Bainbridge College

2500 East Shotwell St.
Bainbridge, GA 39819-0990
(229)248-2500

www.bainbridge.edu

The University System of Georgia

2008-2010 Catalog

Volume 19

Online Catalog Updated February, 2009

Bainbridge College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, tel. 404-679-4501) to award the associate of arts degree, the associate of science degree, the associate of applied science degree and certificates in vocational/technical programs.

Bainbridge College is an Equal Opportunity College

Disclaimer

CHANGES IN PROGRAMS AND CATALOGS

The statements in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Bainbridge College 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 is available in the Office of Admissions and Records and the Office of Academic Affairs. Students are responsible for keeping themselves apprised of current graduation requirements.

HUMAN RIGHTS AND NONDISCRIMINATION

Bainbridge College is committed to equal opportunity education. The college is guided in philosophy and practice by the principle that individuals shall not be treated differently because of race, creed, color, sex, age, disability, or national origin and that legitimate and reasonable access to facilities shall be available to all. This principle is particularly applicable in the admission of students to all programs of the college. It also is applicable in extracurricular activities, all student services, the employment of students by the college, and in the employment of faculty and non-instructional staff.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Bainbridge College does not discriminate on the basis of handicap or disability.

The following office has been designated to handle inquiries regarding the non-discrimination policies: Testing and Disabilities Coordinator and Career Specialist, Jessica Long, Testing and Career Counseling Center, 229-248-2579. For further information on notice of non-discrimination, see list of Office of Civil Rights enforcement offices for the address and phone number of the office that serves your area, or call 1-(800)-421-3481.

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ACADEMIC CALENDAR

Note: Applicants and students should consult the current Schedule of Classes, as there may be changes for early registration dates, registration times, and possible calendar changes.

2008 SUMMER SEMESTER

April 1	**Financial Aid Priority Deadline**
April 2-May 1	**Early Registration for returning students**
May 29	**Open Registration, 8 a.m.-6 p.m.** Registration for New Students or Returning Students who did not Early Register. See advisor to register; then, proceed to the Business Office for final processing. **Fees are due this day.**
May 30	**Late Registration 8 am-5 pm.**
May 31	**First day of Class for Regular and A Term**
June 2-6	**Drop/Add/Registration** **Important reminder to Financial Aid Recipients:** Financial aid awards are based on hours enrolled in ALL terms as of 5p.m. on June 1, 2008. Courses added including "B" term courses will not increase the award.
June 16	Midterm "A" term; Last day to drop "A" Term classes with no penalty.
June 26	Last Day of Class for "A" Term
June 27	Final exam for "A" Term – Registration for "B" Term
June 30	Mid-Term for Regular Session
June 27	Last day to register for "B" Term Classes. See advisor or the Office of Admissions & Records.
June 30	First day of "B" Term.
July 4	**Holiday (College Offices Closed)**
July 14	Mid-term for "B" session. Last day to drop "B" term classes with no penalty.
July 25	Last Day of Classes for regular and "B" Term
July 26, 28-29	**Final Exams**
July 31	**Grades Due**

2008 Fall Semester

Aug. 18-19	Orientation and Open Registration for new and returning students 8 a.m.-7 p.m. Students with fewer than 24 hours and/or Learning Support MUST see an advisor to register.
Aug. 19	Late Registration, 8 a.m.-6 p.m. Fee Payment Deadline for all students including financial aid students. All classes will be canceled for students who do not pay OR whose financial aid has not been processed.
Aug. 20	First day of classes for Regular and A Terms
Aug. 20-26	Course Drop/Add Period, 8 a.m.–5 p.m. **Important Reminder to Pell & Title IV Financial Aid Recipients:** Financial aid awards are based on hours enrolled in ALL terms as of 5 p.m. Aug. 26. Courses added, including B Term courses, after this date will not increase the award. Tuition charges will be increased if credit hours are added after Aug. 26 and additional fees will apply. Fall B Term courses dropped after Aug. 26 may result in repayment.
Aug. 30-Sept. 1	**Labor Day Holiday - No Saturday Classes Aug 30. College closed Sept. 1.**
Sept. 15	Mid-term for A Term
Oct. 10	Last day for A Term
Oct. 13	Mid-term for Regular Term Final Exams for A Term
Oct. 14	First day of class for B Term
TBA	Regents' Test. Students must call 229-248-2579 (Testing & Career Center) to sign up for specific date and time.
Nov. 1	**Financial Aid Priority Deadline** for Spring 2009 term. All new students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
Nov. 6	Mid-term for B Term
Nov. 13	**Pre-registration starts for Spring 2009.**
Nov. 26-29	**Thanksgiving Holidays — No Classes, including Saturday College offices closed 27-28.**
Dec. 8	Last day of classes for Regular and B Terms
Dec. 9-13	**Final Exams for Regular and B Terms**
Dec. 15	**GRADES DUE BY NOON**
Dec. 22–Jan. 4	**College offices closed. College reopens Jan. 5, 2009.**

2009 SPRING SEMESTER

Jan. 5	Orientation and Open Registration, 8 a.m.–6 p.m. Registration for new students or returning students who did not register early. Students with fewer than 24 hours and/or Learning Support MUST see an advisor to register. See advisor to register; then proceed to Business Office for final processing. Fees are due this day.
Jan. 6	Late Registration
Jan. 7	First day of class for Regular and A Terms
Jan. 6-9	Drop/Add/Registration **Important reminder to Financial Aid Recipients:** Financial aid awards are based on hours enrolled in ALL terms as of 5 p.m. Jan. 9, 2009. Courses added, including B Term courses, will not increase the award.
Jan. 19	**M.L. King Jr. Holiday: College Offices Closed — No Saturday Classes Jan. 17.**
Jan. 30	Mid-term for A Term Last day to drop A Term classes with no penalty
Feb. 26	Last day of class for A Term
Feb. 27	Mid-term for Regular Term Final Exams for A Term Last day to register for B Term. See advisor or go to Admissions & Records Office.
March 2-6	**Spring Break for Students. No Saturday class. College office closed March 6.**
March 9	B Term starts
TBA	Regents' Test — Call Testing & Career Center (229-248-2579) to Register for exam.
April 1	Mid-term for B Term Last day to drop B Term classes with no penalty.
April 1	**Financial Aid Priority Deadline** for Summer/Fall 2009. All students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
April 29	Last day of classes for Regular and B Terms
April 30-May 5	**Final Exams (Finals for potential graduates will be May 3 and 4.)**
May 5	**Potential Graduates' Grades due by 9:00 a.m**.
May 6	**ALL GRADES DUE BY NOON**
May 8	**GRADUATION**

2009 SUMMER SEMESTER

May 28	**Orientation and Open Registration, 8 a.m.-6 p.m.** Registration for New Students or Returning Students who did not Early Register. Students with fewer than 24 hours and/or Learning Support MUST see an advisor to register. See advisor to register; then, proceed to the Business Office for final processing. Fees are due this day.
May 29	**Late Registration 8 am-5 pm.**
June 1	**First day of Class for Regular and A Term**
June 1-5	**Drop/Add/Registration** Important reminder to Financial Aid Recipients: Financial aid awards are based on hours enrolled in ALL terms as of 5 p.m. on June 5, 2009. Courses added including "B" term courses will not increase the award.
June 11	Midterm "A" term; Last day to drop "A" Term classes with no penalty.
June 23	Last Day of Class for "A" Term
June 24	Midterm Final exam for "A" Term Registration for "B" Term
June 25	B term begins
July 3	**Holiday (College Offices Closed)**
July 8	Mid-term for "B" session. Last day to drop "B" term classes with no penalty.
July 21	Last Day of Classes for regular and "B" Term
July 22-23	**Final Exams**
July 24	**Grades Due by 5:00**

2009 FALL SEMESTER

Aug. 14	**Orientation and Open Registration, 8 a.m.-6 p.m.** Registration for new students or returning students who did not register early. Students with fewer than 24 hours and/or Learning Support MUST see an advisor to register. See advisor to register; then proceed to the Business Office for final processing. Fees are due this day.
Aug. 17	**Late Registration 8 a.m.-5 pm.**
Aug. 18	**First day of class for Regular and A Terms**
Aug. 18-21	**Drop/Add/Registration** **Important reminder to Financial Aid Recipients:** Financial aid awards are based on hours enrolled in ALL terms as of 5 p.m. Aug. 21, 2009. Courses added, including B Term courses, will not increase the award.
Sept. 7	**Labor Day Holiday - College offices closed** *NO* **Saturday classes Sept. 5**
Sept. 11	Mid-term A Term Last day to drop A Term classes with no penalty
Oct. 8	Last day of class for A Term
Oct. 9	Final Exams for A Term Mid-term for Regular Term Registration for B Term
Oct. 12	First day of class for B Term
TBA	Regents' Test – Call the Testing & Career Center (229-248-2579) to register.
Nov. 1	**Financial Aid Priority Deadline** for Spring 2010 term. All new students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
Nov. 4	Mid-terms for B Term Last day to drop B Term classes with no penalty
Nov. 25-28	**Thanksgiving Holiday - No classes- College offices closed 26-27.**
Dec. 4	Last day of classes for Regular and B Terms
Dec. 5-10	**Final Exams**
Dec. 14	**ALL GRADES DUE BY 12 NOON**
Dec. 24-Jan. 1	**College Offices Closed. College reopens Jan. 4, 2010**

2010 SPRING SEMESTER

Jan. 4	**Orientation and Open Registration, 8 a.m.-6 p.m.** Registration for new students or returning students who did not register early. Students with fewer than 24 hours and/or Learning Support MUST see an advisor to register. See advisor to register; then proceed to the Business Office for final processing. Fees are due this day.
Jan. 5	**Late Registration 8 a.m.-5 p.m.**
Jan. 6	**First day of class for Regular and A Terms**
Jan. 6–12	**Drop/Add/Registration** **Important reminder to Financial Aid Recipients:** Financial aid awards are based on hours enrolled in ALL terms as of 5 p.m. Jan. 12, 2010. Courses added, including B Term courses, will not increase the award.
Jan. 18	**M.L. King Jr. Holiday - College offices closed. Classes will be held Saturday, Jan. 16**
Feb. 1	Mid-term A Term Last day to drop A Term classes with no penalty
Feb. 25	Last day of class for A Term
Feb. 26	Final Exams for A Term Mid-term for Regular Term Registration for B Term
March 1-5	**Spring Break for Students. No Saturday classes March 6. College Offices closed March 5.**
March 8	First day of class for B Term
	Regents' Test – Call Testing & Counseling Center (229-248-2579) to register
March 31	Mid-term for B Term Last day to drop B Term classes with no penalty
April 1	**Financial Aid Priority Deadline** for Summer/Fall 2010. All students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
April 28	Last Day of Classes for Regular and B Terms
April 29– May 4	**Final Exams (Finals for potential graduates will be April 29.)**
April 30	**Potential graduates' grades due by Noon**
May 6	**ALL GRADES DUE BY NOON**
May 11	**Graduation**

2010 SUMMER SEMESTER

May 28	**Orientation and Open Registration, 8 am-6 pm.** Registration for New Students or Returning Students who did not Early Register. Students with fewer than 24 hours and/or Learning Support MUST see an advisor to register. See advisor to register; then, proceed to the Business Office for final processing. Fees are due this day.
June 1	**Late Registration 8 am-5 pm.**
June 2	**First day of Class for Regular and A Term**
June 2-8	**Drop/Add/Registration** Important reminder to Financial Aid Recipients: Financial aid awards are based on hours enrolled in ALL terms as of 5p.m. on June 8, 2010. Courses added including "B" term courses will not increase the award.
June 14	Midterm "A" term; Last day to drop "A" Term classes with no penalty.
June 24	Last Day of Class for "A" Term
June 25	Final exam for "A" Term Mid-Term for Regular Session Registration for "B" Term
June 28	First day of "B" Term.
July 5	**Holiday (College Offices Closed)**
July 9	Mid-term for "B" session. Last day to drop "B" term classes with no penalty.
July 24	Last Day of Classes for regular and "B" Term
July 26-27	**Final Exams**
July 29	**Grades Due by 5:00**

GENERAL INFORMATION

THE COLLEGE YEAR

The academic year is divided into two fifteen-week semesters, designated as Fall and Spring. The college also offers accelerated enrollment options in summer and within the semesters. Starting and ending dates for all terms appear in the college calendar and the individual term schedule of classes. Students may enroll at Bainbridge College at the beginning of any term and are encouraged to complete their programs of study in as timely a manner as possible.

HOURS OF OPERATION

Generally, Bainbridge College offices are open Monday through Friday from 8:00 a.m. until 5:00 p.m. Some offices are open into the evening or by appointment after 5:00 p.m. Call the respective office (see information directory) for information or appointments. Evening, off-campus and weekend classes are held according to published schedules. Library hours are posted each semester. Hours of operation may vary during the summer semester.

HISTORY OF THE COLLEGE

The Board of Regents of the University System of Georgia authorized the establishment of a junior college in Decatur County, Georgia in December 1970. As required by Board policy, the local community provided and developed the college site and on September 23, 1971, approved a $2 million bond issue to provide funds for the initial physical plant. The State of Georgia continues to operate and maintain the college.

Construction of the first five buildings began in July 1972. Temporary offices operated in downtown Bainbridge at 215 East Water Street and 122 West Water Street during construction. College staff members occupied the first buildings on August 16, 1973. The charter class of the college began classes on October 1, 1973, the first of over 6,000 credit students enrolled during the first decade.

The Division of Vocational/Technical Education and the Department of Developmental Studies were added during the academic year 1973-1974. A unique agreement between the Board of Regents and the Georgia Department of Education made the Vocational/Technical programs possible. In September 1980 these programs occupied a new $1.6 million facility. The name of the division changed to the Division of Technical Studies in November 1990.

In June 1987, the Board of Regents removed the word "Junior" from the names of all two-year colleges in the University System. That year Bainbridge College became the second college in the country to be designated a Bicentennial Campus by the Commission on the Bicentennial of the U. S. Constitution. In 1993 modular classroom buildings secured from the Decatur County School System were remodeled into the current Oak and Pine Centers housing classroom, office and studio space. A 2,000 square-foot lighted outdoor performance area named Center Stage was built in 1995. The Southwest Georgia Youth Science and Technology

Center opened in November 1996 as the Dogwood Center. The Maple Center opened in 1998 and houses the distance learning facilities and computer support personnel. In 2003, construction began on the Charles H. Kirbo Regional Center, which will house a conference center with an auditorium, a dining facility, high tech lecture hall, and meeting rooms. Also in 2004, approval was received for an annex to the Technical Studies building and for an academic center building. The annex opened in fall 2005 and provides additional space for classrooms and faculty offices.

LOCATION AND SERVICE AREA

Bainbridge College sits on 173 acres just inside the city limits of Bainbridge, Georgia on U.S. Highway 84E (2500 E. Shotwell St). Bainbridge is located in Southwest Georgia approximately 40 miles from Tallahassee, Florida, and 60 miles from Dothan, Alabama. In addition to maintaining a balance between agricultural and industrial economies, the Bainbridge region offers many recreational attractions, including excellent hunting and fishing, an outstanding YMCA, an award-winning community theatre, and numerous tennis courts and boating facilities.

The campus physical environment is one of rustic beauty, accentuated by stately pine and moss-draped oak trees. A nearby lake further enhances the natural environment and beauty. Because Bainbridge College has no residence facilities, students commute from the nearby towns of Attapulgus, Blakely, Brinson, Camilla, Cairo, Climax, Colquitt, Donalsonville, Iron City, Pelham, Thomasville, and Whigham. Some students also come from neighboring Florida and Alabama communities.

