, EMST 2221, EMST 2235.

Corequisite: EMST 2240, ENGL 0100

This course builds on the EMT's knowledge of a systematic approach to trauma management. It addresses the EMS trauma system and the physics of motion and energy on injuries. Hemorrhage, burns and shock will be emphasized, as well as soft

tissue, head/facial, spinal, thoracic, abdominal and musculoskeletal trauma. Activities will include trauma decision making, BTLS and PHTLS.

EMST 2235 Medical Emergencies

3 class hours, 4 laboratory hours

4 Credits

Prerequisite: EMST 2204, EMST 2210, MATH 0100.

Corequisite: EMST 2221, EMST 2220

This course provides an in-depth study of the assessment and management of the pre-hospital patient with injuries/diseases of the nervous, endocrine, GI, renal/urology, hematologic and immune systems. Emphasis is also placed on the assessment and management of allergies/anaphylaxis; toxicology, including poisons; environmental emergencies, including hypo/hyperthermia; and communicable/infectious diseases, including public health principles and public health agencies.

EMST 2240 Maternal/Child Emergencies

3 class hours, 5 laboratory hours

5 Credits

Prerequisite: EMST 2220, EMST 2221, EMST 2235.

Corequisite: EMST 2230, ENGL 0100

This course focuses on gynecological, obstetrical, pediatric, and neonatal emergencies. It introduces the student to the unique relationships between mother and child. Topics include a review of the female anatomy and physiology, assessment and management of gynecological emergencies, normal pregnancies and birth process and complications of pregnancy and delivery. The assessment and management of the neonate/newborn, including premature infants in the pre-hospital environment is stressed. Normal growth, development and assessment of the pediatric patient as well as the EMS role in prevention of pediatric illness/injury is addressed. Assessment and care of pediatric respiratory and cardiovascular emergencies will be emphasized. Sudden Infant Death Syndrome, child abuse/neglect, pediatric trauma, children with special needs and transport of children is also covered.

EMST 2245 Special Patients & Circumstances

2 class hours, 3 laboratory hours

3 Credits

Prerequisite: EMST 2230, EMST 2240, ENGL 0100.

Corequisite: EMST 2250, CITP 1011

This course provides an overview of special patient populations and their unique needs and requirements in emergency situations. It provides an introduction to growth and development throughout the life span. Topics include: geriatrics, disabilities, hospice, abuse/assault, behavioral/psychiatric disorders and chronically ill clients with emergency situations.

EMST 2250 Summation & Transition Into Practice**2 class hours, 9 laboratory hours****5 Credits****Prerequisite:** EMST 2230, EMST 2240, ENGL 0100.**Corequisite:** EMST 2245, CITP 1011

This course provides the student with opportunities to synthesize the knowledge and skills learned previously in the program. The students work in groups where they demonstrate the ability to assess, treat, and manage simulated trauma, medical, maternity, and/or behavioral patients by role playing and/or case study scenarios. Emphasis is placed on EMS leadership along with comprehensive cognitive knowledge and psychomotor skills required of a paramedic providing care in the pre-hospital environment. The student acts as team leader in the advanced life support EMS environment.

ENGLISH (ENGL)**ENGL 0096 Reading and Writing for Technical Students**********4 class hours****4 Credits****Prerequisite:** None

This course is designed for students who are seeking enrollment in one-year technical certificate programs but who require supplemental work in reading and writing. Course instruction will include strategies necessary to comprehend technical readings, review of grammar, punctuation, and the writing process, as well as practice in composing and revising typical technical texts. Course available only to students pursuing a (TCSG) certificate program. Institutional credit only.

ENGL 0098 The Fundamentals of English**Fall, Spring, Summer****4 class hours****4 Credits****Prerequisite:** None

This introductory course offers a survey of grammar, usage, mechanics, and spelling. The course is designed to improve the student's knowledge of standard English and to sharpen the student's sentence and paragraph writing skills. Entry into ENGL 0098 is either by choice or placement. Learning support, institutional credit only.

ENGL 0099 Introduction to Composition**Fall, Spring, Summer****4 class hours****4 Credits****Prerequisite:** ENGL 0098 (or by COMPASS placement)

This course is designed for the student who needs careful instruction in the fundamentals of writing. The course emphasizes the process of writing as it relates to the construction of coherent, well-developed paragraphs and essays. Entry into ENGL 0099 is either by choice or placement. Institutional credit only.

FREN 1002 Elementary French II ******
3 class hours **3 Credits**

Prerequisite: **FREN 1001 or at least one year of French in high school**

This course is a continuation of FREN 1001. Language laboratory attendance is required.

FREN 2001 Intermediate French I ******
3 class hours **3 Credits**

Prerequisite: **FREN 1002 or at least two years of French in high school**

This course is a review of the essentials of French with a primary endeavor to develop the ability to read and converse automatically. It also involves continued study of French culture. Language laboratory attendance is required.

FREN 2002 Intermediate French II ******
3 class hours **3 Credits**

Prerequisite: **FREN 2001 or at least three years of French in high school**

This course is a continuation of FREN 2001. It also involves continued study of French culture. Language laboratory attendance is required.

GEOGRAPHY (GEOG)

GEOG 1101 Introduction to Human Geography ******
3 class hours **3 Credits**

Prerequisite: **None**

This course is a survey of global patterns of resources, population, culture, and economic systems. Emphasis is placed upon the factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world.

GEOLOGY (GEOL)

GEOL 1121 Physical Geology **Fall**
3 class hours, 2 laboratory hours **4 Credits**

This course covers Earth materials and processes.

GEOL 1122 Historical Geology **Spring**
3 class hours, 2 laboratory hours **4 Credits**

This course covers geological time, sedimentary environments, fossils, and Earth history.

GLOBAL ISSUES (GLOB)

GLOB 1001 Global Issues

Fall, Spring, and Summer

2 class hours

2 Credits

Prerequisite: None

This course is an introduction to issues and ideas of international significance as they relate to U.S. culture (e.g., physical environment, status of women, the family, crime/terrorism, and economic development).

GOLF COURSE MAINTENANCE (GOLF)

GOLF 1000 Horticulture Science

3 class hours

3 Credits

This course 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.

GOLF 1080 Pest Management

3 class hours

3 Credits

This course 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.

GOLF 1500 Small Engine Repair and Maintenance

2 class hours, 2 laboratory hours

3 Credits

This course provides instruction in basic small engine maintenance. Topics include engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

GOLF 1690 Horticulture Spanish

3 class hours

3 Credits

An introduction to the Spanish language and Latino culture as applied to green industry managers. Topics include introductory conversational Spanish with an emphasis on green industry vocabulary in the area of Spanish nouns, verbs, grammar, and understanding and appreciating aspects of Latino culture for more effective management.

GERMAN (GRMN)**GRMN 1001 Elementary German I**********3 class hours****3 Credits****Prerequisite: None**

This course is an introduction to German language and culture, with emphasis placed upon German grammar, reading, writing, and conversation. Students will work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in the campus libraries. Elementary German I introduces college students to the basics of the German language as spoken and written within contemporary German-speaking countries. This course will focus on the elements of spoken and written communication: vocabulary, pronunciation, grammar, etc. In addition, the course will begin to familiarize students with contemporary German life and culture.

GRMN 1002 Elementary German II********3 class hours****3 Credits****Prerequisite: GRMN 1001 or at least one year of German in high school.**

This course is a continuation of GRMN 1001. Instruction in German language and culture with emphasis placed upon German grammar, reading, writing, and conversation. Students will also work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in campus libraries. Elementary German II continues instruction in the basics of the German language as spoken and written within contemporary German-speaking countries. This course will focus on the elements of spoken and written communication: vocabulary, pronunciation, grammar, etc. In addition, the course will continue to familiarize students with contemporary German life and culture.

GRMN 2001 Intermediate German I********3 class hours****3 Credits****Prerequisite: GRMN 1002 or at least two years of German in high school.**

This course is a review of the essentials of German with a primary endeavor to develop the ability to think, read and converse automatically in the language. There is a continued emphasis on the study of German culture. Students will also work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in campus libraries.

GRMN 2002 Intermediate German II********3 class hours****3 Credits****Prerequisite: GRMN 2001 or at least three years of German in high school.**

This course is a continuation of GRMN 2001. There is a continued emphasis on the study of German culture. Students will also work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in campus libraries.

HOME ELECTRONICS TECHNOLOGY (HETS)

HETS 2600 Telecommunications and Data Cabling

2 Class Hours, 4 Lab Hours

4 Credits

Prerequisite: IDST 1140

This course introduces the student to the basics of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, the student performs the basic tasks of a cable installer. Topics include: industry standards, basic standards and practices, cable rating and performance, cable installment and management, testing and troubleshooting, pulling cable, and understanding blueprints.

HETS 2290 Security Systems

1 Class Hour, 4 Lab Hours

3 Credits

Prerequisite: IDST 1140

This course provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to property security. Topics include: sensor theory, low-voltage license regulations, system components, and system installation and service.

HETS 2610 Telecommunications Systems Installation and Programming

2 Class Hours, 4 Lab Hours

4 Credits

Prerequisite: IDST 1140

This course 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.

HETS 2650 Home Automation Systems

2 Class Hours, 4 Lab Hours

4 Credits

Prerequisite: IDST 1140

This course provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

HISTORY (HIST)

HIST 1001 World Civilization I

3 class hours

Fall, Spring

3 Credits

Prerequisite: None

This course is a study of the development of human civilization from its origins in various regions of the world to about 1500 A.D. The political, social, cultural, and religious practices of various world cultures will be studied.

HIST 1002 World Civilization II **Fall, Spring**
3 class hours **3 Credits**
Prerequisite: None

This course is a survey of Modern World History from 1500 A.D. to present. Social, economic, religious, and cultural issues along with political developments of various world cultures will be studied.

HIST 2111 U.S. History I **Fall, Spring, Summer**
3 class hours **3 Credits**
Prerequisite: None

This course is a survey of American history covering the period 1492-1865 with the most emphasis placed upon the period after 1763. Satisfactory completion of this course fulfills the graduation requirement of proficient knowledge of the history of the United States and Georgia.

HIST 2112 U.S. History II **Fall, Spring, Summer**
3 class hours **3 Credits**
Prerequisite: None

This course is designed to be a brief survey of the major developments in the history of the United States since 1865. Special emphasis will be given to the significance of the State of Georgia at various stages in its development. Satisfactory completion of this course fulfills the graduation requirement of proficient knowledge of the history of the United States and Georgia.

HOSPITALITY (HOSP)

HOSP 1104 Hospitality Law **3 Credits**
3 class hours

This course is the study of legal issues that are an integral part of every hotel organization from hiring and firing employees to guest safety and tax regulations. Topics covered include basic legal principles governing hospitality operations, laws that affect a hotel's dealing with employees, and how building codes and public health regulations apply to hotels.