COLLEGE CODE
The Bainbridge College Code is 011074. This is used for financial aid and other records.

EARLY COUNTY SITE (BLAKELY)

On July 1, 2006 the responsibility and authority for the governance and administration of Albany Technical College's Early County Campus facility, as well as its faculty, staff, and instructional programs was transferred to Bainbridge College. The site is located in Blakely, Georgia, at 40 Harold Ragan Drive. Technical certificates and degrees, as well as transfer courses and degrees are offered for the citizens of Early and surrounding counties.

BAINBRIDGE COLLEGE MISSION STATEMENT

Bainbridge College is a two-year, nonresidential college of the University System of Georgia located in the rural southwestern corner of the state. In addition to its own offerings in academic transfer and technical areas, Bainbridge College provides educational opportunities for area residents through its continuing education, joint degree programs with nearby technical colleges, upper division and graduate offerings by Georgia Southwestern University and Albany State University, and distance learning transmissions from other academic institutions and governmental and professional agencies.

Bainbridge College shares with other two-year colleges in the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly out standing programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;

- a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to ensure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- a commitment to scholarship and creative work to enhance instructional effectiveness and to meet local needs.

In addition, Bainbridge College shares the following characteristics with its thirty-five sister institutions of the University System of Georgia:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical colleges, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Bainbridge College is the only comprehensive community college in southwest Georgia. Students come from the surrounding service area and other states and countries. Bainbridge College attracts students with its approach to education, which includes programs in the liberal arts and technical and career training as well as noncredit activities.

This diverse student population includes many ages and socioeconomic backgrounds. All students commute to campus; approximately half attend college on full-time basis. Most students are employed. Minority enrollment approaches the percentage of the minority population in the service area. Most students receive some form of financial aid, and many are first generation college students.

In order to serve this heterogeneous student population, Bainbridge College has developed relevant strategies to meet student needs, including flexible class scheduling, a strong learning support division, a peer tutorial program, professionally staffed computer laboratories, and various specialized workshops to help students improve academic skills.

Bainbridge College's mission is three-fold: to provide transfer degrees, technical programs, and public service/continuing education courses. The College assists in area economic and community development programs and has established collaborative relationships with local businesses, industries, and cultural/civic groups. The College also supports local public education by sponsoring various academic and technical competitions and by offering on going cultural programs, including lectures,

musical programs, art exhibits, and theatrical performances for students and community.

Bainbridge College places primary emphasis on excellence in instruction. The College provides opportunities for faculty development, scholarship, and creative work that support institutional effectiveness and enhance faculty qualifications. Its faculty has one of the highest percentages of earned doctorates among two-year System institutions. Members of the faculty are active in professional and civic organizations and have accumulated a significant publication record.

Bainbridge College is an evolving institution dedicated to providing a superior learning environment. Aspirations include the exploration of interactive computer technologies; development of campus facilities to maintain breadth in programs, services, and delivery systems; continuous improvement of administrative processes; and the refinement of assessment strategies that provide reliable feedback on institutional effectiveness and educational outcomes.

ADMISSIONS & RECORDS

Applicants to Bainbridge College must follow the steps for admission and meet the minimum requirements for their admissions classification as shown by the chart on the following pages. Applicants should determine which admission classification they desire and note the steps for admission and the minimum requirements for that classification. All applicants must be at least 16 years old (17 for the Licensed Practical Nurse [LPN] program); some programs have higher age requirements. Direct Admission appeals to the Bainbridge College Admissions Committee. However, the Georgia Board of Regents sets most minimum requirements which are considered firm. Applicants should call the Admissions & Records Office at 229-248-2504 or toll free at 1-866-825-1715 for more information.

Admissions Testing

The Testing and Career Counseling Center (located in the Library) administers the COMPASS entrance testing prior to the beginning of each semester. The entrance exams required for specific admission classifications are outlined on the following 5 pages. Applicants should call the Admissions Office for upcoming admission tests dates or consult the latest Course Schedule booklet. The COMPASS entrance exam is a computerized placement test. Students take scheduled admissions tests on a first-come, first-served basis so applicants should arrive early to the test site. The applicant's COMPASS score may be appealed.

Students who have not taken any college work in the University System for three years, but who were previously enrolled in a University System institution and who had Learning Support requirements, may be retested with the COMPASS (in any unsatisfied area) and readmitted without a Learning Support requirement if they meet the institutional criteria for exemption.

Policy on COMPASS Retesting

This policy is effective with the beginning of Summer Semester, 2006, for students matriculating (and placed) in Summer, 2006, classes. It is not retroactive for students matriculating before Summer 2006.

Immediately after placement testing, a student will be notified in writing that he or she is allowed one placement retest in each of the three subject areas, subject to the following stipulations:

- The student must retest between 2 and 10 business days after the initial testing, up until the first day of classes. No retests will be given after classes have started.

- The student must pay $10 per retest in each subject area ($30 for all three areas of math, reading, and English) to the Business Office and bring the receipt to the Testing Center before he or she can retest.
- A student who has retested and wishes to appeal the second COMPASS score(s) may do so directly to the Chair of the Learning Support Division for a third test only under exceptional circumstances: An appeal for a third test is possible only if the retest appears to be invalid in that COMPASS scores are inconsistent with a student's prior history (such as passing grades in AP Calculus), or if there is other evidence that the retest was invalid (such as a student becoming ill during testing or the computer malfunctioning).

ADMISSION REQUIREMENTS BY CLASSIFICATION

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
Beginning Freshman in Associate of Arts Programs of Study - Traditional Students *(Applicants who have graduated from high school within the last five years)*	• Submit BC Application for Admission • Submit Official High School Transcript(s) • Submit Official College Transcripts (from all postsecondary institutions attended) • Submit COMPASS Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. <u>Note</u>: *Applicants whose SAT I Verbal Score is 480 AND whose SAT I Math Score is 440 (ACT English 20 AND ACT Math 18) are exempt from taking the COMPASS unless the College Preparatory Curriculum has not been completed* • Submit Certificate of Immunization form	• Graduation from a Board of Regents' approved high school. *[GED recipients must meet Board of Regents' mandated minimum GED scores to be admissible in the Limited Admissions category.]* • Completion of the College Preparatory Curriculum (CPC) for Regular Admission *[A limited number of applicants may be accepted who do NOT meet the CPC requirement. Early application is encouraged.]*

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
Beginning Freshman in Associate of Arts Programs of Study - Non-Traditional Students *(Applicants who have been out of high school five years or more)*	• Submit BC Application for Admission • Submit Official High School Transcript(s) or GED Score Reports • Submit Official College Transcripts (from all post-secondary institutions attended) • Submit COMPASS Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. Note: Applicants whose SAT I Verbal Score is 480 AND whose SAT I Math Score is 440 (ACT English 20 AND ACT Math 18) are exempt from taking the COMPASS. • Submit Certificate of Immunization form	• Graduation from a Board of Regents' approved high school or GED recipient. [Applicants who score low on the COMPASS Placement Test will be encouraged to attend an adult learning center prior to enrollment. Bainbridge College reserves the right to refuse admission to applicants who do not have necessary basic skills.]
Beginning Freshman in Career Degree (AAS) Programs of Study - Traditional Students *(Applicants who have graduated from high school within the last five years)*	• Submit BC Application for Admission • Submit Official High School Transcript(s) • Submit Official College Transcripts (from all post-secondary institutions attended) • Submit COMPASS Placement Test Scores • Submit Certificate of Immunization form	• Graduation from a Board of Regents' approved high school. [GED recipients must meet Board of Regents' mandated minimum GED scores to be admissible in the Limited Admission category; please call the Director of Admissions for more information.]

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
Beginning Freshman in Career Degree (AAS) Programs of Study – Non-Traditional Students *(Applicants who have been out of high school five or more years)*	• Submit BC Application for Admission • Submit Official High School Transcript(s) or GED Score Report • Submit Official College Transcripts (from all post-secondary institutions attended) • Submit COMPASS Placement Test Scores • Submit Certificate of Immunization form	• Graduation from a Board of Regents' approved high school or GED recipient. [Applicants who score low on the COMPASS Placement Test will be encouraged to attend an adult learning center prior to enrollment. Bainbridge College reserves the right to refuse admission to applicants who do not have necessary basic skills.]
Transfer Student *[Transfer student policies are subject to change. Call the Admissions Office for more information.]*	• Submit BC Application for Admission • Submit Official Transcripts from all post-secondary institutions attended (After evaluation of college transcript, the student may be required to take the COMPASS Placement Test.) • Submit Certificate of Immunization form Note: Some transfer applicants may be required to submit official high school transcripts for the evaluation of CPC proficiency.	• Applicants transferring fewer than 30 hours must meet freshman admission CPC requirements if out of high school for less than five years. Transfer admission criteria are subject to change. Call the Admissions Office for updated requirements.
Career Certificate Program of Study *(excluding LPN applicants – see LPN section below)*	• Submit BC Application for Admission • Submit COMPASS Placement Test Scores • Submit Official High School Transcript(s) or GED Score Report and Official College Transcripts (from all post-secondary institutions attended) • Submit Certificate of Immunization form	• Minimum COMPASS test scores required (call Admissions Office for minimum required scores) **(High school graduation is NOT required except for the Early Childhood and Medical Assisting Certificates.)**

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
Special Student *(For applicants with a baccalaureate degree who wish to enroll in one or two courses of special interest)*	• Submit BC Application for Admission • Submit Official College Transcripts showing Bachelor's or Higher Degree from Recognized College • Submit Certificate of Immunization form	• Bachelor's or Higher Degree from Recognized College
Transient *(For applicants who are enrolled at other colleges)*	• Submit BC Application for Admission • Submit Transient letter for each term of attendance at BC showing Good Standing at sending Institution • Submit Certificate of Immunization form	• Permission from sending institution
Audit *(No college credit is awarded)*	• Submit BC Application for Admission • Submit Official High School Transcript if enrolling in any degree level course • Submit Certificate of Immunization form	• High school graduate or GED recipient [not required for certificate courses]
Joint Enrollment Program for Degree Students *(For high school students desiring dual credit in transfer degree programs.)*	• Submit BC Application for Admission • Submit Joint Enrollment Application including permission signatures from school and parents • Submit Official High School Transcripts • Submit Certificate of Immunization form	• SAT I Combined Score of 970 • 3.0 high school cumulative grade point average on academic courses • 16 years of age or junior/senior • Permission from parent and high school

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
Joint Enrollment Program for Certificate Students *(For high school students desiring dual credit in technical education.)*	• Submit BC Application for Admission • Submit Joint Enrollment Application • Submit Official High School Transcripts • Submit COMPASS Placement or ASSET Test Scores • Submit Certificate of Immunization form	• Minimum scores on COMPASS Placement or ASSET Exam (Call the BC Admissions Office for minimum required scores) • 16 years of age or junior/senior • Permission from parent and high school
Licensed Practical Nursing (LPN) Certificate Program	• Submit BC Application for Admission • Submit LPN Supplemental Application for Admission • Submit COMPASS Placement Test Scores • Submit Official High School Transcript(s) and submit Official College Transcripts (from all post-secondary institutions attended) • Submit documentation proving age of 17 years • Submit satisfactory results for prescribed physical examination • Provide a criminal background check • Provide three letters of personal references • Submit Certificate of Immunization form	• Graduation from a Board of Regents' approved high school or GED recipient • Minimum scores on COMPASS Placement Exam (Call the BC Admissions Office for minimum required scores) •Criminal background check

College Preparatory Curriculum Requirements Applicable to Students Pursuing Associate of Arts Degrees

The Georgia Board of Regents requires that all students admitted to Associate of Arts programs must complete the University System of Georgia's College Preparatory Curriculum (CPC) requirements and graduate from a high school accredited by a regional accrediting association (such as the Southern Association of Colleges and Schools) or the Georgia Accrediting Commission or from public schools regulated by school systems and state departments of education.

The 16 specified University System College Preparatory Curriculum (CPC) courses are:

• **MATHEMATICS** – Four college preparatory Carnegie Units of mathematics, including Algebra I, Algebra II, and Geometry. Applied Math I and II may substitute for Algebra I.

- **ENGLISH** - Four college preparatory Carnegie Units which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
- **SCIENCE** - Three college preparatory Carnegie Units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences.
- **SOCIAL SCIENCE** - Three college preparatory Carnegie Units of social science, with at least one course focusing on United States studies and one course focusing on world studies.
- **FOREIGN LANGUAGE** - Two college preparatory Carnegie Units in the same foreign language emphasizing speaking, listening, reading, and writing.

Students who have CPC deficiencies shall be required to satisfy those deficiencies by subject area in the following manner:

- **ENGLISH**-Students with less than the four required units of English will be required to take the COMPASS placement examination in English and reading. Based upon the student's score, the student will (1) exempt Learning Support English and/or reading or (2) be placed in Learning Support English and/or reading.
- **MATHEMATICS**-Students with less than the four required units of mathematics will be required to take the COMPASS placement examination in mathematics. Based upon the student's score, the student will (1) exempt Learning Support mathematics or (2) be placed in Learning Support mathematics at the appropriate level.
- **SCIENCE**-Students with fewer than the three required units of science will be required to take an additional laboratory science course as specified by Bainbridge College. Students should see the Director of Admissions and Records for required course information since the requirements are subject to change.
- **SOCIAL SCIENCE**-Students with fewer than the three required units of social science will be required to complete an additional social science course as specified by Bainbridge College. Students should see the Director of Admissions and Records for required course information since the requirements are subject to change.
- **FOREIGN LANGUAGE**-Students with fewer than two units of the same foreign language will be required to complete an additional foreign language course as specified by Bainbridge College. Students should see the Director of Admissions and Records for required course information since the requirements are subject to change.

The following provisions apply to the science, social science, and foreign language requirements: These additional required courses represent three or four semester hours each of academic credit coursework which will NOT count toward a student's degree program. The student must earn a "C" or better in each of these courses. Students transferring from outside the

University System with fewer than 30 hours of transferred courses and who accumulate 30 or more semester hours of college-level credit at Bainbridge College before completing all CPC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses. Students transferring from outside the University System with 30 semester hours or more academic core curriculum courses are exempt from the above outlined CPC policies.

Joint Enrollment Opportunities

Bainbridge College offers joint enrollment programs to provide challenging academic opportunities for high school students. These programs enable high school students to enroll in Bainbridge College courses earning both college and high school credit. Bainbridge College offers joint enrollment programs for Associate of Arts, Associate of Applied Science, and Certificate level programs of study. The minimum admission requirements for the Joint Enrollment Program for Degree Students and the Joint Enrollment Program for Certificate Students are listed in the previous Admission Requirements by Classification section. Many joint enrollment students may qualify for tuition payment through the post secondary options (Accel) program or through the HOPE program which provides free tuition for eligible participants. Joint enrolled students who apply for the HOPE program should check with the Office of Financial Aid as to the procedures for application and possible restrictions.

The high school Education and Career Partnership program allows high school students who are pursuing a technical diploma to earn dual credit in occupational and technical courses. High school students interested in learning more about the joint enrollment program opportunities should see their high school guidance counselor and call the BC Office of Admissions, or the Education and Career Manager.