HOSP 1106 Introduction to Hospitality **3 Credits**
3 class hours

An introductory course which gives the student an overview of the hospitality industry and its characteristics.

HOSP 1107 Food Service Sanitation **2 Credits**
2 class hours

Studies of the principles of sanitation and dining room management for institutional and hospitality food service facilities. Food service sanitation includes material on food spoilage and food borne illness, maintenance of sanitary food facilities, equipment and supplies, and sanitation standards and regulations.

HOSP 1108 Hotel-Motel Management

3 class hours

3 Credits

The study of organization, planning, leadership and controlling of hotels and motels. Also investigated will be the interdependence of the housekeeping, engineering, security, food and beverage, marketing and human resource departments in successful hotel operations.

HOSP 1109 Nutrition

3 class hours

3 Credits

The basic principles of nutrition are discussed from the standpoint of how the food service industry must assume some responsibility for providing a healthy, nutritional food supply. The life cycle of a human being is also studied from a nutritional needs standpoint. How to write menus from this varying viewpoint is discussed.

HOSP 2105 Practicum

6 laboratory hours

3 Credits

Prerequisite: Completion of all other hospitality courses or Permission of Instructor

This course provides students with the opportunity to utilize the skills learned in a "hands on" situation.

INDUSTRIAL SYSTEMS TECHNOLOGY (IDST)

IDST 1140 Basic Electricity

1 class hour, 4 laboratory hours

3 Credits

Introductory course in AC/DC concepts and applications. Course includes the study of fundamental electrical principles and laws, test equipment use, and application of electrical devices specific to the industrial/manufacturing setting. Troubleshooting procedures will be stressed during the application units. Safe practices are stressed throughout the course.

IDST 1180 Applied Mechanics

1 class hour, 4 laboratory hours

3 Credits

Course covers fundamentals of mechanical principles as applied in the industrial/manufacturing setting. Emphasis is placed on mechanical drive systems and power transmission systems. Topics include fasteners, V-belts, chain drives, gear drives, and multiple shaft drives. Students will practice safety at all times while constructing, troubleshooting, and repairing the various drive systems.

IDST 1190 Advanced Mechanics

1 class hour, 4 laboratory hours

3 Credits

Course continues covering mechanical principles and introduces alignment as seen in the industrial setting. Safety practices will be stressed at all times while constructing, troubleshooting, and repairing belt drives, chain drives, and couplings.

Maintenance practices and lubrication are introduced as the backbone of predictive/preventive maintenance.

IDST 1220 Hydraulics

2 class hours, 2 laboratory hours

3 Credits

Provides for instruction in fundamental concepts and theories for the safe operation of hydraulic components and systems. Topics include hydraulic theory, suction side of pumps, actuators, valves, pumps/motors, accumulators, symbols and circuitry, types of fluids, filters, servicing safety, and preventative maintenance.

IDST 1230 Motors and Generators

1 class hour, 4 laboratory hours

3 Credits

Prerequisites: IDST 1140, IDST 1510, or Permission of Instructor

This course introduces the student to the theory of operation and application of motors and generators as encountered in present day industrial settings. Course content begins with an overview of the fundamentals of magnetism which leads to the study of the construction and classification of motors as defined in the National Electrical Code (NEC) Users Manual. Additional topics include starting and running characteristics of motors with an overview of wiring requirements and recommendations defined in the NEC.

IDST 1311 Manufacturing Techniques

1 class hour

1 Credit

This course provides an introduction to the manufacturing process. The principles and techniques used in a variety of industrial settings are discussed in detail. Content introduces the student to production, production equipment, operations, and the manufacturing skills needed as an entry level worker.

IDST 1321 Industrial Refrigeration Principles

1 class hour, 4 laboratory hours

3 Credits

This course is the first in the series of two courses that introduces the student to the principles of industrial refrigeration. Presentations dealing with mechanical refrigeration cycle, heat measurements, gas laws, and pressure-temperature relationships will be looked at and explained in depth.

IDST 1322 Industrial Refrigeration Practice

1 class hour, 4 laboratory hours

3 Credits

This course introduces the student to the industrial design, construction, and application of the larger and more complicated equipment that removes heat and controls temperature and humidity conditions. It takes the theory and principles previously acquired, putting them into practice, as seen in local industry.

IDST 1510 Reading Technical Diagrams

1 class hour

1 Credit

Provides the basic skills necessary for the student to begin reading basic schematics and diagrams. Emphasis is placed on developing the foundation upon which advancing skills will be built in a mechanical and/or electrical course. Topics include schematics, diagrams, and symbols for electrical, piping, fluid power, and refrigeration systems.

IDST 2010 Applied Math for Mechanics

3 class hours

3 Credits

Prerequisite: Completion of IDST Certificate Program

This general applied math course is designed for the aspiring mechanical or electrical maintenance mechanic who needs the ability to use a wide range of math skills to solve problems encountered in everyday performance of his/her duties. The emphasis is upon applications using already learned basic math concepts including signed numbers, basic algebra, trigonometry, and scientific notation. Real life situations are used to develop practical problem-solving skills with concentration in those problems associated with maintenance.

IDST 2020 DC Circuits

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: Completion of IDST Certificate Program and IDST 2010

This course provides the student with the knowledge and skills needed to analyze DC circuits. Included are compound and complex circuits with resistors, capacitors, and inductors. Ohm's Law and circuit theorems will be used to analyze circuits.

IDST 2030 AC Circuits

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: IDST 2020

This course provides the technician with the basic knowledge and skills required to analyze single-phase AC circuits as used in electronics. The effects of frequency changes in circuits containing resistance, capacitance, and inductance will be studied.

IDST 2040 Solid State I

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: IDST 2030

This is the first of two courses in the study of linear solid state devices and circuits. The operation and applications of devices such as diodes and transistors are studied.

IDST 2050 Solid State II

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: IDST 2040

This is the second course in the study of linear solid-state devices and circuits. MOSFET's, Op-Amps, and Thyristors are among the devices studied.

IDST 2060 Digital Basics I

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: Completion of Electrical Maintenance Level I

This is an introductory course in digital electronics, including number systems, logic devices, codes, and Boolean Algebra. It is designed to introduce and familiarize the student with the operation of digital circuits as found in industrial applications.

IDST 2070 Digital Applications

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: IDST 2060

This course is a study of selected applications of digital electronics. Concepts developed in Digital Basics are used as the foundation for the study of more advanced devices and circuits.

IDST 2080 Motor Control Applications

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: IDST 2010

This course is designed to introduce and familiarize the student with the operation and control of motors as found in industrial applications and how they interface with programmable logic controllers.

IDST 2090 Logic Controllers

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: IDST 2080

This course provides the technician with the basic skills and techniques used with programmable logic controllers. Topics include hardware, I/O modules, power supplies, memory, and programming instructions.

IDST 2100 Advanced Mechanics II

1 class hour, 4 laboratory hours

3 Credits

This course builds on the foundation, knowledge, and skills mastered in IDST 1180 (Applied Mechanics). Comprehensive coverage of common mechanical drive train components found in industrial manufacturing operations will be introduced with emphasis placed on diagnostic procedures, repair techniques, and preventive maintenance.

IDST 2110 Tubing & Rigging

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: Completion of IDST Certificate Program

This course covers the essential elements of handling and manipulating heavy objects using mechanical devices as well as the fundamentals of industrial tubing applications where mechanics are called upon to disconnect and replace static pneumatic and hydraulic lines when repairing stationary machinery. Proper techniques are taught with a high level of safe practices emphasized.

IDST 2120 Industrial Maintenance & Lubrication

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: Completion of IDST Certificate Program

Proper lubrication of electromechanical and mechanical devices in an industrial manufacturing environment is often the key to machinery reliability and longevity. The field of lubrication technology is complex and requires mechanics to understand and apply appropriate lubrication techniques to modern industrial machinery. This course covers the theory and practice of lubrication and its ramifications to industrial maintenance.

IDST 2130 Hydraulics II

2 class hours, 2 laboratory hours

3 Credits

Prerequisites: Completion of IDST Certificate Program

This course provides the student with a comprehensive understanding of the theory of operation and the appropriate maintenance procedures of complex hydraulics systems. Course content builds upon the fundamental concepts introduced to students in Hydraulics (IDST 1220) and progresses through moderately complex applications to complex applications of hydraulics that a student will encounter in an industrial/manufacturing environment.

IDST 2140 Pumps & Piping Systems

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: IDST 2110

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics covered include pump identification, pump operations, pump installation, pump maintenance and troubleshooting, and piping systems and their common installation procedures.

IDST 2150 Pumps & Piping Systems II

3 class hours

3 Credits

Prerequisite: Completion of Manufacturing/Maintenance Level II

This course provides the student with the knowledge and skills needed to maintain rotary pumps, reciprocating pumps, metering pumps, and propeller pumps, as well as all types of piping systems made out of metallic or non-metallic piping.

IDST 2160 Industrial Maintenance I

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: Completion of Manufacturing/Maintenance Level II

This course provides the student with the basic knowledge and skills needed to support most plant equipment, perform equipment inspection, and to assist in new installation of equipment.

IDST 2170 Industrial Maintenance II

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: IDST 2160

This course will provide the student with the knowledge and skills needed to maintain mechanical equipment on important air pollution control equipment, water control equipment, and tower cooling equipment.

IDST 2180 Integrated Systems Maintenance

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: IDST 2170

This course provides the mechanical student with the basic knowledge and maintenance concepts of motors, electrical controls, and sensors in an industrial setting.

IDST 2190 Pneumatics

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: Completion of Manufacturing/Maintenance Level II

This course provides the student with the introductory knowledge and skills needed to repair pneumatic systems. Concepts of pressure measurement, manometer measurement, temperature measurement, flow orifices, flow measurement, level measurement, pH measurement, and conductivity measurement are all addressed in this course.

IDST 2200 Electrical/Mechanical Principles

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: Completion of Manufacturing/Maintenance Level II

This course provides the student with the basic knowledge to comprehend mechanical and electrical concepts, and includes a technical acquaintance with these principles. Topics addressed are mechanical properties of solids and fluids; work, energy, and power; rotational motion; machines; and the basic concepts of mechanical and electrical applications.

INTERNATIONAL STUDY (INST)

INST 1000 International Perspectives

1-6 Credits

Prerequisite: None

This course is designed to enhance and enrich the educational experience of students who travel abroad in a program sanctioned by the College of Coastal Georgia. It will provide students with an introduction to the culture(s) to be visited, an understanding and appreciation of the importance of the specific sites on the itinerary, and practical advice for the inexperienced traveler. The course will require classroom attendance, travel to the country studied, and necessary expenses.