Senior Citizen Enrollment Policies

Residents of Georgia who are at least sixty-two years of age may attend college credit courses at no charge on a space available basis pursuant to Section 402 of the Georgia Board of Regents' Policy Manual. The steps for admission and minimum requirements for each admissions classification must be met. Pursuant to the Board of Regent's Policy, Bainbridge College ". . . *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 will be required prior to enrollment in regular credit courses.*"

Students With Special Needs

Applicants or students who have any physical, emotional, or learning condition that will require additional assistance to the student must submit a special needs form to the Testing and Disability office located in the Library. Upon receipt and approval of this form, the Disability Service Provider will meet with the student to arrange reasonable accommodations for each course in which the student enrolls. Individuals with impaired hearing or speech may communicate with personnel at Bainbridge College via one of the following methods:
E-mail: geninfo@bainbridge.edu.
FAX: (229) 248-2623 (specify Admissions, Counseling, Financial Aid or other office from which information is sought)
Text Telephone: 1-800-255-0056 (via Georgia's Relay Service)

High School Advanced Placement Examinations

The College Board Advanced Placement Program examinations are administered through high schools that participate in the program. Bainbridge College will award Advanced Placement credit for English 1101 to any student who scores a 3 or higher on the AP English Literature and Composition Examination and credit for History 2111 or 2112 to any student who scores a 3 or higher on the AP American History Examination. Bainbridge College evaluates other AP Exam scores for the possible award of credit.

Education and Career Partnership (College Credit for High School Courses)

The Education and Career Partnership program provides high school preparation in fields such as engineering technology, applied sciences, electrical and computer technology, mechanical or industrial technology, agriculture technology, health occupations, applied business, or applied economics. The Education and Career Partnership also

- Provides a planned program of study that includes two years of high school and two years of technical studies which can apply to a four year degree.
- Provides courses that may count for high school and technical studies credit. These courses include dual enrollment and/or articulated courses.
- Builds academic skills in math, science, and communications through applied instruction.
- Leads to a certificate or associate in Applied Science degree from Bainbridge College in a technical area and/or a four year college applied degree.

The Education and Career Manager can assist high school students enrolling at Bainbridge College in determining the career path and course listings for articulated programs of study. Articulated courses are those taken in high

school and with an agreement between the high school and Bainbridge College; these courses are counted for college credit. Articulated credit is granted after acceptable completion of the high school course and after meeting specified criteria of the College. Contact the Education and Career Manager, the Bainbridge College Admissions Director, or the high school guidance counselor to receive detailed information.

High school students may receive college credit for the following courses if they earn a score of 85 in the high school course and register at Bainbridge College within 18 months after graduation:

High School Course	Bainbridge College Course
Principles of Accounting I	ACCT 2101 Principles of Accounting I
Business Document Processing	SECS 2140 Word Processing
Business Procedures	SECS 2130 Office Procedures
Computer Applications	CSCI 1000 Computer Fundamentals
Intro to Healthcare Science	AHEA 1140 Medical Terminology
Application of Healthcare Science	AHEA 1130 Anatomy & Physiology
Applied Problem Solving & Applied Algebra	TECH 1120 Tech Math
Algebra I	TECH 1120 Tech Math
Euclidian Geometry & Physical Science	TECH 1120 Tech Math
Informal Geometry	TECH 1120 Tech Math
Algebra II & Advanced Alg/Trig	TECH 1130 Algebra & Trigonometry
Arc Welding Process I	INDM 1001 Welding I
Arc Welding Process II	INDM 1002 Welding II
Gas Metal Arc Welding Specialty	INDM 1106 Mig Welding
Intro to Metals	INDM 1120 Industrial Tools & Equipment
Forestry Science I	FORS 1010 Forest Safety & Orientation
Forestry Science I	FORS 1040 Forest Protection

*Principles of Accounting I is the only course that requires a score of 80 on a challenge exam. Other classes do not require a challenge exam at this time.

Regents' Testing Program

Students enrolled in Associate of Arts or Associate of Science programs of study shall pass or exempt the Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) courses as a requirement for graduation. Passing or exempting RGTR 0198 or 0199 is not a requirement for an Associate of Applied Science degree or a certificate. RGTR 0198 and RGTE 0199 are offered for institutional credit.

An AA or AS student who is not enrolled in Learning Support English or reading must take each part of the Regents' Test not previously passed or exempted in each semester of enrollment (after graduation from high school). Students in Learning Support English and/or reading must take the Regents' Test in the semester after they have exited Learning Support English and/or Learning Support reading.

When possible, students required to take the Regents' Test should sign up for English 1101 in their first semester of attendance or immediately upon completing their reading and English Learning Support requirements.

Students whose native language is not English or who have learning disabilities or other special documented needs must see the Regents' Testing administrator in the Testing and Career Center to request special testing accommodations. Regents' Test accommodations for students with learning disabilities are granted only by the Regents' Center for Learning Disorders.

Students may be permitted to take the Regents' Test during a semester in which they are not enrolled as long as they are not required to take a Regents' course.

Regular Regents' Skills Classes

Students enrolled in a Regents' course must pass the corresponding Regents' Test in order to receive a passing grade for the course. Those passing receive a grade of S. Students not passing the course receive a U and must repeat the course until they pass. In addition, students who are required to be in a Regents' course must be passing the course in order to be allowed to take the Regents' Test.

<u>Low-Failure</u>

If the score on the Regents' Test is sufficiently low to be flagged at the low-failure level, the student will be *required* to enroll in the appropriate regular Regents' Skills course(s) in the next semester of attendance.

<u>Above Low-Failure</u>

After the second and any subsequent failure of the Regents' Test, students *must* take the regular Regents' Skills course(s) in each semester of enrollment. **A non-appearance for testing is treated administratively in the same way as a failure of the test.** No differentiation is made for part-time students or transfer students. Therefore, a student will be *required* to enroll in the appropriate Regents' Skills course(s) who enters his or her third semester as an AA or AS student (without Learning Support English and/or reading requirements) who has not yet passed or exempted the Regents' Test.

A student who fails the Regents' Test at the first attempt, but who scores higher than the low-failure level, may elect to take the appropriate Regents' Skills course(s) as a volunteer.

No remedial work is required for out-of-system transfers in the initial semester of enrollment. For subsequent semesters, transfer students will be

required to enroll in the regular Regents' Skills course(s) if they do not pass the Regents' Test in their first semester of enrollment as they will be classified as a third-semester student.

Specialized Regents' Skills Classes

A student who has twice completed the regular Regents' Skills course to the satisfaction of the instructors and institution, but who is still unsuccessful on the Regents' Test, will enroll in a specialized Regents' Skills course section that offers more personalized instruction than is afforded in the regular Skills courses.

A student who has completed both the regular Regents' Skills courses twice and the more personalized Skills courses twice to the satisfaction of the instructors and institution, but who is still unsuccessful on the Regents' Test, will enroll in an even more individualized Regents' Skills course section that offers more personalized instruction than is afforded in the first tier of specialized Skills courses. All students enrolled in this level of Skills course are encouraged or required to be evaluated at a Regents' Center for Learning Disorders (RCLD) or a similar campus facility for specific reading and writing impediments.

Exemption from Regents' Skills Classes

Students may exempt these courses through examination by passing the Regents' Test or an approved alternative test in reading comprehension and in writing. A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test.

Reading Exemption: Students may exempt the Regents' Reading class, RGTR 0198, by scoring at or above specified scores on the following examinations:

- Regents' Reading Test exemption score: 61
- SAT-I Verbal exemption score: 510
- ACT Reading exemption score: 23 (SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Writing Exemption: Students may exempt the Regent's Writing class, RGTE 0199, by scoring at or above specified scores on the following examinations:

- Regents' Essay Test exemption score: 2
- SAT Reading of 510 AND SAT Writing 500
- SAT Writing: 560

- SAT II English Writing exemption score: 650
- College Board Advanced Placement (AP) English Language and Composition exemption score: 3
- ACT combined English/Writing score of 25
- ACT combined English/Writing score of 22 ACT combined English/Writing score of AND ACT reading score of 23
- International Baccalaureate (IB) higher-level English exemption score: 4

Regents' Test Appeals

Each year, each USG institution is permitted to appeal the results of the Regents' Test for between one and four students, depending on the number of non-exempt students who enroll at the institution. Which student is allowed to appeal to be tested in an alternate format is decided through documentation that this student must have successfully completed each level of the relevant Regents' Skills courses. In addition, this student must be recommended by the Division Chair of Learning Support as having the required level of reading and writing skills even though the student is unable to demonstrate that skill through the regular method of examination. Students appealing will not be exempted from the Skills requirement but will be able to go through an alternative assessment process designed to measure the same knowledge and skills at the same level as the Regents' Test. Except in unusual circumstances, each student is allowed only one such appeal. The appeal process is coordinated by the University System of Georgia Regents' Testing Program Office.

Writing Appeals: The alternate assessment for writing for a student who appeals is a composition developed by the student over three sessions. The writing will be done in a secure setting; students will not be allowed to take materials out of the testing environment but will be allowed to make revisions to the composition during the second and third sessions. The criteria for evaluating these works are established by the Testing Subcommittee of the Academic Committee on English and are based on what a student with the minimum college-level writing skill produces. Students will be required to write compositions of sufficient length and complexity to ensure that they have acquired the level of writing ability established for the Regents' Writing Skill requirement. The drafts produced during each of the sessions will be part of the students' work to be evaluated.

Reading Appeals: The alternate assessment for reading requires a student to read several passages extracted from commonly available reading material (similar to those included in the Regents' Reading Test) and produce written or oral analyses of those passages. The analyses will be student-constructed with little or no prompting so that the student can show his or her level of understanding of the written material. The resulting work will be compared by USG raters to the work produced by students who have been shown to

have the minimum level of reading ability established for the Regents' Reading Skill requirement.

Regents' Skills Waiver

In very rare circumstances, the Board of Regents may allow waivers of the Regents' Skills Requirement when, after enrollment, a student develops documented medical conditions that make all testing methods inapplicable.

To be eligible for the medical waiver, a student must prove to the institution's satisfaction that a medical condition with onset after the student's initial enrollment in college resulted in reduced capacity to the point that the student cannot demonstrate the required level of reading and writing skill.

This waiver is restricted to students who have completed all coursework for graduation.

Graduation Requirements

Students who plan to graduate from Bainbridge College MUST apply for graduation by the midterm date of their last semester of attendance to ensure that the graduation date for that term is posted to the student's academic transcript. Students who submit applications for graduation after the midterm date will show a graduation date of the term in which their application was submitted prior to the midterm deadline. An applicant for a degree or certificate must complete the prescribed curriculum for that degree or certificate and is expected to attend the annual graduation ceremony held after Spring Semester. The diploma of a candidate for a degree shall bear the date of the annual commencement at which the degree is awarded. Students desiring permission to receive their degree in absentia must apply in writing to the Vice President of Academic Affairs and state the circumstances that prevent their attending the graduation ceremony.

Requirements for graduation are:

1. A student must earn a graduation grade point average of at least 2.0 at Bainbridge College. The graduation average is calculated on all courses taken at Bainbridge College that are used to meet the requirements for graduation for an identified program of study. When calculating graduation grade point average for repeated courses, the Records Office will count the highest grade. If students have transfer courses from other institutions that are used to meet graduation requirements, the combined cumulative grade point average of the transfer courses and the BC courses used toward graduation must equal at least a 2.0 in addition to the 2.0 requirement for courses taken at Bainbridge College.

2. Georgia State Law, Section 20-3-68, states that each graduate of a Georgia college or university must demonstrate competency in the areas of the United States and Georgia constitutions and United States and Georgia history. At Bainbridge College, students meet this requirement by successfully completing POLS 1101 AND either HIST 2111 or HIST 2112. Students entering from colleges outside of Georgia who have earned transfer credit in POLS 1101 or HIST 2112 still must meet the Georgia constitution and history requirements. To meet the Georgia constitution requirement, the transfer student must complete successfully SEMR 2500, Georgia Constitution and Government. To meet the Georgia history requirement, the transfer student must see the Chairperson of the Arts and Sciences Division to arrange for tutoring sessions and to schedule a Georgia history examination. Once the test has been passed, the Records Office will post to the student's record the completion of the U.S. and Georgia History requirement. For further information, students should contact the Records Office or the Chairperson of the Arts and Sciences Division.

3. The minimum residency requirement for a degree at Bainbridge College is 18 semester hours toward Areas A, B, C, D, E, or F of the degree which the student is pursuing.

4. Students must pass the Regent's Test to earn an Associate of Arts degree.

5. Students must meet all financial obligations to the college before graduation or the diploma and transcript will be withheld.

Honor Graduate Requirements

A student who has no transfer credits from other institutions will graduate with honors if his/her cumulative grade point average on course work taken toward the degree is 3.5 or above. Students who have taken course work toward the degree at other institutions will graduate with honors if all of the following criteria are met:

1. A minimum of 18 semester hours taken at Bainbridge College and applicable to Areas A, B, C, D, E, or F of the program of study,

2. A Bainbridge College cumulative grade point average of at least 3.5 on all course work applicable to the degree, AND

3. A cumulative grade point average of at least 3.5 on all transferred credit toward the degree or a 3.5 combined average on all course work taken toward the degree at all institutions. *(Please note that the student must have a 3.5 average on course work taken at Bainbridge College to be an honor graduate.)*

OVERVIEW OF PROGRAMS OF STUDY

Associate of Arts
Business Administration
Criminal Justice
Education
- Early Childhood
- Middle Grades
- Secondary

English
Foreign Languages
General Studies
Health and Physical Education
History
Mathematics
Music
Nursing
Political Science
Psychology
Sciences
Sociology
Speech

Associate of Science
Nursing

Associate of Applied Science
Accounting
Administrative Office Technology
Computer Information Systems
Criminal Justice Technology
Drafting Technology
Early Childhood Care and Education
Electronics Technology
Industrial Maintenance Technology
Marketing and Management
Medical Assisting
Medical Office Technology

Technical Division Career Certificates
Applied Marketing & Management
Business Office Technology
Computer Information Systems
Criminal Justice Technology
Drafting

Early Childhood Care & Education
Electrical/Electronics Maintenance
Film, Video, & Stage Technology
Industrial Maintenance
Licensed Practical Nursing
Medical Assisting
Medical Office Technology
Paralegal Studies
Paramedic Technology

Technical Certificates of Credit
A+ Comp TIA
Business Office Assistant
Certified Customer Service
    Specialist
Certified Manufacturing Specialist
Certified Nurse Assisting
Child Development Associate I
CISCO Networking
Commercial Truck Driving
Drafting Aide
Early Childhood Care & Education
Electrical Wiring
Emergency Medical Technology-
    Basic
Emergency Medical Technology-
    Intermediate
Industrial Machining
Industrial Maintenance Technical I
Industrial Maintenance Technical II
Law enforcement management
Law Enforcement Practitioner
Low Voltage Security Technician
Medical Office Specialist
Microsoft Office User Specialist
    (MOUS)
Network Operating Systems
Office Accounting Specialist
Phlebotomy Technician
Retail Management
Small Business Management
Stage Technology
Structural Welding

2 + 2 PROGRAMS OF STUDY

Bainbridge College has agreements for 2 + 2 programs of study. A 2 + 2 program allows for a student to complete an Associate of Arts degree at Bainbridge College and to complete a 4-year degree through another institution on Bainbridge College's campus. The agreements with Albany State University provide access to the completion of a 4-year degree in Early Childhood Education or a 4-year degree in Criminal Justice, both at Bainbridge. For more information on the ASU programs, contact the Vice President of Academic Affairs at 229-248-2515.

An agreement with Georgia Southwestern State University allows students at Bainbridge to earn a bachelor's degree in business administration in marketing & management or in accounting as well as in computer science from Georgia Southwestern on the BC campus. For more information on the Georgia Southwestern program, contact the Vice President of Academic Affairs at 229-248-2515.