INST 2000 International Study

3 (or 6 or 9) class hours

3 (or 6 or 9) Credits

Prerequisite: None

International Study 2000 is used for students studying abroad in University System sanctioned foreign study opportunities operated by units of the University System of Georgia. The course content will be determined by the title assigned by the office of the Registrar.

INTEGRATED SCIENCE (ISCI)

ISCI 2001 Life/Earth Science

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: Completion of Area A Math Requirement and both Area D Science Requirements

This is an activity-based and inquiry-based Area F content course for early childhood education majors. This course will emphasize the characteristics of life, biodiversity/heredity, energy flow, the interdependence of life, the cell, earth systems, and the lithosphere, hydrosphere and biosphere. These topics are in direct correlation with the Georgia Performance Standards (GPS) K-5.

ISCI 2002 Physical Science

2 class hours, 2 laboratory hours

3 Credits

Prerequisite: Completion of Area A Math Requirement and both Area D Science Requirements

This is an activity-based and inquiry-based Area F content course for early childhood education majors. This course will emphasize the concepts of matter, energy, force and fields. These topics are in direct correlation with the Georgia Performance Standards (GPS) for K-5.

INFORMATION TECHNOLOGY (ITEC)

ITEC 1300 Introduction to Information Technology

3 class hours, 3 laboratory hours

3 Credits

Prerequisite: MATH 1111

This course focuses on the three components of fluency in information technology; intellectual capabilities involving reasoning; complexity management; organization and communication; concepts involving computers; information systems; networks; digital representation of information; and algorithmic thinking skills involving setting up a PC, using an operating system, the Internet and instructional methods for new applications is also included.

JOURNALISM (JOUR)**JOUR 1000 Journalism Practicum****2 (or 4) laboratory hours****Fall, Spring
1 (or 2) Credits****Prerequisite: Permission of Instructor**

This course is a practical application of the principles of reporting, interviewing, writing, photography, editing, art, and layout and design through production of a college publication. It is open to all students who are members of the staff of a campus publication. The course may be taken for one or two hours credit. Credit does not apply toward degree requirements.

MACHINIST (MACH)**MACH 1012 Machine Technology Theory and Practice I****2 class hours, 4 laboratory hours****4 Credits**

This course is designed to provide a basic understanding and use of hand tools and precision measuring instruments used by machinists. Introductory layout procedures and processes in operation of the power bandsaw, drill press, grinder, and engine lathe will be covered. Shop safety and desirable work habits are stressed.

MACH 1022 Metallurgy I**1 class hour, 2 laboratory hours****2 Credits**

This course is designed to introduce and familiarize students with the composition, production, properties, and uses of metals and their alloys common to industrial applications.

MACH 1032 Blueprint Reading I**1 class hour, 2 laboratory hours****2 Credits**

This course is designed to introduce the student to the interpretation and understanding of basic shop drawings and their translation into procedures to produce material items.

MACH 1112 Machine Technology Theory and Practice II**2 class hours, 4 laboratory hours****4 Credits****Prerequisite: MACH 1012**

This course covers advanced operation of the engine lathe and an introduction to the milling machine (vertical and horizontal) and surface grinder.

MACH 1122 Metallurgy II**1 class hour, 2 laboratory hours****2 Credits****Prerequisite: MACH 1022**

This course is a continuation of Metallurgy I and includes an introduction to heat treatment processes commonly used in industry.

MACH 1132 Blueprint Reading II

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: MACH 1032

This course is a continuation of Blueprint Reading I with emphasis on utilizing and interpreting blueprints. Included are topics related to the understanding and use of various symbols used to communicate on plans, sections, assembly drawings, and detail drawings.

MACH 1142 Trade Mathematics II

2 class hours

2 Credits

Prerequisite: ATTP 1011

This course is designed to develop practical math skills in geometry and related math topics required for machine set-up and operation.

MACH 1222 Machine Technology Theory and Practice III

2 class hours, 4 laboratory hours

4 Credits

Prerequisite: MACH 1112

Course content covers advanced work on the engine lathe, grinder, and milling machine. An introduction to procedures for basic indexing and rotary table use is provided. Students are also introduced to the tool and cutter grinder through basic exercises.

MACH 1312 Machine Technology Theory and Practice IV

2 class hours, 4 laboratory hours

4 Credits

Prerequisite: MACH 1222

Students participate in the development of class projects using procedures in planning, blueprint reading, machine operations, final assembly, and inspection. Special projects including an introduction to CNC (Computer Numerical Control) are given to those students who have demonstrated marked ability.

MACH 1322 Computer Numerical Control

1 class hour, 4 laboratory hours

3 Credits

Content of this course is designed to provide instruction and practice in basic Computer Numerical Control (CNC). Additionally, students will learn about the sophisticated nature of the equipment and potential opportunities for careers in the field.

MACH 1342 Trade Mathematics III

2 class hours

2 Credits

Prerequisite: MACH 1142

A continuation of Trade Mathematics II with further emphasis on development of applied math skills as related to blueprint reading and machine set-ups.

MACH 2012 Specialized Machine Technology I

3 class hours, 8 laboratory hours

7 Credits

Course content is designed to enable the student to develop proficiency in theory of operation of the cutter tool grinder, electronically controlled precision surface grinder, and cylindrical grinder. Laboratory practice will enable the student to develop skills and techniques needed in the set-up and operation of the previously mentioned grinding machines.

MACH 2012A Specialized Machine Technology I - Part A

2 class hours, 4 laboratory hours

4 Credits

Course content covers one-half of MACH 2012 and is appropriate for students who wish to become familiar with various types of specialized grinders and grinding operations.

MACH 2012B Specialized Machine Technology I - Part B

1 class hour, 4 laboratory hours

3 Credits

Prerequisite: MACH 2012A or Permission of Instructor

Course content covers the second half of MACH 2012 and is appropriate for students who wish to become familiar with various types of specialized grinders and grinding operations.

MACH 2112 Specialized Machine Technology II

3 class hours, 8 laboratory hours

7 Credits

This course is designed to enable the student to further develop proficiency in the theory and techniques of production grinding. Laboratory exercises are designed to enable the student to develop skills and techniques needed to operate Computer Numerical Controlled (CNC) equipment to perform specific operations in production grinding.

MACH 2112A Specialized Machine Technology II - Part A

2 class hours, 4 laboratory hours

4 Credits

Course content covers one-half of MACH 2112 and is appropriate for students who wish to further develop proficiency in the theory and techniques of production grinding.

MACH 2112B Specialized Machine Technology II - Part B

2 class hours, 4 laboratory hours

3 Credits

Prerequisite: MACH 2112A or Permission of Instructor

Course content covers the second half of MACH 2112 and is appropriate for students who wish to become familiar with various types of specialized grinders and grinding operations.

MACH 2222 Computer Numerical Control
3 class hours, 8 laboratory hours **7 Credits**
Prerequisite: Completion of the Certificate program or Permission of Instructor

This course introduces the concepts and applications on numerical controlled machining technology as it affects part design, production planning, tooling, part-program preparation, machine control units, and certain features of typical general purpose CNC machines.

MACH 2222A Computer Numerical Control - Part A
2 class hours, 4 laboratory hours **4 Credits**
Course content covers one-half of MACH 2222 and is appropriate for students who wish to become familiar with CNC.

MACH 2222B Computer Numerical Control - Part B
1 class hour, 4 laboratory hours **3 Credits**
Course content covers the second half of MACH 2222 and is appropriate for students who have completed MACH 2222A.

MACH 2322 Computer Aided Manufacturing
3 class hours, 8 laboratory hours **7 Credits**
Prerequisite: MACH 2222
Course content is designed to introduce students to major components of basic Computer Aided Manufacturing (CAM) systems and to provide the student experience in basic CAM programming for a Computer Numerical Control (CNC) machine tool to produce a specified part. Topics include CAM capability and control, and fundamental computer program preparation.

MACH 2322A Computer Aided Manufacturing - Part A
2 class hours, 4 laboratory hours **4 Credits**
Course content covers one-half of MACH 2322 and is appropriate for students who wish to become familiar with CAM.

MACH 2322B Computer Aided Manufacturing - Part B
1 class hour, 4 laboratory hours **3 Credits**
Course content covers the second half of MACH 2322 and is appropriate for students who have completed MACH 2322A.

MATHEMATICS (MATH)

MATH 0096 Basic Mathematics for Vocational Technical Students ******
4 class hours **4 Credits**
This course is designed for students who need a comprehensive review of arithmetic. The purpose of this course is to prepare the student for entry into one-year certificate

programs. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions, introduction to real numbers, measurement, solution of linear equations, and the use of formulas for perimeter, area, and volume. Course available only to students pursuing a certificate program. Institutional credit only.

MATH 0097 Elementary Algebra **Fall, Spring, Summer**
4 class hours **4 Credits**

This course provides an introduction to algebraic concepts and techniques. The purpose of this course is to prepare the student for entry into Intermediate Algebra (MATH 0099). The topics covered include performing basic operations with rational and real numbers, solving linear equations, and inequalities, simplifying polynomials, solving applications of linear equations, graphing points and lines in a coordinate plane, and writing equations of a line. Entry into MATH 0097 is either by choice or placement. Institutional credit only.

MATH 0098 Introductory and Intermediate Algebra Review ******
4 class hours **4 Credits**

Prerequisite: Acceptable score on CPE (75-78), or COMPASS (30-36) or voluntary self-placement by students who do not have a Learning Support math requirement.

This course is designed for students who need a review of algebra. The purpose of this course is to prepare students for entry into Introduction to Mathematical Modeling (MATH 1101), Quantitative Skills and Reasoning (MATH 1001), or College Algebra (MATH 1111). This course will cover the content of both MATH 0097 and MATH 0099 in one semester. Topics covered include performing basic operations with rational, real, and complex numbers; solving linear equations, inequalities, and systems; simplifying expressions with exponents; simplifying and factoring polynomials; performing operations with rational and radical expressions; solving rational and quadratic equations and their applications; graphing linear and quadratic equations and other functions; and finding the slope and equation of a line. Institutional credit only.

MATH 0099 Intermediate Algebra **Fall, Spring, Summer**
4 class hours **4 Credits**

Prerequisite: MATH 0097 or MATH 0098 or Permission of Instructor.
Institutional credit only

This course emphasizes intermediate algebra concepts. The purpose of this course is to prepare students for entry into Quantitative Skills and Reasoning (MATH 1001), Introduction into Mathematical Modeling (MATH 1101), or College Algebra (MATH 1111). The topics covered include factoring polynomials, simplifying rational expressions, solving rational and quadratic equations, recognizing functions and their graphs, solving systems of inequalities, and simplifying radical expressions.

MATH 0100 General Mathematics**3 class hours****3 Credits**

This course emphasizes mathematical skills which can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratio and proportion, measurement and conversion, and drug dosage formulas.