FEES

AND

EXPENSES

FEES & EXPENSES

Bainbridge College assesses fees according to the policies for two year colleges in the University System of Georgia. The Board of Regents approves tuition and fees each school year. Rates are usually effective each Fall, but are subject to change according to Board policy. Fees and expenses are in the form of resident or non-resident tuition fees, student activity fees, and special fees. Fees of all students are due and payable at the time of registration. Cash, VISA/Mastercard/Discover/American Express, personal or certified check are acceptable for payment of fees. If a bank declines payment of a student's personal check and returns it to the College, Bainbridge College cancels the student's registration for nonpayment of fees and assesses a $30 service charge for the returned check. The College issues no official transcripts for students whose accounts in the Business Office are unpaid.

FEES AND EXPENSES ARE SUBJECT TO CHANGE WITHOUT NOTICE

In Fall 2006, the University System of Georgia implemented a Guaranteed Tuition Plan (GTP). For more information on this plan, please visit the University System of Georgia Tuition Information Web page and click on the

•**FIXED FOR FOUR TUITION FAQ's" (PDF)** or contact the Bainbridge College Business Office.

Resident Tuition
A freshman entering in the Fall Semester 2008 is guaranteed a tuition rate of $919 per semester full-time for 3 years in addition to all other fees. Students taking fewer than 12 credit hours are guaranteed a tuition rate of $77 per credit hour for 3 years in addition to all other fees. Current and continuing students will experience a modest tuition increase for Fall Semester 2008. Tuition for full-time students is $868 per semester in addition to all other fees. Students enrolled in fewer than 12 credit hours will be assessed $73 per credit hour in addition to all other fees. The cost to audit a course is the same as that for credit. Students residing in Gadsden County, Florida and Henry and Houston counties in Alabama for the past 12 months will pay tuition at the in-state resident rate.

Non-resident Tuition
A freshman entering in the Fall Semester 2008 will see a guaranteed tuition rate of $3,676 per semester full-time for 3 years in addition to all other fees. Students taking fewer than 12 credit hours will be guaranteed a tuition rate of $308 per credit hour for 3 years in addition to all other fees. Current and continuing students will experience a modest tuition increase for Fall Semester 2008. Tuition for full-time students is $3,472 per semester in addition to all other fees. Students enrolled in fewer than 12 credit hours will be assessed $292 per credit hour in addition to all other fees. (Residents of

Gadsden County, Florida and Henry and Houston counties in Alabama are treated as in-state students.)

Student Activity Fee
Each student taking 6 or more credit hours of regular or institutional credit will be charged a Student Activity Fee of $50. Students taking 1 to 5 hours will pay an Activity Fee of $25. This fee is used to help defray the expenses of various Student Services such as publications, athletics, awards, social events, excursions, and other College activities and services for students.

Technology Fee
Each student taking 6 or more credit hours of regular or institutional credit will be charged a Technology Fee of $42; students taking 1 to 5 hours will pay a Technology Fee of $21. The Technology Fee provides the students full access to computers, computer supplies, and computer assistance from Technical Support personnel. Students should have an e-mail address to facilitate communication with instructors and advisors, should produce written assignments via computer, should word process written assignments, should utilize computer resources in the Library for researching topics, and should explore Web information regarding schedule of classes and other BC student information sources. Certain courses meet in a computer classroom and require extensive computer activities as a part of the learning experience.

Student Life Building Fee
Each student taking 6 or more credit hours of regular or institutional credit will be charged a Student Life Building Fee of $125.00; students taking 1 to 5 hours will pay a Student Life Building Fee of $63.00. This fee is used to help fund a new student recreational and gymnasium facility.

Parking Fee
Each student will be charged a parking fee of $27 per semester. This fee is used to defray the cost of replacing and resurfacing the parking lots as well as used to fund new parking lots.

Music Fee
Students enrolled in an applied music course are required to pay a $250 fee per course. This fee pays for weekly one-hour private music lessons.

Textbooks and Supplies
The Bainbridge College Bookstore stocks required textbooks and school supplies. The cost of books varies with the courses selected by the individual students. A reasonable estimate of the cost of books per semester for a full-time student is between $250-$400.

Graduation Fee
Students must pay a Graduation Fee of $50 to cover the diploma and cost of renting a cap and gown. This fee is payable at the time a student applies for

graduation. Students graduating in absentia will pay a $20 fee to cover the cost of the diploma. There will be a $15 late fee for payment after deadline (established each year). There is also a $15 charge for each additional diploma or certificate.

Honor graduates will pay a Graduation Fee of $70 to cover diploma, cap and gown, honor stole, and honor seal for diploma.

Library fines
Unpaid overdue and lost book fines will result in a block on a student's account which will result in a hold on transcripts and the denying of subsequent college registration until the charges have been cleared.

Refund Policy
Students who register and formally withdraw from the institution on or before the final day of Drop/Add/Registration are entitled to a 100% refund of tuition and fees. Students who officially withdraw from the College within the time specified after the final day of Drop/Add/Registration may receive partial tuition and fee refunds.

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 a 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 tuition and mandatory fees shall be made in the event of the death of a student at any time during the academic session.

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 of any fee. No refunds follow a reduction in hours unless such is the fault of the college.

Military Service Refunds
Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are authorized for students who are:

1. Military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled at the College and having paid tuition and fees;
2. Active duty military personnel and who receive an emergency assignment after having enrolled at the college and having paid

tuition and fees;

3. Otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exception equitable relief.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

Veteran's Benefits
Students in training under the G.I. Bill must pay all fees at registration because they receive their benefits directly from the Veteran's Administration.

Vocational Rehabilitation
Students whose fees are paid by the Georgia Department of Human Resources, Division of Vocational Rehabilitation, must request that copies of their grades be sent to the Vocational Rehabilitation Office each semester. The College Business Office receives written authorization of attendance from the Vocational Rehabilitation Office prior to the student's registration each semester.

Fees for Continuing Education Programs
Fees for Continuing Education programs vary with the cost of each program. Persons enrolling in these noncredit courses will pay fees as advertised in the announcements of such courses. Registration for Continuing Education programs is on a first-paid, first-enrolled basis. Students are not guaranteed places in courses until registration fees are paid.

If the College cancels a noncredit course, students receive notification and a complete refund. Students who wish to withdraw from a noncredit course must notify the College at least 24 hours prior to the start date of the course. Refund requests made after this deadline will not be honored.

Definition of a Legal Resident
According to the policies of the Board of Regents of the University System of Georgia, an applicant is a legal resident of the State under the following circumstances:

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only by showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

   (b) No emancipated minor or other person 18 years of age or older

shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.

2. If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12-month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.

4. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only by properly showing that such appointment was not made to avoid payment of the out-of-state fees.

5. Aliens shall be classified as non-resident students provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

6. Waivers: An institution may waive out-of-state tuition for:

    (a) Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;

    (b) International students, selected by the institution president or her/his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed 1% 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, provided (1) institutions are allowed 1% of waivers for special cases, such as superior out-of-state students in

selected programs and/or international students; (2) the maximum fee waiver for any institution is 2%;

(c) Full-time employees of the University System, their spouses, and their dependent children;

(d) Medical and dental residents and medical and dental interns at the Medical College of Georgia;

(e) Full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;

(f) Career consular officers and their dependents who are citizens of the foreign nation which their consular office represents and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate with educational reciprocity toward the United States;

(g) Military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to System institutions for educational purposes;

(h) Students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are enrolled in said institution.

Right of Appeal of Residence Classification

A student is responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he/she is entitled to be reclassified as a legal resident must petition the Director of Admissions for a change in status prior to the semester in which the student is to be considered for reclassification. If the petition is granted, reclassification does not apply to prior terms.

FINANCIAL AID

FINANCIAL AID
(229-248-2852)
Institutional Code #011074

The Bainbridge College Office of Financial Aid assists students in determining the amount of money they are eligible to receive for college expenses. After an analysis of available resources, Financial Aid provides assistance to help students secure the funds necessary to meet their remaining financial need. All application forms are available in the Office of Financial Aid. Students receiving financial aid under any federally funded program must maintain satisfactory academic progress to remain eligible for continued assistance. Students receiving financial aid must also familiarize themselves with the financial aid guidelines furnished to them when they apply.

Satisfactory Academic Progress for Financial Aid is as follows:
- Must maintain a minimum of 2.0 GPA
- Must complete 67% of all classes attempted
- Total attempted hours cannot exceed 150% of the hours required for the student's primary course of study

A full description of the Satisfactory Academic Progress (SAP) policy can be obtained from the Financial Aid Office.

How to Apply for Financial Aid Using FAFSA

1. Students must apply for admission to Bainbridge College. (Only students who have been officially accepted for admission to Bainbridge College will be considered for financial aid.)

2. Students must complete and file the Free Application for Federal Student Aid (FAFSA) each year as early as possible (i.e., at the time that their Federal Income Tax returns are completed, preferably in February) if aid is desired in the form of a Pell Grant or for any of the following:

   a. Federal Supplemental Educational Opportunity Grant Program
   b. Federal Work-Study Program
   c. Leveraging Educational Assistance Partnership Grant (LEAP)
   d. Federal Stafford Loans
   e. Bainbridge College Scholarships
   f. HOPE
   g. Academic Competitiveness Grant (ACG)

3. Upon receipt of the SAR, the Bainbridge College Financial Aid Office will notify the applicant of other forms or requirements needed to complete the applicant's financial aid file.

4. Transfer students must request from each institution attended an official Academic Transcript to be sent to the Bainbridge College Admissions and Records Office. Bainbridge College must receive an Official Academic

Transcript for each institution attended whether or not the student received financial aid while attending the previous institution(s).

NOTE: April 1st of each year is the deadline for applicants to complete financial aid files in the Financial Aid Office for processing to be guaranteed for the Fall Semester. If files are not completed by this date, students may not receive financial aid before registration and MUST PAY their tuition that will be reimbursed once the financial aid is processed if they are eligible.

Federal Aid Programs

Federal Pell Grant Program: This need-based program provides annual non-repayable grants to all eligible students. The student applies directly to the Central Processing Service Center (CPS) by completing the FAFSA at www.fafsa.ed.gov, which determines the student's eligibility. A Student Aid Report (summary) is sent to the student for review and an electronic report is sent to all institutions listed.

Federal Work-Study Program: This need-based program is designed generally to offer students an opportunity to earn the funds necessary to meet their educational expenses. The jobs are on-campus and are assigned on the basis of the needs of the institution and the ability, training, and experience of the individual student. Funds earned under this program are non-repayable. Students must be registered for at least six hours to be eligible for this program. Payment is made at the minimum wage rate. Students must complete the FAFSA and a Federal Work Study Application Form in the Financial Aid Office to be considered for Work Study.

Federal Supplemental Educational Opportunity Grant Program: This need-based program is a supplement to the Pell Grant and grants non-repayable funds to students to meet their educational needs. These funds are granted on an annual basis to students enrolled at least half-time (six hours). **Awards are given on the basis of unmet need and FAFSA completion date. Preference is given to students who complete their FAFSA early.**

State Aid Programs

State Aid programs are subject to change. Visit www.gacollege411.org for up to date information. Students apply at www.fafsa.ed.gov by completing the FAFSA.

HOPE Scholarship Program: HOPE (Helping Outstanding Pupils Educationally) provides financial assistance for tuition, mandatory fees, and a book allowance of up to $150 per semester to students attending Georgia institutions of higher learning. HOPE Scholarships are available at each of the following checkpoints:

1. 1993 or later Georgia high school graduates with a minimum 3.0 GPA ("B" average) in the College Preparatory Curriculum, or a 3.2 average on a 4.0 scale in the career/technology core-curriculum subjects;

2. Non-traditional students who are in a degree program of study and have attempted 30 semester hours towards a degree with a 3.0 or better GPA including all degree level hours attempted at other institutions;

3. Non-traditional students who are in a degree program of study and have attempted 60 semester hours towards a degree with a 3.0 or better GPA including all degree level hours attempted at other institutions.

4. Non-traditional students who are in a degree program of study and have attempted 90 semester hours towards a degree with a 3.0 or better GPA including all degree level hours attempted at other institutions.

Degree students will be evaluated by the Financial Aid Office at 30 semester hour intervals and after Spring semester. Students must have a 3.0 at that time in order to continue receiving the HOPE Scholarship. Students also must maintain Satisfactory Academic Progress, defined as successfully completing two-thirds of the registered courses, to qualify.

*Please note: Non-traditional students who are in a degree program and who have never received HOPE must submit a copy of their high school transcripts to the Georgia Student Finance Commission. They will make the determination on whether the student is eligible for HOPE scholarship.

HOPE Grant Program: The Hope Grant program provides financial assistance for tuition, mandatory fees, and a book allowance of up to $150 per semester to all Georgia residents. Students must be enrolled in a non-degree program while attending public institutions. The certificate or diploma program must be approved by the Georgia Department of Technical and Adult Education to qualify for HOPE Grant funding. Continuing education programs are not eligible for HOPE Grant funding. There is no specific grade requirement to receive the HOPE Grant for non-degree study. However, students are required to maintain Satisfactory Academic Progress.

Persons who complete their GED on or after June 1993 will receive a onetime $500 voucher to use for educational expenses at Bainbridge College.

Loans

Federal Stafford Loans: This Federally-backed loan for college expenses is made by a lending institution and is sent to the school for disbursement. The student must be enrolled in a minimum of six (6) hours in their primary

major in order to qualify for a student loan. (The student must begin - delete) Repayment begins within six months of the last day of school attendance or six months after dropping below half-time attendance. Students are required to complete the FAFSA and their financial aid file in order to apply for a student loan.

All students who wish to receive a loan must complete a Master Promissory Note as well as Entrance Counseling. Both of these can be accessed through the financial aid section on the Bainbridge College website.

Note: All students must meet the Satisfactory Academic Progress Policy (SAP) as required by Federal and State regulations. Students must meet the following criteria as stated in the SAP policy: GPA requirements based on hours attempted.

- 67% requirements for hours completed.
- 150% time frame maximum allowed.

Other Agencies Providing Financial Assistance

Private Corporations and Individual Donors: When funds are made available for student financial assistance through private corporations and individual donors, the Financial Aid Office of Bainbridge College is available to assist in identifying students who meet the criteria set by the contributors. Students who might qualify for one of these scholarships or grants will be contacted by the Bainbridge College Financial Aid Officer.

Bainbridge College Scholarships: A number of families and organizations have endowed scholarships at Bainbridge College. Information on these scholarships may be obtained in the Office of Admissions or in the Office of Financial Aid.

Veterans' Administration: Students who plan to use their Veteran's training and educational benefits should contact the Bainbridge College Financial Aid Office for assistance. Veterans are eligible for financial assistance under the following programs:

- G. I. Bill
- War Orphans' Benefits
- Veterans' Vocational Rehabilitation
- Veterans' Work-Study Program
- Tutorial Assistance
- VA Educational Loans
- Veterans Educational Assistance Program
- Selected Reserve Educational Assistance Program (Chapter 106)

Workforce Investment Act: The Workforce Center located at 502 West Shotwell Street provides financial and support services through the

Workforce Investment Act. Interested individuals should call the Workforce Center at (229)243-5313.

Division of Rehabilitation Services: The Division of Rehabilitation Services provides educational assistance to persons with disabilities who qualify based on economic needs. Interested individuals should contact the local Division of Rehabilitation Services office at (229) 248-2480.

NOTE: Financial aid will be paid only to those students accepted and enrolled at Bainbridge College. For more detailed information and applications for all of these programs, contact the Bainbridge College Financial Aid Office at (229) 248-2505.

Financial aid recipients must maintain satisfactory academic progress in order to remain eligible for continued financial assistance. Specific requirements are on file in the Financial Aid Office. It is the responsibility of each student who receives financial aid to familiarize herself/himself with the Satisfactory Academic Progress for his/her aid program.

NOTE: Financial Aid will pay only for classes that are in the student's primary course of study. Any tuition and fees assessed for classes outside the primary major are the responsibility of the student.

Bainbridge College reserves the right to void or to adjust any offer or award due to changes in a student's eligibility, the correction of data, or availability of funds.

ACADEMIC

AFFAIRS

ACADEMIC AFFAIRS
(229-248-2515)

Units of Credit

The unit of credit is the semester hour. A semester hour represents one hour of class work per week for one 15-week semester or its equivalent. Two to three hours of laboratory work are considered as the equivalent of 1 semester hour. Some courses meet on an accelerated basis during the summer and at other times during the year.

Class Attendance

Regular and punctual attendance at all classes is a student's responsibility. At the beginning of the semester, all distributed course syllabi include specific policies relative to absences. Student absences for official extracurricular activities where the student is representing Bainbridge College must be negotiated well in advance with the student's individual faculty members who will weigh student class performance, scheduled class activities, and other related issues associated with considering the request.

Academic Advisement

Each student is assigned a faculty advisor who will guide the student in completing the specified program of study. It is the responsibility of students to meet with their advisors; to read this catalog, official announcements, official bulletin boards, other pertinent official publications, Bainbridge College student e-mail, and the Student Handbook; and otherwise to inform themselves completely in regard to their program of study, credits, degree requirements, quality points, graduation requirements, and school policies in all programs. Students who wish to change advisors must notify the Records Office.

Registration Advisement

Bainbridge College publishes registration procedures and a schedule of classes each semester prior to registration. For the most recent version of the schedule, please check the College's website at www.bainbridge.edu. Students should see their advisor for guidance in planning their schedule each semester. Students should follow the programs of study outlined in the catalog, complete courses in the proper sequence, and take infrequently offered courses when they are scheduled.

Dropping and Adding Classes

A student may drop or add courses during the Drop/Add period listed in the semester calendar. Students' financial aid awards are based on enrolled

hours as of the end of the Drop/Add period and will not be changed due to added courses after that date. Dropping a course after financial aid is awarded may result in a requirement to pay back the money awarded for that class.

A student must drop a course officially by the designated midterm date published in the college calendar to receive a "W" grade for the term. The "W" grade is not computed in the student's grade point average but may affect a student's eligibility for financial aid.

A student who drops a class after midterm will receive a grade of "WF" automatically unless the student petitions the Vice President of Academic Affairs to receive a grade of "W" due to a non-academic reason. To receive a grade of "W," the student must submit documentation supporting the non-academic reason preventing him/her from completing the term. The student must have each instructor indicate his/her recommended grade on the Drop-Add Form prior to submitting the form to the Vice President of Academic Affairs.

Repeating Courses

Students may repeat courses; however, the record of all courses attempted will remain on the transcript. Also, some colleges in the University System of Georgia, as well as some out-of-state colleges, include grades for all courses attempted when computing an acceptable grade point average for admittance as a transfer student. Bainbridge College computes academic standing based on the highest grade of repeated courses.

Withdrawal From School

There are two types of withdrawal from school.

Student initiated: The student must complete the "Withdrawal from School" form which is available ONLY in the Admissions Office. The student's advisor and instructors must sign the withdrawal form. Withdrawal forms are declared void if not filed within five days. A student who withdraws from school after midterm will receive a grade of "WF" in each course unless the student or the advisor seeks permission from the Vice President of Academic Affairs to assign a grade of "W." Upon the recommendation of the student's instructor(s), and provision of appropriate supporting documentation by the student, the Vice President of Academic Affairs may approve, in writing, a "W" grade after midterm.

Administrator initiated: The Vice President of Student Affairs and/or Counselor, the Vice President of Academic Affairs, the Director of Admissions and Records, or the Vice President of Business Affairs may withdraw a student from school under limited circumstances associated with health, disciplinary, or payment situations. For more information, check with the Vice

President of Student Affairs' Office. The administration may withdraw a student for one or more reasons: 1) non-payment of fees or non-completion of the student's financial aid file, 2) advisor error, 3) medical emergencies,4) discipline, or 5) failure to attend school. The President of the College or a member of the President's senior staff may withdraw students for any of the above stated reasons and may withdraw the students from all courses or assign a "W" or "WF" grade as appropriate based on individual circumstances. Depending on the circumstances, the student may need to provide documentation.

Students dropping classes after the Drop/Add period are not eligible for refunds unless totally withdrawing from all courses. Bainbridge College follows the Board of Regents' policy governing refunds for all institutions within the University System of Georgia policy when students withdraw from all courses during a semester. This policy is located at the following address: http://www.usg.edu/regents/policymanual/700.phtml (see policy 704.05 Refunds).

Class Load and Overloads

A schedule of 12 or more semester hours of credit constitutes a full-time load. Fewer than 12 semester hours is classified as a part-time load. If a student wishes to schedule more than 17 semester hours (an overload), students must obtain written approval from the Vice President of Academic Affairs.

Noncredit courses or audited courses do not count in determining an overload. No student may enroll in more than twenty-four hours of credit during a given academic semester.

Directed Independent Study

A student who is within 16 semester hours of graduation may request a Directed Independent Study if one of the following conditions occurs:

- The needed class is not offered in a given semester.

- The class is not planned to be offered (is not being offered) prior to the student's scheduled graduation date.

- The class time conflicts with another required course.

Students and faculty agreeing to a Directed Independent Study must sign a contract (available in faculty secretarial areas) and have this contract approved by the chairperson. Only the Chairperson is authorized to acquire a Course Reference Number (CRN) for the Directed Independent Study.

Grading System

The grading system used at Bainbridge College is as follows:

Letter Grade	Nature of Work	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
FN	Failing (non-attendance)	0.0
WF	Withdrew Failing	0.0
I	Incomplete	Not Computed
V	Audited	Not Computed
W	Withdrew without Penalty	Not Computed
IP*	In Progress	Not Computed
K	Credit by Examination	Not Computed
S*	Completed Work	Not Computed
U*	Unsatisfactory Work	Not Computed

*The grades "S," "U," and "IP" earn Institutional Credit that in no way affects the cumulative grade point average.

Incompletes

An "I" grade is available only to students who do not complete a course due to illness, injury, or other non-academic emergency, and who can complete the work outside the classroom. Only those students who were doing satisfactory work at the time of the emergency can receive the "I" grade. Students must satisfactorily remove an "I" during the following semester or the symbol "I" converts to an "F" grade. In unusual circumstances, an instructor may extend an incomplete beyond the one-semester deadline - not to exceed a total of three consecutive calendar semesters. In order to remove an "I", students WILL NOT BE PERMITTED TO RE-REGISTER for the course.

Grade Reports

Student grades are posted on the Bainbridge College Web Page at the close of each semester. Students may request that grades be mailed by

completing the request form located in the Records Office. The College issues no mid-term grades from the Records Office. However, every instructor must inform each student of his/her academic progress at midterm. Students who are performing below average may receive in the mail a Midterm Alert letter.

Grade Point Average (GPA) Computation

To determine both the semester and the cumulative grade point averages, students should use the following formula: The number of hours attempted in courses in which a grade of A, B, C, D, F, or WF was earned is divided into the total number of grade points earned on those hours. For example, a typical computation of semester grade point follows:

Course	grade	points	× hours	= grade points
ENGL 1101	B	3	× 3	= 9
MATH 1111	C	2	× 3	= 6
HWEL 2000	A	4	× 2	= 8
			8hours	23 grade points

Grade Point Average = 23 (grade points)/8(hours) = 2.87

Cumulative grade point averages are computed with the same formula using all credit courses ever attempted. Both semester and cumulative grade point averages appear on the student's semester grade report. The Records/Admissions Office or the Vice President of Student Affairs' Office can provide individual help in calculating both semester and cumulative grade point averages.

ACADEMIC STATUS

Academic Honors

A student with a semester average of 3.5 or higher on 12 or more semester hours of course work earns placement on the Dean's List for the semester. A student with a semester average of 3.5 or higher on between 7 and 11 semester hours of course work earns placement on the Honors List. These hours exclude hours taken in the Learning Support Program.

Academic Alert

A student whose semester grade point average is between 1.5 and 1.8 will receive an "Academic Alert" letter suggesting that he/she consult with her/his advisor.

Academic Warning

When a student's semester grade point average is below 1.5, the student is placed on "Academic Warning" status and instructed to make arrangements to meet with her/his academic advisor. The advisor is empowered to: (1) assist in the design of a schedule of courses deemed beneficial to the student's academic progress, (2) examine educational and personal alternatives and options with the student, (3) discuss suspension possibilities regarding cumulative grade point averages and the student's right to petition the Vice President of Academic Affairs to suspend automatic suspension procedures. Neither academic alerts nor warnings appear on a student's transcript.

Academic Probation

A student whose cumulative grade point average is below the minimum acceptable level will be placed on "Academic Probation."

Cumulative Semester Hours Attempted (Including Transfer Hours Earned)	Minimum Acceptable Cumulative GPA
1-12	1.20
13-27	1.50
28-42	1.80
43 or more	2.00

When placed on "Academic Probation" status, the student should meet with his/her advisor. The advisor will: (1) assist in the design of a schedule of courses deemed beneficial to the student's academic progress, (2) examine educational and personal alternatives and options with the student, (3) discuss suspension possibilities regarding cumulative grade point averages.

Academic Suspension

A student whose cumulative grade point average falls below the minimum acceptable level two semesters in succession receives an Academic Suspension. The following exception applies: A student whose semester GPA is 2.0 or higher will continue on probation for the next semester of attendance. A student placed on suspension may not attend Bainbridge College during the subsequent semester unless an appeal is made and granted by the Admissions Committee. If the student does not attend for one semester, he/she may re-enroll without following the appeals process. A student who receives an Academic Suspension on three separate occasions shall not be eligible to re-enroll for one calendar year from the time the third suspension becomes effective.

Appeals

Students placed on Academic Suspension shall have access to the college's appeals procedure. A review of the appeal will occur upon written notice from the student to the Director of Admissions. The Director of Admissions must receive the written appeal no later than noon on the day of registration of the semester for which the student is appealing. The appeals panel, which consists of the College Admissions Committee and the student's advisor, will assemble as soon as possible after receipt of the appeals petition. The student should plan to appear before the Admissions Committee. A record of the hearing will be available to the student upon request. It is emphasized that the appeals process occurs only at the student's request and is not automatically implemented.

Academic Renewal

Students readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible to apply for Academic Renewal. Eligible students must apply for Academic Renewal within twelve months of their readmission. Academic Renewal signals the initiation of a new grade point average for determining academic standing. Credit for all previous course work is lost; however, all previous course work and grades remain recorded on a student's academic transcript. The Academic Renewal student has a new cumulative GPA in addition to other GPAs that may be recorded. Contact the Bainbridge College Admissions and Records Office at (229) 248-2504 for more information.

CREDIT BY EXAMINATION

Departmental Challenge Exams

Students may gain credit for prior work experience, military experience, other educational experiences, or courses taken at non-accredited institutions. This credit may be earned by taking individual examinations approved by the instructor and the Division Chairperson. If credit previously earned was not intended for transfer, students may need to validate the credit through completion of a comprehensive departmental challenge examination.

College Level Examination Program

Bainbridge College recognizes that learning may result from a variety of individual avocational studies, occupational experiences, and general life encounters as well as from formal classroom instruction. The College is therefore committed to a policy of credit by examination. The program at

Bainbridge College involves the College Level Examination Program (CLEP) of the College Entrance Examination Board.

Examinations are administered through the Testing and Career Counseling Center. The student must purchase test materials for each test taken. The award of credit is governed by the following regulations:

1. Up to 17 credit hours of CLEP credit may count toward a degree at Bainbridge College. Such credit will be recorded on the student's record in the same manner as transfer credit with the symbol "K" assigned.
2. No credit will be awarded on the basis of an examination taken more than twice after initial enrollment.
3. Credit will be given for courses for which a prerequisite is a requirement only after such prerequisite(s) have been satisfied.
4. Test cost is $65; test administration fee is $10. Total cost= $75.00

Credit by Examination Policy
for CLEP General Examination

	Required			Additional
Area	Score	Credit	Course	Requirements
English Composition	500	3 hours	ENGL 1101	Essay on assigned topic
Humanities	500	3-6 hours	HUMN 2001	Essay exam with four questions
Mathematics	500	3 hours	MATH 1001	
Social Science	550	3-6 hours		Essay in subject area

Credit By Examination Policy for CLEP Subject Examinations

Course #	CLEP Subject Examination	Minimum Score
ACCT 2101	Principles of Accounting I	50
ACCT 2102	Principles of Accounting II	60
BIOL 1107	General Biology I	50
BUSA 2106	The Environment of Business	50
CSCI 1000	Computer Fundamentals	50
ECON 2105	Principles of Macroeconomics	50
ECON 2106	Principles of Microeconomics	50
FREN 1001	Elementary French I	45
FREN 1002	Elementary French II	50
FREN 2001	Intermediate French I	55
HIST 1121	Survey of Western Civilization	50
HIST 1122	Survey of Western Civilization II	50
HIST 2111	United States History I	50
HIST 2112	United States History II	50
MATH 1111	College Algebra	50
MATH 1112	Trigonometry	50
MATH 2261	Calculus I	49
MMGT 2110	Principles of Marketing	50
MMGT 2140	Management and Supervision	50
POLS 1101	American Government	50
PSYC 1101	Introduction to General Psychology	50
SOCI 1101	Introduction to Sociology	50
SPAN 1001	Elementary Spanish I	45
SPAN 1002	Elementary Spanish II	50
SPAN 2001	Intermediate Spanish I	55

2007-08 CLEP® Credit-Granting Recommendations
Computer-Based Testing (CBT) and Paper-and-Pencil Testing

	ACE Recommended Score	Semester Hours
BUSINESS		
Financial Accounting	50	3
Information Systems & Computer Applications	50	3
Introductory Business Law	50	3
Principles of Accounting	50	6
Principles of Management	50	3
Principles of Marketing	50	3
COMPOSITION & LITERATURE		
American Literature	50	6
Analyzing & Interpreting Literature	50	6
English Composition with Essay	50	6
English Composition without Essay	50	6
English Literature	50	6
Freshman College Composition	50	6
Humanities	50	6
FOREIGN LANGUAGES		
French Language, Level 1	50	6
French Language, Level 2	62	12
German Language, Level 1	50	6
German Language, Level 2	63	12
Spanish Language, Level 1	50	6
Spanish Language, Level 2	66	12

Level 1 - equivalent to the first two semesters (or 6 semester hours) of college-level foreign language course work

Level 2 - equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work

	ACE Recommended Score	Semester Hours
HISTORY AND SOCIAL SCIENCES		
American Government	50	3
History of the United States I: Early Colonization to 1877	50	3
History of the United States II 1865 to Present	50	3
Human Growth & Development	50	3
Intro. to Educational Psychology	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Social Sciences and History	50	6
Western Civilization I:		

Ancient Near East to 1648	50	3
Western Civilization II		
1648 to Present	50	3

SCIENCE AND MATHEMATICS

Algebra-Trigonometry[2]	50	3
Biology	50	6
Calculus	50	3
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Precalculus	50	3
Natural Sciences	50	6
Trigonometry	50	3

1 The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course.
2 These examinations are no longer available to students.

Physical Education Requirements

Safety and First Aid (PHED 1020) is required of all students in all programs of study. Students seeking a transfer degree to a baccalaureate program must also complete one credit hour of an activity course to be selected from a wide variety of offerings. Students in applied science degree programs and certificate programs are exempt from the physical education activity course requirement.