MATH 1001 Quantitative Skills and Reasoning**3 class hours****Fall, Spring****3 Credits**

Prerequisites: Two years of high school algebra, acceptable CPE or SAT score, or successful completion of MATH 0098 or MATH 0099

This course is an alternative in Area A of the Core curriculum and is not intended to supply sufficient algebraic background for students who intend to take Precalculus or the calculus sequence for mathematics and science majors. This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students cannot receive credit for both MATH 1001 and MATH 1111.

MATH 1101 Introduction to Mathematical Modeling**3 class hours**********3 Credits**

Prerequisites: Two years of high school algebra, acceptable CPE or SAT score, or successful completion of MATH 0098 or MATH 0099

This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. Note: The following will be an integral part of the study of each of the above topics: use of a graphing calculator, problem statement and analysis, data analysis, and group collaboration. Students cannot receive credit for both MATH 1101 and MATH 1111.

MATH 1111 College Algebra**3 class hours****Fall, Spring, Summer****3 Credits**

Prerequisites: Two years of high school algebra, acceptable CPE or SAT score, or successful completion of MATH 0098 or MATH 0099

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. Note: Students cannot receive credit for both MATH 1111 and MATH 1113 or credit for both MATH 1111 and MATH 1101 or credit for both MATH 1111 and MATH 1001.

MATH 1112 Trigonometry **Fall, Spring, Summer**
3 class hours **3 Credits**

Prerequisite: **MATH 1111 or Permission of Department**

This course includes trigonometric functions of numbers and of angles, graphs of trigonometric functions, analysis of right and oblique triangles, analytic trigonometry, and complex numbers. Credit will not be given for both MATH 1112 and MATH 1113.

MATH 1113 Precalculus **Fall**
4 class hours **4 Credits**

Prerequisites: **Four years of college prep math or Permission of Department**

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Note: Students can receive Area A credit for **either** MATH 1111 or MATH 1113 but **not both**.

MATH 1120 Survey of Calculus **Fall, Spring**
4 class hours **4 Credits**

Prerequisites: **MATH 1111 or MATH 1113 or Permission of Department**

Designed primarily for business administration and social science majors, this course includes a review of algebra skills for calculus, problem-solving and mathematical modeling, differential calculus, applications of derivatives, systems of linear equations, matrices, linear programming, and integral calculus.

MATH 1121 Analytic Geometry and Calculus I **Fall, Spring, Summer**
4 class hours **4 Credits**

Prerequisites: **MATH 1112 or MATH 1113 or Permission of Department**

This course consists of fundamentals of analytic geometry and introductory calculus including functions and their graphs, limits, continuity, derivatives, differentiation of algebraic and trigonometric functions; applications of derivatives, antiderivatives, differentials, Riemann sums, numerical integration, and integration by substitution.

MATH 1122 Analytic Geometry and Calculus II **Fall, Spring**
4 class hours **4 Credits**

Prerequisite: **MATH 1121 or Permission of Department**

The course includes the definite integral with applications; derivatives and integrals of logarithmic, exponential, and inverse trigonometric functions; techniques of integration; disk and shell methods; areas between curves; L'Hopital's Rule; improper integrals; infinite series; and introduction to differential equations.

MATH 2008 Foundations of Numbers and Operations **Spring**
3 class hours **3 Credits**

Prerequisites: **MATH 1001 or MATH 1101 or MATH 1111 or MATH 1113**

This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the

major concepts of numbers and operations. As a general theme, strategies of problem-solving will be used and discussed in the context of various topics.

MATH 2110 Logic **Spring**
3 class hours **3 Credits**

Prerequisites: MATH 1101 or MATH 1111 or MATH 1113

The major emphasis of the course is deductive reasoning. It includes recognizing arguments, symbolizing and checking the validity of arguments, use of truth tables, modified truth tables, rules of inference, propositional and predicate logic, fallacies, categorical propositions, categorical syllogisms, symbolic logic, methods of deduction, set theory, and probability theory.

MATH 2112 Probability and Statistics **Fall, Spring**
3 class hours **3 Credits**

Prerequisites: MATH 1001 or MATH 1101 or MATH 1111 or MATH 1113

Topics covered include introduction to statistics (data, vocabulary, uses and abuses of statistics, sampling, and statistical computing), descriptive statistics (graphical techniques and numerical techniques), probability distributions (discrete and continuous distributions), normal distribution (standard normal, nonstandard normal, z scores, and central limit theorem), estimation (point/interval), hypothesis testing (1 sample, 2 sample, ANOVA and correlational/regression), and MINITAB (or other statistical software) laboratory.

MATH 2115 Spirit & Structure of Mathematics **Fall**
3 class hours **3 Credits**

Prerequisites: MATH 1001 or MATH 1101 or MATH 1111 or MATH 1113

An introduction to the history, philosophy, and aesthetics of mathematics through the study of set theory, logic, geometry, probability and other topics such as numerations systems, statistics, or game theory. This course is restricted as an Area F elective for General Studies and Teacher Education majors.

MATH 2123 Analytic Geometry and Calculus III **Spring**
4 class hours **4 Credits**

Prerequisite: MATH 1122

Topics in the course include power series, Taylor polynomials, parametric and polar equations, conic sections, vectors in the plane and space, partial differentiation, multiple integration, and further discussion of differential equations.

MATH 2124 Linear Algebra ******
3 class hours **3 Credits**

Prerequisite: MATH 1122 or Permission of Department

An introduction to linear algebra including vector spaces, linear transformations, determinants & eigenvalues, matrices, geometric vectors, systems of linear equations and applications.

MANAGEMENT (MGMT)

MGMT 1101 Interpersonal Employee Relations

3 Class Hours

3 Credits

This course provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1102 Leadership and Decision Making

3 Class Hours

3 Credits

This course 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 make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility.

MGMT 1103 Counseling and Disciplinary Actions

3 Class Hours

3 Credits

This course develops an understanding of the proper counseling and disciplinary techniques to use in various workplace situations. Topics include: the approaches to counseling and when each technique is appropriate; the use of good interpersonal communications to make counseling more effective; how to recognize when counseling is needed; and handling disciplinary problems in a fair and impartial manner, counseling for discipline, common causes of disciplinary problems, and positive discipline.

MGMT 1105 Small Business Management (Entrepreneurship)

3 class hours

3 Credits

An introduction to the fundamentals of the small business organization, operation and finance. Topics include taxation, insurance and marketing.

MGMT 1106 Principles of Marketing

3 class hours

3 Credits

The study of all the activities undertaken to move a product from the producer to the ultimate user, including pricing, product development, distribution and promotion.

MGMT 1107 Retail Management and Merchandising

3 class hours

3 Credits

The study of principles and practices of store organization, operation and merchandising. Includes Retail Management methods.

MGMT 2105 Human Resources Management

3 class hours

3 Credits

A study of the development and operation of personnel management with an emphasis on hiring and retaining employees, compensation and human relations. Includes job interviewing skills.

MGMT 2106 Management and Supervision

3 class hours

3 Credits

A study of the principles and concepts of the organization and development of people within a business enterprise. Topics include methods of planning, organizing, directing, leading and motivating employees.

MGMT 2107 Management Internship

6 laboratory hours

3 Credits

Prerequisite: Permission of Instructor

A course structured to provide exposure to the world of work, giving the student an opportunity to utilize skills learned in the classroom in a "hands on" setting.

MUSIC (MUSI)

MUSI 1100 Music Appreciation

3 class hours

Fall, Spring

3 Credits

Prerequisite: None

An introduction to the appreciation of music which relates the development of music to general history and cultural history from the Middle Ages to the present and develops students' ability to listen perceptively. Extensive critical listening to representative works forms a major portion of the course content.

NURSING (NURS)

NURS 1111 Nursing 1

5 class hours, 9 laboratory hours

Fall

8 Credits

Prerequisites: BIOL 1110, PSYC 1101, ENGL 1101, and successful completion of Regents' (Reading and Writing competency) Exam

Pre- and/or Corequisite: BIOL 1111

This course introduces students to knowledge and skills basic to beginning nursing practice. Based on the program philosophy and organizing framework, students begin to provide care to clients using a safe, systematic, caring, holistic approach. Students begin the socialization process into the nursing profession by practicing interpersonal skills with faculty, clients, colleagues and health-care providers. Students will begin to apply critical thinking, ethical, legal, teaching/learning, and pharmacological concepts. These concepts are integrated into classroom and clinical learning activities. The student is introduced to the basic human needs of clients,

throughout the life span, with special emphasis on the geriatric client. The student learns to include developmental factors in health assessment and health promotion. The student learns to identify age-related stressors which impact alterations in health. The student learns essential assessment, communication and technical skills in order to provide care to clients with commonly occurring alterations in biopsychosocial health care needs. The student begins basic practice in the role of provider in acute-care and community-based settings. This is an eight credit hour course, placed in the first semester of the first year of the nursing sequence. Students will have five hours of class and an average of nine hours of laboratory or clinical experiences each week.

NURS 1112 Nursing 2

5 class hours, 9 laboratory hours

Spring

8 Credits

Prerequisites: NURS 1111 and all of its pre- and/or corequisites

Pre- and/or Corequisites: PSYC 2103

This course is designed to focus on the biopsychosocial needs of the child and adult client. Utilizing a safe, systematic, caring, holistic approach, students will provide care for adults and children experiencing physical or mental problems which interfere with the individual's ability to meet human needs. Emphasis is placed on the care and health promotion of clients with commonly occurring physical or mental problems in acute care and community-based settings. Students will practice the nursing roles of teacher, advocate, and team member. The role of provider is emphasized in prevention of illness and maintenance or restoration of physical and mental health. Classroom, clinical, and laboratory activities sensitize students to personal reactions, myths, and social stigma related to physical and mental health issues. Students practice critical thinking skills in these settings and practice therapeutic communication with clients and professional communications with faculty, colleagues, and health-care providers. This is an eight credit hour course in the second semester of the first year of the nursing sequence. Students will have 5 hours of class and an average of 9 hours of laboratory or clinical experiences per week.

NURS 2111 Nursing 3

4 Class Hours, 15 laboratory hours

Fall

9 Credits

Prerequisites: NURS 1111, NURS 1112, and all pre- or corequisites.