Physical Education grades are computed in the same manner as all other grades in determining grade point averages for honors, graduation, and related purposes. The grading system for physical education is the same as for all other courses at Bainbridge College.

Students in A.A. programs of study regardless of age will complete the required physical education activity course unless specifically exempted. Students may exempt the physical education activity course requirement only if enrolled in an applied science or certificate program of study.

Students with special problems and physical limitations or disabilities should consult a member of the physical education faculty for assistance in selecting an appropriate activity course.

Any physical activity involves some risk. Bainbridge College exercises extreme care in its physical education program to protect the safety and health of physical education students. Safety procedures include the refusal to use college facilities without appropriate supervision, the hiring of exceptionally qualified and educated instructors, the inspection of equipment

and work areas on a regular basis, the acquisition of the safest material consistent with available resources, the supervision of class activities, and the individualization of programs of activity consistent with each student's current health or physical condition. By participating in supervised physical education classes, students specifically waive Bainbridge College of liability for injuries.

All students are required to dress appropriately for all physical education classes as determined by the nature of the activity. At the beginning of each course, instructors will inform students about the appropriate dress for that particular course.

Laboratory Courses

Any laboratory class involves some risk. Bainbridge College exercises extreme care in its laboratory programs to protect the safety and health of laboratory students. Safety procedures include: the refusal to use college facilities without appropriate supervision, the hiring of exceptionally qualified and educated instructors, the inspection of equipment and work areas on a regular basis, the acquisition of the safest material consistent with available resources, the supervision of class activities, and the individualization of programs of activity consistent with each student's current health or physical condition. By participating in supervised laboratory classes, students specifically waive Bainbridge College of liability for injuries.

The Academic Resource Center

The Academic Resource Center of Bainbridge College, located in the Student Center, is open to all students of the College. Free services available through the Center (either on an ongoing basis or at announced intervals) include the following:

- Individual and group tutoring
- Student-led Study Groups
- Study Skills Seminars Learning Inventories, goal-setting and academic
- counseling
- PLATO computer tutorials in English, math, the sciences, and history
- Word processing and computer software access

Appointments are made in person. Students have the option of meeting with a tutor on a regular basis. Such an agreement assures a reserved time, provided the student's attendance and preparation for the sessions are acceptable. Students may also choose to come for only one session. In addition, the Center's self-paced instructional programs are available for students.

Academic Resource Center Hours are Monday through Thursday 7:30 am-6:00 pm and Friday 7:30 am-12:00 pm.

Minority Affairs Program (MAP)

Bainbridge College provides every minority student with a specific faculty or staff member who acts as that student's MAP mentor. The mentor may provide academic and personal support or referral for a problem. The Minority Affairs Program encourages students to meet with their mentors often.

In addition, students can attend and participate in special MAP sponsored programs that will enhance the educational environment and cultural awareness of all Bainbridge College students. Such programs may feature local student talent or visiting speakers and performers. These programs and services seek to promote academic success, develop human potential, and create an environment that fosters the success and retention of minority students while advancing the cultural awareness and sensitivity of all students, faculty, and staff on the Bainbridge College campus, as well as citizens in the communities-at-large which are served by Bainbridge College.

HONORS PROGRAM

The Bainbridge College Honors Program was established in Fall 2005 to recruit and retain highly qualified students, to develop the potential of students who plan to continue their studies at four-year institutions, and to enhance the reputation of Bainbridge College in the community.

Eligibility:

New BC students: minimum SAT of 1100; minimum high school GPA of 3.5.
 Transfer students: minimum SAT score of 1100; minimum GPA of 3.25 average.
To remain eligible: students must maintain at least a 3.25 average at BC and fulfill the requirements of the program.

Requirements:

- One three-credit hour honors colloquium (HNRS 1101) to be taken in the fall of the freshman year as an area B elective
- A minimum of three regular classes with additional honors requirements are to be taken during the remainder of the student's enrollment at BC. These additional assignments will involve scholarly research, writing, and presentation.

Students who complete the requirements of the Honors Program will have an Honors seal affixed to their diploma for an earned degree from Bainbridge College and will have "Honors Graduate" noted on their academic transcript.

Learning Support

Bainbridge College offers a Learning Support Program designed primarily to assist freshmen students who may find themselves without mastery of certain fundamental skills necessary to make appropriate progress in regular college degree and certificate programs. However, these courses are also open to any student who may feel the need for additional preparation in a specific subject area. No degree credit is earned in Learning Support courses, but institutional credit is awarded.

Placement: Students whose scores on required placement tests do not meet University System and institutional requirements in English, reading, and mathematics must enroll in all or part (depending on scores) of the Learning Support Program during their first semester of attendance.

Students who did not elect to take the college preparatory curriculum in high school and who have not attended school within the last five years prior to enrollment may be required to take Learning Support courses based upon their placement examination scores.

Voluntary Students: Students who are not required to take Learning Support courses in a discipline area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts in each area but are exempted from mandated exit criteria.

Registration: During each semester of enrollment, a Learning Support student must first register for all required Learning Support courses before being allowed to register for college-level classes, including classes used to satisfy CPC deficiencies. This policy applies to full-time and part-time students. Exceptions (only as allowed by the Board of Regents) must be documented with written approval from the Chair of Learning Support.

Prerequisites for College-Level Classes: Students must exit or exempt Learning Support reading as a prerequisite for social, natural, and physical science courses; students must exit or exempt Learning Support English and reading as prerequisites for college-level English. Students must exit or exempt Learning Support mathematics as a prerequisite for physics and chemistry. Any course with a prerequisite of college-level mathematics would also require exit or exemption from Learning Support mathematics. In addition, Learning Support students may not enroll in online classes numbered 1000 and above. For a list of specific course prerequisites, check with the Learning Support Division.

20-Hour Rule: A student may not accumulate more than 20 semester hours of degree credit before finishing Learning Support courses. A student who accumulates 20 semester degree credit hours and has not successfully completed required Learning Support courses must enroll only in Learning

Support courses until all requirements are successfully completed. In order to exit Learning Support courses, students must satisfy the college's requirements for each prescribed course. Transfer students and certificate students later gaining admittance to a degree program may earn up to 20 additional hours of college-level credit before being required to take Learning Support courses only.

Withdrawal: Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from credit courses. Any student required to take Learning Support courses will be withdrawn from his or her college-level courses with a grade of "W" if he or she withdraws or is withdrawn from a Learning Support course before the mid-point of the semester.

Learning Support Exit: Students with Learning Support requirements must take required courses in sequence. To exit a Learning Support area, students must have at least a C average in the exit-level class and meet all exit requirements, which include a passing score on the COMPASS exam. Learning Support English also requires a passing evaluation on an exit-writing sample as a precondition to taking the COMPASS as an exit test. Any Learning Support student who does not earn a "C" or better in a required Learning Support course must repeat that course.

Learning Support Suspension: Learning Support students have three attempts to exit each discipline area, no matter where they place. Students who do not exit a Learning Support area (English, reading or mathematics) in three attempts are suspended from all degree programs at Regents' institutions for three years. All grades except W count as an attempt, and attempts accumulate within Regents' institutions. That is, attempts at Bainbridge College are added to the attempts from other Regents' institutions if the student has not been out of school for at least three years.

Learning Support Appeal: A Learning Support student who has had three attempts and has not exited may be allowed to appeal for two additional attempts under specific circumstances:
- The student is determined to have a reasonable chance of success.
- The student is in an exit-level course.
- The student has reached his or her 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.) If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

Students with learning disabilities, acquired brain impairment, or Attention Deficit/Hyperactivity Disorder may petition for a maximum of two additional semesters of Learning Support. Students with visual, hearing, or motor impairment also may be granted up to two additional semesters of Learning Support.

Readmission after Suspension: Students admitted to Bainbridge College after completing a 3-year suspension from any University System of Georgia institution will be retested for placement (in any unsatisfied Learning Support area) and placed without a Learning Support requirement if they meet the institutional criteria for exemption. Students who do not exempt on the retest may be admitted to Bainbridge College for up to three additional attempts per Learning Support area. Students admitted under this provision are subject to the 20-hour limit on college-level coursework and may not take credit work if they have earned 20 credit hours during their previous period(s) of enrollment.

Students suspended from the institution without completing Learning Support requirements may not be exempted from the Learning Support course requirements through transfer of course credit from a non-University System college unless they have 30 hours of college level transfer credit, including credit for the college-level class in the area of suspension.

Library Services

The Bainbridge College Library, now with locations in the Academic Building on the main campus and at the Early County Site, serves the College by providing access to information for students, faculty, and staff, as well as community citizens. The book collection has more than doubled since opening day, reaching a size of over 38,000 volumes. It is composed of resources that support the curriculum as well as provide more in-depth reading. In 2007, a popular reading collection and selection of books on CD were added. In 2008, the Rittenhouse R2 collection was added to provide remote access to e-books in the nursing subject area. Currently the library provides access to over 300 periodical titles in print. Non-print media such as videotapes, in both VHS and DVD format, as well as compact discs are also available. Over 27,000 e-books, 2000 full text journals, and over 100 databases are available via GALILEO (Georgia Library Learning Online), an initiative of the Board of Regents of the University System of Georgia. The GALILEO URL is http://www.galileo.usg.edu.

Computers for Student Use: The main Library houses a computer lab complete with 11 Windows-based computers containing Microsoft Office and Internet capability, a laser printer, and a Link System for library orientation classes. 18 additional computers are available in the public area of the library for word processing and research. The Early County Site Library has 14 computer workstations complete with Microsoft Office and Internet capability.

Special Collections: Approximately 75,000 manuscripts make up the archives section of the Bainbridge College Library. Included are the papers of former Georgia Governor S. Marvin Griffin, Colonel John E. Donalson, founder of Donalsonville and Faceville and former mayor of Bainbridge, and a former United States Representative, Maston E. O'Neal, Jr.

Interlibrary Loans: Students and faculty may order books and periodical articles not held in the library's own collection via the library's interlibrary loan service. The Bainbridge College Library is a participant in Georgia Online Database (GOLD) and Southeastern Library Information Network (SOLINET) and can deliver books and periodical articles via the U.S. Postal Service. Rush interlibrary loans for periodical articles can be transmitted by the library's fax machine or over the Internet, thus reducing delivery time. In most cases, the service is free. Students and faculty can email interlibrary loan requests directly to the library at library@bainbridge.edu or by using the electronic interlibrary loan order form located on the library's webpage which can be accessed via the library tab at http://www.bainbridge.edu.

GIL Express: Similar to interlibrary loan, GIL Express is a service for all 35 University System of Georgia (USG) libraries to share resources. Students, faculty, and staff can obtain circulating materials through the Universal Catalog at http://gilus.usg.edu. GIL Express is available to eligible patrons through both an onsite (walk up) service and a remote requesting service. Requested books are typically delivered within 2-3 working days.

Other facilities and equipment available to library patrons include cassette duplication for non-copyrighted tapes, a photocopier, cassette players, and two study rooms complete with whiteboard and TV/DVD/VCR. Professional librarians staff the library during all hours of operation. When classes are in session, the Bainbridge campus library is open from 8 a.m. – 9 p.m. each Monday through Thursday, 8 a.m. – 5 p.m. on Fridays, and 10 a.m. – 2 p.m. on Saturdays. The Early County Center Library is open from 8 a.m. – 9 p.m. Monday through Thursday. Between semesters the Bainbridge campus library is open from 8 a.m. – 5 p.m. Hours at the Early County Center Library vary between semesters. Summer hours may vary and are posted in the libraries. A classroom-centered orientation program is part of general student instruction, and personal service is readily available in all areas of the library.

Opportunities to Learn Using Technology

Distance Learning/Education: The Georgia Statewide Academic & Medical System (GSAMS) is a two-way interactive audio/video

telecommunications system that most closely simulates the normal classroom environment. Distance Learning classrooms are referred to as GSAMS. A benefit of GSAMS is the ability to extend educational opportunities simultaneously to students at several sites, but without losing teacher/student interaction. Presently, upper division and graduate courses occur on the campus of Bainbridge College for area citizens through partnerships with Albany State University and Georgia Southwestern University.

Computer-Assisted Instruction: Bainbridge College is wired for computing technology. Every office is equipped with computer resources with Internet and email connections. Numerous computer classrooms, most of which are networked and connected to the Internet, enhance instruction, support individual student research, and allow for personal enrichment. A staff of five to six people assists with these computing resources and supports the College's computer-driven processes. Other equipment/services include web pages, servers, scanners, and computer-based tutorials.

Web-based Instruction: Bainbridge College offers many on-line courses using the Internet. Similarly, the University System of Georgia makes available some courses through Georgia's GLOBE (Global Learning On-line for Business and Education). Contact the Admissions Office for details.

STUDENT

AFFAIRS

STUDENT AFFAIRS
(229-248-2506)

The College offers a variety of student services to strengthen the educational experience and to provide opportunities for students' personal growth. For detailed information, visit the Office of Student Affairs, located in the Student Center, or consult the Bainbridge College Student Handbook in print or on the College's web site.

Testing and Career Counseling Center

Students can receive career and educational counseling in the Testing and Career Counseling Center located in the Library. The number is 229-248-2579. Appointments are encouraged.

The Center assists students and area residents in planning and exploring their future careers. A wide range of materials and resources provides information on occupational, educational, and job training requirements for career-related subjects. In addition, the Center has information about financial aid, transfer programs, schools, colleges, and training agencies throughout the United States. Printed materials, books, videotapes, and computer-assisted programs also are available for individual and group use.

The Center also offers a variety of personality and interest inventories, including the Strong-Campbell Interest Inventory. The Center also offers workshops in various self-actualizing areas, such as values clarification, decision making, and study skills.

The Center Coordinator offers confidential individual services free of charge. The Coordinator also is available to conduct workshops or to make presentations on specific topics for classes, campus organizations or other student groups. When necessary, referrals to other resources on campus or in the community make available all possible resources to meet the needs of students.

The Testing and Career Counseling Center also serves as the College Testing Center. Some of the examinations include COMPASS, ASSET, Regents, and CLEP. For a listing of CLEP offerings, please see the Credit by Examination section in the Academic Affairs portion of this catalog. CLEP is available by appointment only. Students who need help in understanding the meaning of SAT I, ACT, Regents, or COMPASS scores may contact the Bainbridge College Testing Coordinator for assistance.

In addition, the Coordinator serves as the Disability Services Provider for students with documented disabilities. To begin the process, a Special Needs Request Form must be completed and returned to the Admissions Office or to the Coordinator. The form will be processed and eligibility determined.

Job Placement

The purpose of the Job Placement Office at Bainbridge College is to:

- Assist students with the complete job search process, including job search tips, job application and interview tips, resume preparation, and job referrals;
- Maintain a list of current jobs (primarily state and local jobs, some national) received from employers; and
- Pre-screen potential job applicants for referral.

This office provides workshops and individual assistance related to job skills. Other employability resources available to students include videos, books, interactive videodisks, and individual assistance from the Job Placement Coordinator. Interested students should contact the Job Placement Office, located in the Technical Studies Building, to register an interest in work opportunities and to sharpen employability skills.

Student Activities

The Student Activities Program at Bainbridge College provides students with a variety of out-of-class opportunities that complement the student's total educational experience. These opportunities are provided to meet the recreational, social, moral, cultural, educational, and entertainment interests of students.

Student Activities include, but are not limited to, the following: intramural and extramural events, athletics, dances, student travel, dinners, mini concerts, discount programs (i.e., golf, bowling), lectures, art exhibits, and service projects. Some activities require students to pay a portion of the cost.

Student organizations include Ambassadors, ARC Club, BANS Club, Blakely Student Ambassadors, Student Ambassadors, BC Cares Club, Canoe Club, Chi Alpha Club, College Bowl, Communication Club, Computer Club, Circle K Club, Creative Arts Club, Delta Club, Drama Club, Foreign Language Club, LPN Club, MAP, Political Guild Club, SGA, SIFE Club, Sprint Club, Teacher Education and Service Training (T.E.S.T.) Club, and Social Science Club. Bainbridge College has three honorary societies from which students may receive invitations if eligibility criteria are met; the honorary societies are Phi Theta Kappa (academic), Alpha Beta Gamma (business), and Sigma Kappa Delta (English/humanities).

Student Government Association (SGA)

The purpose of the Bainbridge College Student Government Association is to work for the best interests of students. The SGA cooperates with and advises the administration and faculty in all matters of common interest to the College. The Association also upholds students' rights and provides a means of communication between the students and all areas of the college. The Director of Student Activities advises the SGA. Details concerning qualifying

and campaigning for an elected SGA office are specified in the <u>Student</u> <u>Handbook</u>.

Bainbridge College Student Ambassadors
This group of student volunteers works with the Office of Student Affairs, and on a request basis, with other areas of the College; assist with the recruitment, orientation, and retention of students. Through a variety of activities, both on and off campus, Bainbridge College Ambassadors provide a valuable service by representing the student perspective of college life to prospective and new students at Bainbridge College.

Student Center
The Bainbridge College Student Center provides an atmosphere where both students and faculty can relax and make constructive use of their leisure time. The Center houses a lounge, snack bar, dining area, a recreational games area (including table tennis, billiards and other table and board games), and a television viewing area which features movies and a variety of videos. The Center also houses the Offices of Admissions and Records, Financial Aid, Student Activities, Student Government Association, the Vice President of Student Affairs, the College Bookstore, the Academic Resource Center, and the Testing and Career Counseling Center. Also, this facility is utilized for dances and other assembly activities held at the college.

Note: Because of the nature and number of activities taking place, the Student Center is not a good place to study. Students are encouraged to study in the library.

Student ID Card Information
Bainbridge College students are **required** to have their student IDs in their possession while on campus. When asked by a school official to show the ID, students must comply or risk being asked to leave campus. Only one free ID is issued to each student during attendance at the College. Returning students must have their IDs validated each semester they register. There is a $10 replacement fee charged to replace any lost, stolen, or destroyed student ID. Additionally, there is a $5 late fee charged to validate student IDs after the third week of the semester.

The validated student ID serves as a library card once the card has been taken to the library and a bar code placed on the back. The student ID is used to gain admittance to all student activity events, to claim financial aid or refund checks, or to cash a personal check on campus ($15 limit). Many local merchants will provide student discounts when the student ID is presented. (Please check with the Office of Student Activities for a full list of participating merchants.)

Students can obtain a complete listing of the programs offered each semester by clicking on the Student Activities button found on the Bainbridge College home page or by picking up a copy of the schedule in the SGA office.

Students interested in initiating specific programs should contact the SGA, The Director of Student Activities, or the Vice President of Student Affairs.

CONTINUING

EDUCATION &

PUBLIC SERVICE

CONTINUING EDUCATION AND PUBLIC SERVICE
(229-248-2516)

The Division of Continuing Education and Public Service exists to meet the lifelong learning needs of the citizens of the region and, in cooperation with other areas of the campus, to represent the college in responding to community needs. The division supports the educational, economic and cultural development of persons of all ages by offering noncredit courses, programs and other learning opportunities. It is committed to the educational and economic development of the region. Among the services of the division are:

- Providing learning opportunities for all interested persons in the region through programs and services designed to foster intellectual, occupational, cultural and/or recreational development.
- Responding to the needs of regional business and industry with professional development and training courses and programs both open to the community and on a contract basis.
- Assisting regional economic development efforts.
- Representing Bainbridge College in community activities.
- Supporting senior institutions in bringing upper level and graduate degree programs and/or other courses to the Bainbridge College campus.

Registration: Normally, Continuing Education courses have open enrollment and no prerequisites. Students may pre-register, but until fees are paid, there is no guarantee of a space in class. Information and current class schedules are available from the division at 229-248-2516.

Continuing Education Unit: Continuing Education classes are not graded and award no academic credit. Certain courses award Continuing Education Units (CEU). A student earns one (CEU) for each ten hours of class time. Transcripts for students who participate in designated CEU courses are available in the Division office.

Facilities: Located next to the swimming pool on the Bainbridge College campus circle, the Continuing Education Center is modern and well equipped. The building houses one computer laboratory, two classrooms, dance, exercise and music studios. The Center has an array of audiovisual equipment including satellite and interactive video teleconferencing, and the latest computer technology.

POLICIES
AND
REGULATIONS

POLICIES AND REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. [Parents of students who are 18 years of age or older are not afforded these rights unless the parent(s) can prove that the student is a dependent student.] These rights include (1) the right to inspect and review the student's education records within 45 days of the day the institution receives a request for access, (2) the right to request the amendment of the student's education records that the student believes are inaccurate or misleading, (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, and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

FERPA does allow for release of directory information unless the student requests directory information not be released. Directory information includes the student's name, address, phone numbers, and dates of attendance. Bainbridge College includes a question on its Application for Admission form where the student must indicate his/her wishes regarding the release of directory information. If a student wishes to change his/her status regarding the release of directory information, the student must write a letter to the Director of Admissions and Records, making the request. Such requests to change directory information release will be honored within 15 working days of receipt of the request. Students desiring to inspect education records or to request amendment of records must submit a letter to the Director of Admissions and Records stating clearly the request. Bainbridge College will respond to the student and allow the student access to the records or will make a decision regarding requested amendment to records within 45 days of each request.

Bainbridge College releases student information to faculty and staff when that information is necessary to enable the satisfactory completion of their job responsibilities such as academic advising, student activity reporting, state reporting, and federal reporting. Bainbridge College also releases student information to the Georgia Board of Regents and federal entities that require student data reporting. Applicants or students who have questions concerning the Family Educational and Privacy Act should contact the Director of Admissions and Records.

STUDENT CODE OF CONDUCT STATEMENT

Bainbridge College, in fulfilling its purpose and mission, must have the cooperation of each student. The students at Bainbridge College must be responsible citizens. As responsible citizens, they must abide by all local,

state and federal laws. In addition, Bainbridge College students must abide by the college policies and regulations, which have been placed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infractions of the Student Conduct Code may have disciplinary measures brought against him/her.

Because of the faith in the educational process found at Bainbridge College, discipline measures are not seen as forms of punishment. Instead, they are seen as part of the educational process used to assist students in the development of personal, social, and civic responsibilities. The listing of violations found in the Student Code of Conduct should not be considered to be all-inclusive, and its items are subject to change by the University System of Georgia Board of Regents or by Bainbridge College. For further information concerning the details of the Student Code of Conduct, refer to the Student Handbook.

POLICY REGARDING ALCOHOL ON CAMPUS

Bainbridge College supports the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on campus. Educational programs sponsored by or through the Office of Student Affairs and the Physical Education faculty seek to enhance the awareness of alcohol and to curb its abuse. These programs are designed to teach and develop within students a sense of responsibility with respect to the use of alcohol.

- The sale, use, and distribution of alcohol are prohibited on campus or at any event sponsored or supervised by any college-recognized club.
- No student or participant shall be in an intoxicated condition manifested by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, or unbecoming language.
- Individuals and student organizations violating this policy will be subject to disciplinary action as outlined in the Student Handbook.

POLICY ON THE USE OF ILLEGAL DRUGS

The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited. Any student convicted of a felony drug charge that occurs on or off campus must be suspended from school as outlined in the Drug Free Schools and Campuses Act distributed to all students.

SEXUAL HARASSMENT POLICY

Sexual harassment of employees or students at Bainbridge College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission of such conduct is made explicitly or implicitly as a term or condition of an individual's employment or academic standing; or

B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.

For purposes of this policy, sexual harassment is defined as follows:

A. Sexual conduct of any nature which is not freely and mutually agreeable to both parties.

B. Communications of a sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person receiving such communications.

C. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for either implicitly or explicitly imposing adverse or favorable terms and conditions of employment or academic standing.

Any student wishing to discuss a complaint related to this policy should contact the Vice President of Student Affairs or the Vice President of Academic Affairs. Employees wishing to discuss a complaint should contact the Vice President of Business Affairs or Vice President of Academic Affairs. All complaints will be dealt with promptly and confidentially. If needed, a hearing committee will be established and the normal grievance procedures will apply.

STUDENT GRIEVANCE PROCEDURES

Bainbridge College students should attempt to resolve all problems, whenever possible, before filing a grievance. Open communication between students, faculty, administrators, and staff is encouraged to resolve conflict so that a formal grievance procedure will not be necessary. If that is not possible, a formal written grievance statement should be filed with the Vice President of Student Affairs, Director of Admissions, Vice President of Academic Affairs, or the Vice President of Business Affairs. Grievances shall include but are not limited to complaints regarding discrimination based on race, color, sex, religion, creed, national origin, veteran status, age, or

disability. For detailed procedures contact one of the administrators listed above.

PROGRAMS

OF

STUDY

ASSOCIATE OF ARTS

DEGREES

The Core Curriculum for Associate of Arts Degrees

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue baccalaureate degrees. The Core Curriculum is subdivided into Core Areas A through E as outlined below. Totaling 42 credit hours, Areas A, B, C, D, and E are composed of general education courses. Area F varies with each program of study and is composed of 18 credit hours which support the student's chosen baccalaureate major.

All Bainbridge College Associate of Arts degree students must demonstrate computer competency in order to graduate. *If CSCI 1000 Computer Fundamentals is not included in a program of study's Area F, the student must show computer skills by taking CSCI 1000 or by receiving a passing score on a challenge exam for CSCI 1000. Credit hours earned in CSCI 1000 cannot be applied to the program of study unless CSCI 1000 is included in Area F.*

 A student completing any of the six areas in the approved core at Bainbridge College may transfer the hours to any institution of the University System without loss of credit. **This transferability is guaranteed by the Board of Regents of the University System of Georgia. Should a student encounter difficulty in transferring credits earned at Bainbridge College, the student is urged to contact immediately the institution's transfer ombudsman, Registrar or Vice President of Academic Affairs. See these two pages for detailed information concerning the Core Curriculum.**

Note: Mathematics, Sciences, and Nursing Programs of Study have unique requirements. Please see full programs of study for each curriculum.

THE CORE CURRICULUM FOR ASSOCIATE OF ARTS DEGREES

Area A: Essential Skills Hours   **9 Semester**

ENGL 1101 English Composition I   3
ENGL 1102 English Composition II   3
Select one: 3
     MATH 1001 Quantitative Skills and Reasoning OR
     MATH 1111 College Algebra OR
     Higher Level Math Course

Area B: Institutional Options Hours   **5 Semester**

COMM 1100 Human Communication OR   3
    STAB 2001 Study Abroad
HWEL 2000 Comprehensive Wellness OR   2
Select two of the following:
     HWEL 1001 Contemporary Health Issues
     HWEL 1002 Lifestyle Wellness
     HWEL 1003 Family Wellness
     HWEL 1004 Psychosocial Wellness
     HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts Hours   **6 Semester**

HUMN 2001 Humanities I   3

Select one of the following: 3
     ARAP 1100 Art Appreciation
     ENGL 2010 Dramatic Literature
     ENGL 2111 World Literature
     ENGL 2112 World Literature II
     ENGL 2131 American Literature I
     ENGLI 2132 American Literature II
     Foreign Languages 1001-2002
     HUMN 2002 Humanities II
     MUSC 1100 Music Appreciation
     PHIL 1000 Introduction to Philosophy
     RELG 1000 Introduction to Religion
     THEA 1100 Theater Appreciation

Area D: Science, Mathematics, and Technology Hours   **10 Semester**

Select one of the following groups of science courses that include the co-requisite lab course that must be taken during the same term: 4

BIOL 1050	3	/BIOL 1050L	1
BIOL 1107	3	/BIOL 1107L	1
BIOL 2230	4		
CHEM 1211	3	/CHEM 1211L	1
PHYS 1111	4		

Select two courses from the following: 6

BIOL 1050	3	BIOL 1107	3
BIOL 1108	3	BIOL 2230	4
CHEM 1100	3	CHEM 1211	3
CHEM 1212	3	PHYS 1111	4
PHYS 1112	4	PHSC 1011	3
CSCI 1301	3		

OR one science course (3-4) *and*
one higher than Area A MATH course (3-4)

Area E: Social Science Hours   **12 Semester**

Select one: 3
    HIST 2111 United States History I
    HIST 2112 United States History II

POLS 1101 American Government 3

Electives: Select two courses from the following: 6

GEOG 1101	GEOG 1111
HIST 1121	HIST 1122
HIST 2111	HIST 2112
POLS 2201	POLS 2301
PSYC 1101	SOCI 1101

Total Semester Hours   **42**

Area F: Courses Related to Program of Study Hours   **18 Semester**

Above the Core: Hours   **3 Semester**
PHED 1020 Safety & First Aid   2
Elective: Any PHED activity course   1

Total Semester Hours: **63**

BUSINESS ADMINISTRATION

Area F: Courses Related to the Program of Study   **18 Semester Hours**

CSCI 1000 Computer Fundamentals	3
ACCT 2101 Principles of Accounting I	3
ACCT 2102 Principles of Accounting II	3
ECON 2105 Principles of Macroeconomics	3
ECON 2106 Principles of Microeconomics	3
Select one of the following:	3
BUSA 1105 Introduction to Business	
BUSA 2106 The Environment of Business	
ENGL 2020 Communication for Business and the Professions	

CRIMINAL JUSTICE

Area F: Courses Related to the Program of Study   **18 Semester Hours**

CSCI 1000 Computer Fundamentals	3
CRJU 1100 Introduction to Criminal Justice	3
CRJU 2002 Community Relations	3
CRJU 2003 Juvenile Delinquency	3
CRJU 2004 Introduction to Corrections	3
CRJU 2005 Criminal Procedure OR	3
CRJU 2001 Constitutional Law	3

EDUCATION - EARLY CHILDHOOD

AREA F: Courses Related to Program of Study   **18 Semester Hrs**

EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC 2130	Exploring Learning and Teaching	3
MATH 2008	Foundations of Numbers and Operations	3
ISCI 2001	Life/Earth Science	3
ISCI 2002	Physical Science	3

EDUCATION - MIDDLE GRADES

AREA F: Courses Related to Program of Study   **18-20 Semester Hrs**

EDUC 2110	Investigating Critical and Contemporary

	Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on	
	Diversity in Educational Contexts	3
EDUC 2130	Exploring Learning and Teaching	3

Two lower division courses in one area of concentration and one lower division course in the second area of concentration listed in the areas on certification.   9-11

EDUCATION - SECONDARY EDUCATION

AREA F: Courses Related to Program of Study   18-20 Semester Hrs

Students wishing to teach in high school must earn a BA or BS degree in the discipline in which they wish to teach. Follow major field Area F in selected Arts and Sciences concentration.