Pre- and/or Corequisites: BIOL 2215

This course integrates concepts from the child-bearing family and adult and child health. Content will focus on the biopsychosocial needs of clients throughout the life span. Utilizing a safe, systematic, caring, holistic approach, students will provide care for the healthy and at-risk adult, child, and child-bearing woman experiencing physical problems which interfere with the individual's ability to meet human needs. Building on previous concepts, students will learn to care for multiple clients with complex health problems in acute-care and community-based settings. Students will assess physical, psychosocial, and developmental needs of the family while fostering family unity. Students will plan and implement care for clients with needs related to

family planning, parenting, and congenital alterations in the newborn. The roles of provider, teacher, manager, and advocate are emphasized as well as the essential competencies identified in the program philosophy. Students will utilize critical thinking skills in classroom learning activities, laboratory and in acute- and community-based clinical settings. This is a nine credit course in the first semester of the second year of the nursing program. Students will have 4 hours of class and an average of 15 hours of laboratory or clinical experiences per week.

NURS 2112 Nursing 4 Spring
6 class hours, 18 laboratory hours 12 Credits
Prerequisites: NURS 1111, NURS 1112, and NURS 2111 and all of their
pre- and/or corequisites

This course emphasizes provision of care for adults and children who are unable to meet human needs secondary to multi-system health problems. Utilizing a safe, systematic, caring, holistic approach, students will provide nursing care to clients experiencing physiological crisis. Clinical and college lab activities focus on development and practice of critical care nursing skills within a variety of settings. Students will practice the nursing roles of provider, advocate, teacher, and team member. The role of manager is emphasized. The clinical preceptorship supports transition into professional practice. Students will utilize critical thinking when analyzing data, evaluating outcomes, solving problems, and making decisions in classroom and clinical settings. The course encourages students to explore professional questions, issues, and trends that impact health care, and serves to transition the student from the academic to the professional setting through evaluation of health care system responses to trends, as well as legal, bio-ethical, economic, and professional issues. This is a twelve-credit course in the second semester of the second year of the nursing program. Students will have 6 hours of class and an average of 18 hours of laboratory or clinical experiences per week.

PROCESS CONTROL OPERATOR (PCOP)

PCOP 1300 Safety for Process Controllers 1 Credit
1 class hour

The student will be introduced to general plant safety and their responsibility within a plant safety program. Discussions will be on a variety of subjects such as health and environment control, equipment handling, personal protection, and fire protection. A basic understanding of OSHA standards will be mastered through discussion as the course progresses.

PCOP 1310 Introduction to Process Control 3 Credits
3 class hours

This course is the first in the series of Process Control courses that covers the function of basic devices for measuring and controlling different kinds of variables that the student will encounter. In addition, course content includes a comparison of analog and digital devices and introduces programmable logic controllers.

PCOP 1320 Foundations of Measurement Operator

3 class hours

3 Credits

The basic principles are discussed as the student progresses through the chapters defining and explaining the devices used in the measurement process. Specific details will emerge as the students learn to convert between English and its units, and the operation of the instruments.

PCOP 1330 Force, Weight, and Motion Measurement

3 class hours

3 Credits

This course defines force, stress and strain, and explains how it all comes together in the process control system. It addresses various topics and covers position measurements by means of detection devices. Additionally, the student will explain and describe measurement tools.

PCOP 1340 Pressure Measurement

3 class hours

3 Credits

This course is the first of a series of four courses that introduce the beginning Process Control student to the relationships among pressure, flow, level, and temperature. It defines the units of pressure and discusses Boyle's and Charles' Laws which help explain the relationships. It will also describe and explain the operation of sensors and transducers as used in pressure control circuits.

PCOP 1350 Flow Measurement

3 class hours

3 Credits

Beginning with the principles of fluid flow, this course describes and explains how the primary devices used in the process affect fluid flow. Discussions and demonstrations will compare the various devices and aid in the student's understanding of the applications and uses of the many kinds of positive-displacement meters.

PCOP 1360 Level Measurement

3 class hours

3 Credits

This course discusses the principles governing methods of measuring level and explains the operations of various devices used to collect and transmit data. In addition, the student will be introduced to several special application devices for both continuous and point level measurement.

PCOP 1370 Temperature Measurement

3 class hours

3 Credits

This course is the last in the series that introduces the student into the world of Process Control Operator, and in particular, Temperature Measurement. Terms and units used in thermal measurement will be defined, along with operation of various instruments and how they fit into the entire system.

PCOP 1380 Low Pressure Boiler Technology

3 class hours

3 Credits

This course provides information on the safe and efficient operation of low pressure boilers and related equipment. It addresses various topics which support boiler operations, such as feedwater systems, steam accessories, and combustion accessories.

PCOP 1390 High Pressure Boiler Technology

3 class hours

3 Credits

This course provides information on the safe and efficient operation of high pressure boilers and related equipment. It addresses various topics which support boiler operation, such as feedwater systems and steam and combustion accessories.

PCOP 1400 Industrial Circuits for Process Controllers

3 class hours

3 Credits

This course focuses on the industrial application of electrical equipment and controls that the student will see in the field of Process Control. Discussions and demonstrations will look at a variety of transducers, transmitters, and other devices they will encounter. Terms, terminology, logic diagrams, and symbols will also be discussed in relationship to logic controllers.

PCOP 1410 PCOP I Capstone Course

2 Class Hours

2 Credits

This course is a requirement for graduation from the Process Control Operator I program. It will consist of a synopsis and provide the environment for the student to synthesize the material learned in each course. A survey and a comprehensive evaluation, which students must pass to be eligible for graduation, is also a part of the course. This course prepares the student for initial job entry. Students will enroll in this course their last semester and must contact their advisor before enrolling.

PATIENT CARE TECHNICIAN (PCT)

PCTN 1100 Basic Phlebotomy Techniques

1 class hour, 2 laboratory hours

2 Credits

Prerequisite: CNAS 1000

Corequisite: PCTN 1200

This course is designed to provide basic instruction and training in venipuncture techniques. Students will learn basic techniques for the collection of satisfactory blood samples from a variety of patient populations as well as sample collection using a variety of venipuncture equipment.

PCTN 1200 Concepts and Skills for the Patient Care Technician
2 class hours, 4 laboratory hours **4 Credits**
Prerequisite: CNAS 1000
Corequisite: PCTN 1100

This course provides education and training to prepare students to function under the direction of a licensed health care professional to perform non-licensed technical patient care skills in a hospital, Dr.'s office, nursing home, home health environment, and other settings. Topics include but are not limited to: work ethics, wound care, body mechanics, pre-post assessment and monitoring procedures, and EKGs. This course has a lab component that includes demonstration/practice skills and patient care in a health care facility.

PHYSICAL EDUCATION (PHED)

PHED 1000 Healthy Living Concepts **Fall, Spring, Summer**
2 class hours **2 Credits**

The student will be introduced to concepts of topics such as physical fitness, nutrition, weight control, stress management, and disease prevention. Students will evaluate their current lifestyle habits, identify areas which can be improved, and develop means to make improvements.

PHED 1110 Weight Training **Fall, Spring**
3 laboratory hours **1.5 Credits**

The student will be introduced to the principles of weight training in order to be able to develop muscular strength and/or endurance in all of the major muscle groups of the body. Fitness concepts and functions of muscles will be covered as well as the mechanics of performance for exercises which work the muscle groups. Students will participate in a prescribed program for the first half of the semester. The second half of the semester the student will participate in a personalized program designed by the student to work all of the major muscle groups.

PHED 1120 Aerobic Conditioning **Fall, Spring**
3 laboratory hours **1.5 Credits**

The student will participate in aerobic dance, step aerobics and other forms of aerobic conditioning exercise in order to improve the cardiorespiratory system (aerobic capacity). The class will also include muscular conditioning exercises to exercise muscle groups which are used only minimally during the aerobic workout, such as the abdominal muscles. All major muscle groups and their functions will be covered and the student will understand and be able to demonstrate which exercises work which muscle groups.

PHED 1140 Fitness Walking and Jogging **Fall, Spring**
3 laboratory hours **1.5 Credits**

The student will participate in an exercise program designed to improve cardiorespiratory endurance (aerobic capacity). Basic fitness concepts and other related health and fitness material will be covered in the classroom. The student will be introduced to the basic principles and mechanics for participation in fitness walking and jogging and will participate in each form of exercise for a prescribed amount of time and then choose (under the guidance of the instructor) which form of exercise in which to participate for the remainder of the semester.

PHED 1150 Body Conditioning **Fall, Spring**
3 laboratory hours **1.5 Credits**

The student will learn the fundamental principles underlying physical activity and how to put these principles into practice by participating in an organized, total body, fitness program. Each student will design a personal fitness program to meet his/her individual needs. Other health and related fitness concepts will also be covered.

PHED 1160 Interval Aerobics **Fall, Spring**
3 laboratory hours **1.5 Credits**

Students will be introduced to the principles of interval aerobics. Intervals alternate brief periods of high-intensity recovery work with low intensity recovery periods, involving both the aerobic and anaerobic systems. This course utilizes single body station weight machines and aerobic activity stations in alternating succession as well as activities including cycle, gliding, circuit training, and trekking (treadmill intervals). This class is for everyone, at any age, at every level of fitness. Students will strive to improve their level of fitness and performance. There will be an additional fee of \$40 for this course, payable when tuition is paid. This additional fee will be paid to a local gym for the cost of their facility usage and equipment.

PHED 1210 Golf **Fall, Spring, Summer**
2 laboratory hours **1 Credit**

The student will be introduced to the basics of golf including the grip, stance, swing, putting, chipping, terminology, scoring and etiquette. Students will progress to being able to play a round of golf. The course will be conducted at the Coastal Pines Golf Center and a fee of \$40.00 will be charged. Golf balls and clubs will be provided or students may use their own clubs.

PHED 1221 Bowling **Fall, Spring, Summer**
2 laboratory hours **1 Credit**

The fundamentals of bowling (grip, stance, approach, release, scoring, etiquette) will be covered and students will practice these skills in order to attain sufficient skill with which to participate in bowling as a recreational activity. Students will use these skills in game situations throughout the semester and participate in a class bowling tournament during the last two weeks of the semester. The class will be held

at the Bowlarena across from the campus and there will be a fee (\$40.00) required to be paid to the Bowlarena which will include all games, shoes and ball use.

PHED 1231 Volleyball **Fall**
2 laboratory hours **1 Credit**

The student will be introduced to the fundamentals of volleyball including different serves, set, dig, spike, terminology, rules, scoring and court etiquette. The class will emphasize skill development through the use of drills designed to develop skill and the use of skills in game situations. Sufficient skill will be developed in order that the student will be able to participate successfully in volleyball as a recreational activity. Students will primarily participate in the six-person team volleyball but will also be introduced to two and three-person team play.

PHED 1242 Badminton ******
1 laboratory hour **1 Credit**

The fundamentals of badminton (grip, serve, clears, drop, smash, rules, scoring and etiquette) will be covered. Students will practice the skills of badminton through drills and game situations in order to attain sufficient skill with which to participate in badminton as a recreational activity.

PHED 1250 Tennis **Fall, Spring**
2 laboratory hours **1 Credit**

The student will be introduced to the basic skills of tennis (grip, stance, serve, forehand, backhand, volley, half volley, lob, and overhead) as well as rules, scoring, strategy and etiquette of the game. Students will practice skills during various drills and will use the skills in game situations of singles and doubles.

PHED 1430 Outdoor Challenges **Fall, Spring**
0.5 class hour, 1 laboratory hour **1 Credit**

Students will participate in various challenges, cooperative games, and other forms of adventure programming in an outdoor setting. This course develops leadership skills, stimulates group interaction and team building, and improves self-reliance and problem solving skills. It will meet on two Friday afternoons at the CCG gymnasium, followed by an all day Saturday class, and Sunday afternoon at an off-campus facility. 100% attendance is required in the class. There will be an additional fee (\$30) for this course, payable when tuition is paid.

PHED 1440 Camping and Hiking **Fall, Spring, Summer**
2 laboratory hours **1 Credit**

Students will learn fundamental elements of recreational camping and hiking. The first class will be one afternoon, on campus to cover basic materials needed for camping and hiking, selected camping skills and planning for the overnight camping trip. The remainder of the class will be conducted at a public campground within four hours or less driving time from campus. At the campground more concepts will be

covered and participated in. On the second day of the campout, camping skills will be tested and a written test will also be given. There will be an additional fee (\$25.00) for this course payable when tuition is paid.

PHED 1450 Snow Skiing/Boarding I **Spring**
0.5 class hour, 2 laboratory hours **1.5 Credits**

Students will develop basic skills of snow skiing as well as skiing concepts related to safety, conditioning, etiquette, clothing, equipment, etc. The course will begin with a four-hour session on campus prior to a trip to a specified ski facility for the remainder of the class sessions. There will be an additional fee for this course, payable when tuition is paid. The additional fee will cover ski equipment, lift tickets and lodging.

PHED 1455 Snow Skiing/Boarding II **Spring**
0.5 class hour, 2 laboratory hours **1.5 Credits**

Prerequisite: PHED 1450 or Permission of Instructor

Students will develop an intermediate level of Snow Skiing and Snow Boarding skills. Those students already skilled in the basics of snow skiing/boarding, will be allowed to further their skill and increase their level of expertise. The course will begin with a four-hour session on campus prior to a trip to Appalachian Ski Mountain for the remainder of the class sessions. There will be an additional fee for the course, payable when tuition is paid. This additional fee will cover ski equipment, lift tickets and lodging.

PHED 1460 Martial Arts **Fall, Spring**
3 laboratory hours **1.5 Credits**

Students will participate in Shotokan Karate. The three components of karate practice will be covered: 1) "kihon" (blocks, punches, kicks and stances), 2) "katas" (pre-arranged movements simulating combat situations) and 3) sparring "kumite" with an opponent. Training will concentrate on both the physical and mental aspects of martial arts practice. Skill and written tests will be given at the end of the semester. Students will be required to purchase a uniform ("gi") for this course during the first week of the semester. The cost is approximately \$25.00.

PHED 1610 Dance-Social/Country-Western/ Line **Spring**
3 laboratory hours **1.5 Credits**

The student will be introduced to various dance steps (such as grapevine, hustle, two-step, waltz, cha-cha) and will learn to use and sequence these basic steps in various dance situations. Basic line dances will be learned which may include the Electric Slide, Slappin' Leather, and Boot Scootin Boogie. Dances performed specifically to Country Western music will be learned; the Two-Step, waltz, Shag, Sweetheart Cha-Cha and others will be covered. Social dances to music other than Country Western will also be performed to other music styles: Shag, Swing, waltz, Fox-Trot, Cha-Cha and others. Students will become proficient in basic dance styles in order to participate in dance as a recreational activity.

PHED 1710 Individual Physical Education I **Fall, Spring**
2 laboratory hours **1 Credit**

Prerequisite: Permission of Instructor

This course is designed for the student who cannot fulfill the physical education graduation requirements in any other physical education class because of a physical or medical disability. An individual program is designed to fit the students' needs and to give maximum flexibility and benefits. An emphasis is placed on being a physically educated person.

PHED 1720 Individual Physical Education II **1 Credit**
2 laboratory hours

Prerequisite: Successful completion of PHED 1710 and Permission of Instructor

This course is the second session designed for the student who cannot fulfill the physical education graduation requirements in any other physical education class because of a physical or medical disability. The student will research his/her physical disability and will continue to implement an individual fitness program to meet his/her needs. The student will also receive information on sound nutrition and how to implement a food diary designed to track and enhance their food choices. Emphasis will be placed on wellness so that the student can continue to enhance their fitness knowledge.

PHED 1721 Intercollegiate Athletics I **Spring**
2 laboratory hours **1 Credit**

Full-time students who are participating in their first year of the College of Coastal Georgia intercollegiate program may register for this course and receive one hour of physical education credit.

PHED 1722 Intercollegiate Athletics II **Spring**
2 laboratory hours **1 Credit**

Full-time students who are participating in their second year of the College of Coastal Georgia intercollegiate program may register for PHED 1722 for institutional credit only. This course will not satisfy the physical education requirement for graduation.

PHED 1800 Introduction to Yoga ******
3 laboratory hours **1.5 Credits**

This is an activity course that provides an introduction to the general history, basic training principals, and the five different types of Yoga.

PHED 2011 Health and Physical Education Practicum ******
0.5 class hour, 1 laboratory hour **1 Credit**
Corequisite: EDUC 2000

Any student majoring in Health and Physical Education must enroll in PHED 2011 when taking EDUC 2000 (Introduction to Education) as part of the Area F requirement for additional field experience in health and physical education.

Students will participate and assist in public school based physical education classes, college physical education classes, or health and fitness centers or medically based health and fitness programs.

PHED 2012 Recreation Practicum **
0.5 class hour, 1 laboratory hour **1 Credit**

This course is based on field experience for students majoring in recreation. Students will participate and assist in a public recreation program through the city, county, Boys and Girls Club, YWCA, or other public agencies.

PHILOSOPHY (PHIL)

PHIL 2004 Introduction to Philosophy **Fall, Spring, Summer**
3 class hours **3 Credits**

Prerequisite: None

This course is an introduction to the fundamentals of philosophy, its meaning and functions, its vocabulary and problems. It offers students an opportunity to become more aware of themselves and the world around them.

PHIL 2005 Introduction to Ethics **Fall, Spring, Summer**
3 class hours **3 Credits**

Prerequisite: None

This course is an introduction to the principles and problems of ethics in relation to a variety of contemporary issues. The course will engage students in critical thinking about the major philosophical positions concerning right and wrong, moral values, and moral responsibility.

PHYSICS (PHYS)

PHYS 1011 Survey of Physics **
4 class hours, 2 laboratory hours **5 Credits**

Prerequisite: MATH 1111

This course covers some basic concepts and applications of physics. Topics to be covered include mechanics, heat, electricity, light and sound. Laboratory exercises supplement the lecture material. *Note: this course could also be used by Associate of Science or Associate of Art non-science majors (only) to partially satisfy their Area D science requirements. This course can not be substituted for PHYS 1111, PHYS 1112, PHYS 2211, or PHYS 2212.*

PHYS 1111 Introductory Physics I **Fall**
3 class hours, 2 laboratory hours **4 Credits**

Prerequisites: MATH 1111 and MATH 1112 or MATH 1113

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used. *(Note: A student may not receive credit for both PHYS 1111 & PHYS 2211)*

PHYS 1112 Introductory Physics II **Spring**
3 class hours, 2 laboratory hours **4 Credits**
Prerequisite: PHYS 1111

An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used.

PHYS 2211 Principles of Physics I **Fall**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisite: MATH 1121

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.

(Note: A student may not receive credit for both PHYS 1111 & PHYS 2211)

PHYS 2212 Principles of Physics II **Spring**
3 class hours, 3 laboratory hours **4 Credits**
Prerequisites: PHYS 2211 and MATH 1122

An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used.

PRACTICAL NURSING PRACTICUM (PNPT)

PNPT 1112 Medical-Surgical Nursing I Practicum for **Fall**
the Practical Nurse
20 laboratory hours **3 Credits**
Prerequisites: AHSK 1113 and PNSG 1111
Corequisites: AHSK 1102 and PNSG 1112

This 7½ week practicum provides an introduction for the student to utilize developing skills in acute/extended care facilities. Focus is on nursing care, treatments, drug and diet therapy for the adult in varying stages of wellness/illness.

PNPT 1212 Medical-Surgical Nursing II Practicum for **Spring**
the Practical Nurse
22 laboratory hours **7 Credits**
Prerequisites: AHSK 1102, AHSK 1113, PNSG 1111, PNSG 1112, and PNPT
1112
Corequisites: PNSG 1212, PNSG 1213, and PNSG 1214

A continuation of PNPT 1112 with emphasis on providing nursing care treatments, drug and diet therapy for adult and pediatric clients in varying stages of illness/wellness. In addition, the student is introduced to caring for clients with mental health and emotional disorders.

PNPT 1314 Maternal-Infant Nursing Practicum for the Practical Nurse Summer

6 laboratory hours 1 Credit

Prerequisites: PNSG 1212, PNPT 1212, PNSG 1213, and PNSG 1214

Corequisites: PNSG 1314, PNSG 1328, and PNPT 1328

This practicum focuses on obstetrics, maternal/infant care, and associated illness, pharmacology, nursing procedures/techniques; and utilizing the nursing process.

PNPT 1328 Leadership and Specialty Nursing Practicum for the Practical Nurse Summer

16 laboratory hours 3 Credits

Prerequisites: PNSG 1212, PNPT 1212, PNSG 1213, and PNSG 1214

Corequisites: PNSG 1314, PNSG 1328, and PNPT 1314

This practicum builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the employment setting. Emphasis is on leadership skills, management skills, and employability skills.

PRACTICAL NURSING (PNSG)

PNSG 1111 Nursing Fundamentals for the Practical Nurse Fall
10 class hours, 4 laboratory hours 6 Credits

Prerequisites: ENGL 0100, PSYC 0100, MATH 0100, CITP 1011, AHSK 1101, AHSK 1106, and CCGA 1101.

Corequisites: AHSK 1102, AHSK 1113

This 7½ week course is an introduction to the nursing profession. Topics include: ethics and law, professional orientation, community health, infection control, patient care, application of therapeutic procedures and treatment, first aid, a review of CPR, and an introduction to the nursing process.

PNSG 1112 Medical-Surgical Nursing I for the Practical Nurse Fall
10 class hours 5 Credits

Prerequisites: AHSK 1113, PNSG 1111

Corequisites: AHSK 1102, PNPT 1112

The focus of this 7½ week course taught in the last half of the first semester is on wellness and prevention of illness, holistic care of the individual, with deviations from the normal state of health utilizing the nursing process. Topics include an introduction to medical-surgical nursing; wellness and prevention of illness; nursing care, treatments, drug and diet therapy related to patients with disorders of the integumentary, musculoskeletal, and urinary systems, geriatrics, hospice care, and care of the surgical patient.

PNSG 1328 Leadership and Specialty Nursing for the Practical Nurse Summer

6 class hours 4 Credits

Prerequisites: PNSG 1212, PNPT 1212, PNSG 1213, PNSG 1214

Corequisites: PNSG 1314, PNPT 1314, PNPT 1328

This course builds on the concepts presented in previous Practical Nursing courses and develops the skills necessary for successful performance in the job market. The student is introduced to leadership, management and employability skills for the practical nurse.

POLITICAL SCIENCE (POLS)

POLS 1101 American Government Fall, Spring, Summer

3 class hours 3 Credits

Prerequisite: None

An introductory course in American government covering the organization, functions, and processes of federal, state, and local governments, with emphasis on the federal. Satisfies the Georgia requirement for proficiency in studies of the United States and Georgia Constitutions.

POLS 2302 Introduction to International Relations **

3 class hours 3 Credits

Prerequisite: POLS 1101

Introduction to International Relations examines the interaction of nation-states in the world system. The course will focus on three areas: the conduct of International Relations, issues in International Relations, and theoretical approaches to International Relations.

PULP AND PAPER TECHNOLOGY (PPTT)

PPTT 1001 Introduction to Pulp and Paper Technology

3 class hours 3 Credits

Course content introduces the processes of a pulp and paper mill including operation of its systems and equipment. Topics stress the relatedness of industrial safety, mathematics, plant science, chemistry, blueprint reading, instrumentation and control, and environment protection issues. A brief historical overview and future trends in the industry are also covered.

PPTT 1022 Pulp and Paper Operations

3 class hours 3 Credits

Course provides an introduction to the various types of equipment and their function in the pulp and paper making process. Equipment covered includes compressors, pumps, valves, heat exchangers, drive components, electrical equipment and hand tools. Additionally, the course content traces the pulping process from stock

RADT 1002 Radiographic Positioning I **Fall**
3 class hours, 2 laboratory hours **4 Credits**

Prerequisite: Acceptance into Radiologic Science Program

A study of radiographic positioning procedures covering the upper and lower extremities, thoracic cavity, shoulder girdle, abdomen, and pelvic girdle. Concepts include radiographic anatomy, positioning, and film analysis. Radiographic protection is stressed.

RADT 1003 Radiologic Positioning II **Spring**
3 class hours, 2 laboratory hours **4 Credits**

Prerequisites: RADT 1001, RADT 1002

A study of radiographic positioning procedures covering the gastrointestinal, biliary, and genitourinary systems, vertebral column, and skull.

RADT 1004 Fundamentals of Radiographic Imaging **Spring**
3 class hours, 2 laboratory hours **4 Credits**

Prerequisites: RADT 1002

A course designed to build a basic understanding of the theory and practical application of radiographic techniques. The course provides the learner with concepts related to radiographic film, processing, intensifying screens, quality factors, and exposure conversion techniques.

RADT 1005 Radiobiology/Radiation Safety **Summer**
4.5 class hours **3 Credits**

Prerequisite: RADT 1004

A lecture course designed to give a basic understanding of the manner in which radiation interacts with the biological system. Emphasis is given to concepts that increase one's awareness of the responsibility to protect the patient, public, and self from unnecessary radiation dose.

RADT 1112 Introduction to Clinical Radiology **Spring**
1 class hour, 18 laboratory hours **4 Credits**

Prerequisites: RADT 1001, RADT 1002

The student is introduced to work experience in clinical sites with supervision by the college Radiologic Science clinical instructor and designated members of the staff of the facility. Students will observe the clinical radiology environment and begin performing basic procedures which involve radiography of the chest, upper and lower extremities, and abdominal cavity under direct supervision as well as observe darkroom techniques, and file room process.

RADT 1113 Clinical Procedures and Techniques I **Summer**
1.5 class hours, 18 laboratory hours **4 Credits**

Prerequisites: RADT 1003, RADT 1004, RADT 1112

A continuation of Radiology 1112, the student observes and performs radiographic procedures and techniques previously learned. Additionally, the student will begin performing radiography of the spinal column and cranium under direct supervision. An introduction/observation to surgical radiographic procedures will also be completed. An in-depth study of the components of a radiographic panel/room is included.

RADT 2001 Radiologic Science **Fall**
3 class hours, 2 laboratory hours **4 Credits**

Prerequisite: RADT 1005

Introduces the concepts of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topics include units of measurement, atomic structure, structure of matter, electrostatics, magnetism and electromagnetism, electrodynamics, control of high voltage, rectification, x-ray circuitry, radiographic equipment, image intensified fluoroscopy, recording media and techniques, and computer literacy.

RADT 2002 Pathophysiology **Spring**
3 class hours **3 Credits**

Prerequisite: RADT 2001

This course will provide the student with an introduction to the concept of disease. Pathology and disease, as it relates to various radiographic procedures, will be discussed. Special procedures to demonstrate pathology will also be a focus of this course.

RADT 2003 Certification Fundamentals **Summer**
4.5 class hours **3 Credits**

Prerequisite: All other didactic Radiologic Science courses

A final, comprehensive course that reviews and interrelates concepts previously covered in the curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as resume preparation.

RADT 2221 Clinical Procedures and Techniques II **Fall**
1 class hour, 18 laboratory hours **4 Credits**

Prerequisites: RADT 1005, RADT 1113

This course involves the assignment of students to clinical sites for training and performance of procedures previously learned. In addition, radiographic surgical procedures and tomography will be incorporated in the unit. An in-depth study of the components of a radiographic fluoroscopic unit will be included as well as composition of image receptor types and classifications.

RADT 2231 Intermediate Clinical Procedures and Techniques II **Spring**
1 class hour, 24 laboratory hours **5 Credits**

Prerequisites: RADT 2001, RADT 2221

A continuation of RADT 2221, the student continues to work in all areas and perform previously learned procedures. Major and minor special procedures will be incorporated.

RADT 2241 Advanced Clinical Procedures and Techniques **Summer**
1.5 class hours, 24 laboratory hours **5 Credits**

Prerequisites: RADT 2002, RADT 2231

Continuation of clinical training and performance of procedures from previous clinical courses. An in-depth study of Quality Control/Quality Assurance practices for the general radiology department will be included as well as a processing/image analysis unit. "Spot" evaluations, written and practicum, will also be performed periodically throughout the course to prepare students for the National Registry upon program completion.

READING (READ)

READ 0098 Reading Improvement I ******
4 class hours **4 Credits**

Prerequisite: None

This course provides an introduction to college-level reading by focusing on basic reading strategies and vocabulary enrichment. READ 0098 is intended to help students acquire skills needed to read textbooks, periodicals, and class assignments with reasonable speed, greater comprehension and increased retention. Strategies needed for Literal comprehension, Inferential comprehension, and Analytical comprehension are presented with application exercises. In addition, vocabulary enrichment is taught through direct study, in context, and by structural analysis. Entry into READ 0098 is either by choice or placement with a Reading COMPASS score of 56 or below or Reading CPE score of 69 or below. Learning support, institutional credit only.

SCIENCE (SCIE)

SCIE 1000 **Experiential Learning in Science**

6 laboratory hours

2 Credits

Prerequisite: **Permission of Division (Application required)**

This course is designed to foster and nurture an interest in teaching science at all K-12 levels. Students are expected to work closely with science college faculty and local K-12 teachers to assist in planning and designing activities and lessons that are relevant to the state-mandated science curriculum for that grade and are meaningful to the students. Students will be selected to participate in this course by an application process and will be placed in K-12 classrooms based on their abilities and interests.

SOCIOLOGY (SOCI)

SOCI 1101 **Introduction to Sociology**

3 class hours

Fall, Spring

3 Credits

Prerequisite: **None**

This course is an introduction to the study of organized social life in America and the world community. Emphasis is placed upon the nature and study of sociology as a science; the biological, psychological, and hereditary characteristics of the individual as they relate to the student's social nature; physical environment; groups and culture as instruments of socialization; and the more important social relationships such as marriage and family life, race relations, etc.

SOCI 1160 **Introduction to Social Problems**

3 class hours

3 Credits

Prerequisite: **None**

This course is an introduction to the study of the major problems of individuals, families, and communities which emphasizes the social forces tending to disorganize basic groups in American society and the adaptive efforts undertaken to restore effective social order.

SOCI 2293 **Introduction to Marriage and Family**

3 class hours

3 Credits

Prerequisite: **None**

This course is an introduction to the study of the organization, functions, and present status of the family, primarily in the United States. Problems of mate selection and marital adjustment are treated on the basis of recent and current research in the field.

SPANISH (SPAN)

SPAN 1001 Elementary Spanish I **
3 class hours **3 Credits**

Prerequisite: None

Introduction to Hispanic culture, Spanish grammar, reading and conversation through the use of a computerized electronic language laboratory and modern linguistic skills methods. Extra attendance in the language laboratory will be required weekly.

SPAN 1002 Elementary Spanish II **
3 class hours **3 Credits**

Prerequisite: SPAN 1001 or at least one year of Spanish in high school

A continuation of SPAN 1001. Continued study of Hispanic culture. Continued requirement of language lab attendance.

SPAN 2001 Intermediate Spanish I **
3 class hours **3 Credits**

Prerequisite: SPAN 1002 or at least two years of Spanish in high school

A review of the essentials of Spanish with a primary endeavor to develop the ability to think, read and converse automatically in the language. Continued study of Hispanic culture. Continued requirement of language laboratory attendance.

SPAN 2002 Intermediate Spanish II **
3 class hours **3 Credits**

Prerequisite: SPAN 2001 or at least three years of Spanish in high school

A continuation of SPAN 2001. Continued emphasis on the study of Hispanic culture. Continued requirement of language laboratory attendance.

STUDY SKILLS (STSK)

STSK 0010 Study Skills 2 Credits
2 class hours

Prerequisite: None

This course emphasizes many of the techniques students need for being successful in their college careers. Topics include time management, note taking, test taking, reading and library usage. The course focus is also oriented around comprehensive critical thinking skills and strategies useful in Humanities, Social Sciences, Natural Sciences, and Mathematics. Entry into STSK 0010 is by choice or placement. Learning support, institutional credit only.

SURGICAL TECHNOLOGY (SURG)

SURG 1101 Introduction to Surgical Technology **Fall**
12 class hours, 4 laboratory hours **6 Credits**
Prerequisites: ENGL 0100, MATH 0100, PSYC 0100, CITP 1011, AHSK 1101, AHSK 1106

Corequisite: SURG 1105

This 7½ week course 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, introduction to microbiology, asepsis and the surgical environment, basic instrumentation, equipment, work place safety, and electricity and electrical safety for the Surgical Technologist.

SURG 1102 Principles of Surgical Technology **Fall**
8 class hours, 6 laboratory hours **5 Credits**
Prerequisites: SURG 1101, SURG 1105

Corequisite: SURG 1112

This 7½ week course provides continued study of surgical team participation by introducing principles of the sterilization process and introduction to Pharmacology. Topics include basic case preparation and procedures, principles of the sterilization process, application of sterilization principles in the clinical/lab setting and introduction to pharmacology and physics and robotics for the surgical technologist.

SURG 1104 Surgical Procedures II **Summer**
6 class hours **4 Credits**
Prerequisites: SURG 1109, SURG 1113
Corequisites: SURG 1114, SURG 1124

This course continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthopedic surgery, thoracic surgery, peripheral/vascular surgery, cardiovascular surgery, neurosurgery and trauma surgery.

SURG 1105 Surgical Patient Care **Fall**
1 class hour, 2 laboratory hours **2 Credits**
Prerequisites: Program Admission, ENGL 0100, MATH 0100, PSYC 0100, CITP 1011 or 1010, AHSK 1101, AHSK 1106.

Corequisite: SURG 1101

This 7 ½ week course introduces the diversity of surgical patients. Topics include: Biopsychosocial diversities and needs, preoperative routine and related nursing procedures, intraoperative patient care, postoperative patient care, and health and wellness.

SURG 1109 Surgical Procedures I **Spring**
5 class hours, 2 laboratory hours **6 Credits**

Prerequisites: SURG 1101, SURG 1102, SURG 1105, SURG 1112

Corequisite: SURG 1113

This course provides continued study of surgical team participation in introducing the students to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures, general surgery, and specialty techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, otorhinolaryngologic, oral/maxillofacial surgery, plastic/reconstructive surgery and pediatric surgery.

SURG 1112 Introductory Surgical Practicum **Fall**
18 laboratory hours **3 Credits**

Prerequisite: AHSK 1101, SURG 1101

Corequisite: SURG 1102

The purpose of this 7½ week course is to orient the student to the laboratory and clinical environment. It provides experience with basic skills necessary to the surgical environment and experience with basic skills necessary to the surgical technologist. Emphasis is on scrubbing, gowning, gloving, and processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; application of Physics and Robotics for the Surgical Technologist; and environmental sanitation.

SURG 1113 Specialty Surgical Practicum **Spring**
24 laboratory hours **8 Credits**

Prerequisites: SURG 1102, SURG 1112

Corequisite: SURG 1109

This course continues development of surgical team participation through clinical experience. Emphasis is placed on assistance with patient care such as positioning, prepping, and draping, and participation in procedures for general and specialty surgery. The experiences will include Scrub Role: First Scrub Solo or First Scrub with assist on general, gastrointestinal, obstetrical/gynecological, genitourinary, otorhinolaryngological, oral/maxillofacial, and plastic/reconstructive surgery.

SURG 1114 Advanced Specialty Surgical Practicum **Summer**
20 laboratory hours **7 Credits**

Prerequisites: SURG 1109, SURG 1113

Corequisites: SURG 1104, SURG 1124

This course provides opportunity for students to complete all required surgical technology procedures through participation in surgery in the hospital environment. Emphasis is on the Scrub Role (First Scrub with assist or First Scrub solo) for general and specialty surgical procedures; and/or First Scrub with assist on expanded specialty procedures such as a surgical team conducting ophthalmic, orthopedic,

thoracic, vascular, peripheral vascular, and neurosurgery procedures. All required surgical clinical competencies must be completed.

SURG 1124 Seminar in Surgical Technology **Summer**
3 class hours **2 Credits**

Prerequisites: SURG 1109, SURG 1113

Corequisites: SURG 1104, SURG 1124

This course prepares the student for entry into a career as a surgical technologist. It enables them to effectively prepare for the national certification examination. Topics include professional development and certification preparation.

THEATRE (THEA)

THEA 1100 Theatre Appreciation **Fall, Spring**
3 class hours **3 Credits**

Prerequisite: None

This course is an introduction to various forms of theatrical expression on stage, screen, and television. The course will emphasize the role of the audience as well as the artist. It will focus on the reading of dramatic literature, along with an introduction to play writing, theatre stages, and acting.

WELDING (WELD)

WELD 1430 Metallurgy **3 Credits**
3 class hours

This is a trade related metallurgy course that is designed to familiarize students with the various metal compositions, and give them a working knowledge of the characteristics of base metals which are under stress in the welding process.

WELD 1440 Blueprint Reading **2 Credits**
2 class hours

This course offers reading and interpreting common blueprints used in welding fabrication. Students will also sketch practical drawings of welding applications of various projects. Emphasis will be placed on welding symbols during the course.

WELD 1510 Welding I **6 Credits**
2 class hours, 8 laboratory hours

An introduction to Shielded Metal Arc Welding (SMAW) procedures. The student will develop sufficient skill to produce welds in the flat and horizontal. Safety instruction is given in the use of equipment. Also included is an introduction to oxyacetylene cutting.

WELD 1510A Welding I - Part A

1 class hour, 4 laboratory hours

3 Credits

Course content covers the first half of WELD 1510. The student will develop sufficient skills to produce welds in the flat position.

WELD 1510B Welding I - Part B

1 class hour, 4 laboratory hours

3 Credits

Course content covers the second half of WELD 1510. The student will develop skills needed to perform welding in the horizontal position.

WELD 1520 Welding II

2 class hours, 8 laboratory hours

6 Credits

Using techniques, skills mastered, and knowledge gained in Welding I, students will learn and practice advanced applications of the Shielded Metal Arc Welding (SMAW) process. The student will set up SMAW operations and develop the skills needed to weld in the vertical and overhead positions.

WELD 1520A Welding II - Part A

1 class hour, 4 laboratory hours

3 Credits

Course content covers the first half of WELD 1520. The student will set up SMAW operations and develop the skills needed to weld in the vertical and overhead positions.

WELD 1520B Welding II - Part B

1 class hour, 4 laboratory hours

3 Credits

Course content covers the second half of WELD 1520. The student will develop skills needed to perform in the overhead position.

WELD 1530 Welding III

2 class hours, 8 laboratory hours

6 Credits

Course introduces instruction and practice in the Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes. Content also includes basic instruction in the characteristics of metal transfer and shielding gases associated with GMAW and FCAW processes.

WELD 1530A Welding III - Part A

1 class hour, 4 laboratory hours

3 Credits

Course content covers the first half of WELD 1530. This course introduces instruction and practice of Gas Metal Arc Welding.

WELD 1530B Welding III - Part B

1 class hour, 4 laboratory hours

3 Credits

Course content covers the second half of WELD 1530. This course introduces instruction and practice of Flux Core Arc Welding.

WELD 1540 Welding IV

2 class hours, 8 laboratory hours

6 Credits

Gas Tungsten Arc Welding (GTAW) is covered in this course. Students will utilize the GTAW process to weld in all positions on carbon steel, stainless steel, and aluminum. Content also includes basic instruction in the characteristics of carbon steel, stainless steel, and aluminum as well as the power sources and shielding gases used with the GTAW process.

WELD 1540A Welding IV - Part A

1 class hour, 4 laboratory hours

3 Credits

Course content covers the first half of WELD 1540. The student will set up Gas Tungsten Arc Welding equipment and develop skills needed to perform welds in all positions on carbon steel. .

WELD 1540B Welding IV - Part B

1 class hour, 4 laboratory hours

3 Credits

Course content covers the second half of WELD 1540. This will include welding of carbon steel, stainless steel and aluminum in various positions.

WELD 1550 Preparation for Certification

1 class hour, 4 laboratory hours

3 Credits

Plate and pipe welding certification procedures and techniques are covered in this course. The SMAW and GTAW processes will be used and coupons will be subjected to testing procedures used in standard certification examinations.

WELD 1560 Cutting

1 class hour, 2 laboratory hours

2 Credits

This course is designed to provide the student with the knowledge and hands-on skills needed by the welder to perform cutting on metal to prepare it for welding operations.

WELD 1610 Maintenance Welding

1 class hour, 4 laboratory hours

3 Credits

Welding 1610 is a basic course designed for the non welding major. Topics include safe operation of equipment, basic welding knowledge, and hands-on practice in using welding processes primarily practiced by maintenance technicians.

WELD 2050 Pipe Welding

2 class hours, 8 laboratory hours

6 Credits

This course is at an advanced level and is designed to provide students with the opportunity to attain technical knowledge about, and develop welding skills in, the application of Shielded Metal Arc Welding (SMAW) process applied to pipe. Students will be expected to apply technical information learned to practical applications in the laboratory. Welding practice will include Shielded Metal Arc

Welding procedures applied to both thin and heavy wall pipe in all positions. Students will be expected to perform in accordance with American Society of Mechanical Engineers IX.

WELD 2510 Advanced Shielded Metal Arc Welding II

2 class hours, 8 laboratory hours

6 Credits

As an advanced study of techniques and principles of shielded metal arc welding, this course will include setting up and welding operations for all position fillet and groove welding on an unlimited thickness range of carbon steel plate and pipe and a limited thickness range of stainless steel plate.

WELD 2530 Advanced Gas Metal Arc Welding

2 class hours, 8 laboratory hours

6 Credits

This course is an advanced study of GMAW using spray and short circuit transfer on aluminum and carbon steel plate and pipe. Flux cored operations for all position fillet and groove welding on carbon steel plate and pipe is also covered.

WELD 2540 Advanced Gas Tungsten Arc Welding

2 class hours, 8 laboratory hours

6 Credits

This course continues the gas tungsten arc welding operation on carbon steel plate and pipe. The course also teaches welding within a limited thickness range of stainless steel and aluminum sheet metal and pipe.

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 Paula PorterAdministrative Secretary

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 Duressa PujatPublic Services Librarian
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VacantBookstore Cashier

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Central Duplicating

Regina CruzDuplicating Equipment Operator II

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 Clayton F. PatrickPublic Safety Officer
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The Board oversees 35 institutions: four research universities, two regional universities, 13 state universities, seven state colleges, and nine two-year colleges. These institutions enroll more than 270,000 students and employ approximately 11,000 faculty and 28,600 staff to provide teaching and related services to students and the communities in which they are located.

The University System of Georgia's Board of Regents was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members to the Board, who each serve seven years. Today the Board of Regents is composed of 18 members, five of whom are appointed from the state-at-large, and one from each of the 13 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

Instruction consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

Public Service/Continuing Education consists of non-degree-credit courses.

The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

Research encompasses investigations conducted primarily for discovery and application of knowledge. These investigations cover matters related to the educational objectives of the institutions and to general social needs. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

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