In addition to the Area F requirements for the Program of Study, Teacher Education students are required to complete these three "Above-the Core" pre-professional courses:

EDUC 2110	Investigating Critical and Contemporary	
	Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on	
	Diversity in Educational Contexts	3
EDUC 2130	Exploring Learning and Teaching	3

ENGLISH

Area F: Courses Related to the Program of Study   18 Semester Hours

ENGL 2111 World Literature I	3
ENGL 2112 World Literature II	3
Foreign Language 1001 (If not taken in Area C)	
1002, 2001	6

Select two of the following 3-hours courses except
for a course already taken in Area C: 6
   ARAP 1100 Art Appreciation
   COMM 2208 Voice and Diction
   ENGL 2010 Dramatic Literature
   ENGL 2020 Communication for Business and the Professions
   ENGL 2116 Creative Writing
   ENGL 2131 American Literature I
   ENGL 2132 American Literature II
   Foreign Language 2001

Foreign Language 2002
HUMN 2002 Humanities II
JRNL 1001 Introduction to Journalism
MUSC 1100 Music Appreciation
PHIL 1000 Introduction to Philosophy
THEA 1100 Theatre Appreciation

FOREIGN LANGUAGES

Area F: Courses Related to the Program of Study   18 Semester Hours

CSCI 1000 Computer Fundamentals   3
Foreign Language 1001 (If not taken in Area C)
        1002, 2001, 2002   9
Second Foreign Language   3

Select one of the following except for a course
    already taken in Area C: 3

        ARAP 1100 Art Appreciation
        MUSC 1100 Music Appreciation
        THEA 1100 Theatre Appreciation
        HIST 1121 Western Civilization I
        HIST 1122 Western Civilization II
        HUMN 2002 Humanities II
        PHIL 1000 Introduction to Philosophy
        ENGL 2010 Dramatic Literature
        ENGL 2111 World Literature I
        ENGL 2112 World Literature II
        ENGL 2116 Creative Writing
        ENGL 2131 American Literature I
        ENGLI 2132 American Literature II
        FOR LANG   Another Foreign Language
        ENGL 2020 Communication for Business and the Professions

GENERAL STUDIES

Area F: Courses Related to the Program of Study   18 Semester Hours

CSCI 1000 Computer Fundamentals   3
Select courses from each of the following areas:
        Humanities/Fine Arts/Literature   3
        Science/Mathematics   3-4*
        Social Science/Business   3

Select up to 6 hours from any combination of the above areas
 (Humanities/Fine Arts/Literature, Science/Math,

or Social Science/Business)   6*

*Students may use 1-2 hours over the required 10 hours from Area D

HEALTH AND PHYSICAL EDUCATION

Area F: Courses Related to the Program of Study   18 Semester Hours

CSCI 1000 Computer Fundamentals	3
EDUC 2110 Investigating Critical & Contemporary Issues in Ed	3
BIOL 2111 Human Anatomy and Physiology I	4
BIOL 2112 Human Anatomy and Physiology II	4
PSYC 2103 Introduction to Human Development	3

Select one of the following: 3
    SOCI 2293 Marriage and the Family OR
    SOCI 1160 Social Problems

HISTORY

Area F: Courses Related to the Program of Study   18 Semester Hours

CSCI 1000 Computer Fundamentals	3
HIST 2111 US History I or HIST 2112 not taken in Area E	0-3
HIST 1121 Western Civilization I	3
HIST 1122 Western Civilization II	3
Foreign Language 1001 (If not taken in Area C) 1002, 2001	3

Select one or two of the following 3-hour courses except
for a course already taken in Area C to complete
18 hours in Area F: 3-6

    ECON 2105 Principles of Macroeconomics
    ECON 2106 Principles of Microeconomics
    GEOG 1101 Introduction to Human Geography
    HUMN 2002 Humanities II
    MATH 2001 Statistics
    PHIL 1000 Introduction to Philosophy
    POLS 2201 State and Local Government
    POLS 2301 Introduction to Comparative Politics
    PSYC 1101 Introduction to General Psychology
    RELG 1000 Introduction to Religion
    SOCI 1101 Introductory Sociology

MATHEMATICS

Area A: Essential Skills   **9 Semester Hours**

ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
MATH 1113 Pre-calculus	3

Area B: Institutional Options   **4 Semester Hours**

COMM 1100 Human Communications OR   3
STAB 2001 Study Abroad

Select one of the following: 1
     HWEL 1001 Contemporary Health Issues
     HWEL 1002 Lifestyle Wellness
     HWEL 1003 Family Wellness
     HWEL 1004 Psychosocial Wellness
     HWEL 1005   Physical Wellness

Area C: Humanities/Fine Arts   **6 Semester Hours**

HUMN 2001 Humanities I   3

Select one of the following: 3
     ARAP 1100 Art Appreciation
     ENGL 2010 Dramatic Literature
     ENGL 2111 World Literature
     ENGL 2112 World Literature II
     ENGL 2131 American Literature I
     ENGL 2132 American Literature II
     Foreign Languages 1001-2002
     HUMN 2002 Humanities II
     MUSC 1100 Music Appreciation
     PHIL 1000 Introduction to Philosophy
     RELG 1000 Introduction to Religion
     THEA 1100 Theater Appreciation

Area D: Science, Mathematics and Technology   **11-12 Semester Hours**

Select two of the following groups of science courses
that include the co-requisite lab course that must be taken
during the same term: 8

BIOL 1050	3	/BIOL 1050L	1
BIOL 1107	3	/BIOL 1107L	1
BIOL 1108	3	/BIOL 1108L	1

BIOL 2230	4		
CHEM 1211	3	/CHEM 1211L	1
PHYS 1111	3	/PHYS 1111L	1

Select one course from the following 12 choices: 3-4

BIOL 1050*	3	BIOL 1107*	3
BIOL 1108*	3	BIOL 2230*	4
CHEM 1100	3	CHEM 1211*	3
CHEM 1212*	3	PHYS 1111*	3
PHYS 1112*	3	PHSC 1011*	3
CSCI 1301	3		

Any Higher than Area A MATH course (3-4 hrs)

* Students should take the one-hour co-requisite science lab courses if any hours over the 11-hour Area D total can be used in Area F.

Area E: Social Science   12 Semester Hours

 Select one: 3

   HIST 2111 United States History I
   HIST 2112 United States History II

POLS 1101 American Government   3

Electives: Select two from the following: 6

GEOG 1101	GEOG 1111
HIST 1121	HIST 1122
HIST 2111	HIST 2112
POLS 2201	POLS 2301
PSYC 1101	SOCI 1101

Area F: Courses Related to the Program of Study   18 Semester Hours

Carryover from Area D 1 or 2 hours   1-2
  MATH 2261 Calculus I   4
  MATH 2262 Calculus II   4
  MATH 2263 Calculus III   4

Select any combination of the following totaling
 4 or 5 Semester Hours: 4-5

 PHYS 1111 Introductory Physics I   4
 PHYS 1112 Introductory Physics II   4
 FREN 1001 Elementary French I   3

(If not taken in Area C)
FREN 1002 Elementary French II   3
FREN 2001 Intermediate French I   3

Total Semester Hours: **63-64**

MUSIC

Area F: Courses Related to the Program of Study Hours   **18 Semester**

MUSC 1112 Elementary Music Theory I   2
MUSC 1113 Elementary Music Theory II   2
MUSC 1114 Applied Music   1
MUSC 1115 Applied Music   1
MUSC 1118 Secondary Applied Music   1
MUSC 1119 Secondary Applied Music   1
MUSC 2112 Intermediate Music Theory I   2
MUSC 2113 Intermediate Music Theory II   2
MUSC 2114 Applied Music   1
MUSC 2115 Applied Music   1

Choose one of the following ensembles   4
   MUSC 1110 College Chorus   1
   MUSC 1111 College Chorus   1
   MUSC 2110 College Chorus   1
   MUSC 2111 College Chorus   1
OR
   MUSC 1116 College Band   1
   MUSC 1117 College Band   1
   MUSC 2116 College Band   1
   MUSC 2117 College Band   1

Music majors are encouraged to select MUSC 1100 Music Appreciation to fulfill the Humanities/Fine Arts requirement under Area C.

NURSING (Transfer to B.S. in Nursing)

Area A: Essential Skills Hours   **9 Semester**
ENGL 1101 English Composition I   3
ENGL 1102 English Composition II   3
MATH 1113 Pre-calculus   3

Area B: Institutional Options Hours   **4 Semester**
COMM 1100 Human Communication OR   3

STAB 2001 Study Abroad
Select one of the following: 1
    HWEL 1001 Contemporary Health Issues
    HWEL 1002 Lifestyle Wellness
    HWEL 1003 Family Wellness
    HWEL 1004 Psychosocial Wellness
    HWEL 1005   Physical Wellness

Area C: Humanities/Fine Arts   6 Semester Hours

HUMN 2001 Humanities I   3
Select one of the following: 3
    ARAP 1100 Art Appreciation
    ENGL 2010 Dramatic Literature
    ENGL 2111 World Literature
    ENGL 2112 World Literature II
    ENGL 2131 American Literature I
    ENGL 2132 American Literature II
    Foreign Languages 1001-2002
    HUMN 2002 Humanities II
    MUSC 1100 Music Appreciation
    PHIL 1000 Introduction to Philosophy
    RELG 1000 Introduction to Religion
    THEA 1100 Theater Appreciation

Area D: Science, Mathematics, and Technology   11 Semester Hours

CHEM 1211 Principles of Chemistry I AND   4
CHEM 1212 Principles of Chemistry II   4
Choose any laboratory or non-lab science course, any MATH course higher than that taken in Area A OR
CSCI 1301 Computer Science I   3-4

Area E: Social Science   12 Semester Hours

Select one: 3
    HIST 2111 United States History I
    HIST 2112 United States History II

POLS 1101 American Government   3

Electives: Select two courses from the following 10:   6
    GEOG 1101   GEOG 1111   HIST 1121
    HIST 1122   HIST 2111   HIST 2112
    POLS 2201   POLS 2301   PSYC 1101   SOCI 1101

Area F: Courses Related to the Program of Study   18 Semester Hours

BIOL 2111 Human Anatomy and Physiology I	4
BIOL 2112 Human Anatomy and Physiology II	4
BIOL 2115 General Microbiology	4
MATH 2001 Statistics	3
Select one of the following:	3
PSYC 2101 Intro to the Psychology of Adjustment	3
PSYC 2103 Introduction to Human Development	3
PSYC 2301 Social Psychology	3
SOCI 1160 Intro to Social Problems	3
SOCI 2293 Intro to Marriage and the Family	3

Above the Core:	**3 Semester**
Hours	
PHED 1020 Safety & First Aid	2
Elective: Any PHED activity course	1

Total Semester Hours:	**63**

POLITICAL SCIENCE

Area F: Courses Related to the Program of Study	**18 Semester**
Hours	
CSCI 1000 Computer Fundamentals	3
Select five from the following except for a course	
already taken in Area C:	15
ECON 2105 Principles of Macroeconomics	3
ECON 2106 Principles of Microeconomics	3
HIST 1121 Western Civilization I	3
HIST 1122 Western Civilization II	3
HIST 2111 United States History I	3
HIST 2112 United States History II	3
HUMN 2002 Humanities II	3
JRNL 1001 Introduction to Journalism	3
PSYC 2101 Intro to the Psychology of Adjustment	3
PSYC 2103 Intro to Human Development	3
PSYC 2301 Social Psychology	3
SOCI 1160 Intro to Social Problems	3
SOCI 2293 Intro to Marriage and the Family	3
CSCI 1301 Computer Science I	3
FREN/SPAN 1001 Elementary French/Spanish I	3
FREN/SPAN 1002 Elementary French/Spanish II	3
FREN/SPAN 2001 Intermediate French/Spanish I	3
MATH 2001 Statistics	3
POLS 2201 State and Local Government	3
POLS 2301 Introduction to Comparative Politics	3

PSYCHOLOGY

Area F: Courses Related to the Program of Study Hours	**18 Semester**
CSCI 1000 Computer Fundamentals	3
PSYC 1101 Introduction to General Psychology	3
Select up to two of the following:	*6*
PSYC 2101 Intro to the Psychology of Adjustment	3
PSYC 2301 Social Psychology	3
PSYC 2103 Intro to Human Development	3
Select two of the following except for a course	
already taken in Area C:	*6*
FOR LANG 1001 Elementary Foreign Language I	3
FOR LANG 1002 Elementary Foreign Language II	3
FOR LANG 2001 Intermediate Foreign Language I	3
FOR LANG 2002 Intermediate Foreign Language II	3
MATH 2001 Statistics	3
PHIL 1000 Introduction to Philosophy	3
SOCI 1160 Intro to Social Problems	3
SOCI 2263 Intro to Marriage and the Family	3

SCIENCES

(Mathematics, physics, chemistry, computer science, geology, geography, forestry, pharmacy, agricultural sciences, environmental science, biology, engineering, engineering technology, architecture, or physical therapy)

Area A: Essential Skills Hours	**9 Semester**
ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
MATH 1113 Pre-calculus	3

Area B: Institutional Options Hours	**4 Semester**
COMM 1100 Human Communications OR	3
STAB 2001 Study Abroad	
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	

Area C: Humanities/Fine Arts Hours	**6 Semester**

HUMN 2001 Humanities I   3

Select one of the following: 3
    ARAP 1100 Art Appreciation
    ENGL 2010 Dramatic Literature
    ENGL 2111 World Literature
    ENGL 2112 World Literature II
    ENGL 2131 American Literature I
    ENGL 2132 American Literature II
    Foreign Languages 1001-2002
    HUMN 2002 Humanities II
    MUSC 1100 Music Appreciation
    PHIL 1000 Introduction to Philosophy
    RELG 1000 Introduction to Religion
    THEA 1100 Theater Appreciation

Area D: Science, Mathematics and Technology   11-12 Semester Hours

Select two of the following groups of science courses
that include the co-requisite lab course that must be taken
during the same term: 8

BIOL 1050	3	/BIOL 1050L	1	
BIOL 1107	3	/BIOL 1107L	1	
BIOL 1108	3	/BIOL 1108L	1	
BIOL 2230	4			
CHEM 1211	3	/CHEM 1211L	1	
PHYS 1111	3	/ PHYS 1111L	1	

Select one from the following 11 courses: 3-4

BIOL 1050*	3	BIOL 1107*	3
BIOL 1108*	3	BIOL 2230*	4
CHEM 1211*	3	CHEM 1212*	3
PHYS 1111*	3	PHYS 1112*	3
PHSC 1011*	3	CSCI 1301	3
Any Higher than Area A MATH course		3-4	

* Students should take the one-hour co-requisite science lab courses if any hours over the 11 hour Area D total can be used in Area F.

Area E: Social Science   12 Semester Hours

 Select one: 3
    HIST 2111 United States History I
    HIST 2112 United States History II

POLS 1101 American Government   3

Electives: Select two from the following: 6
    GEOG 1101   GEOG 1111

HIST 1121	HIST 1122
HIST 2111	HIST 2112
POLS 2201	POLS 2301
PSYC 1101	SOCI 1101

Area F: Courses Related to the Program of Study   18 Semester Hours

Carryover from Area D   1-2

Choose 8 hours of sciences and co-requisite lab courses   8

Choose 8-9 hours of science, co-requisite lab, and
mathematics courses higher than Area A, or non-lab
science courses   8-9

Above the Core: 3 Semester Hours
PHED 1020 Safety & First Aid   2
Elective: Any PHED activity course   1

Total Semester Hours: 63-64

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SOCIOLOGY

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Area F: Courses Related to the Program of Study   18 Semester Hours

CSCI 1000 Computer Fundamentals   3
SOCI 1101 Introductory Sociology   3
  (or any SOCI prefix course if SOCI 1101 is taken under Area E)

Select up to two of the following: 6
    SOCI 1160 Intro to Social Problems
    SOCI 2293 Introduction to Marriage and Family
    SOCI 2215 Social Psychology

Select 2-4 of the following except for a course already taken in Area C or E:
    ECON 2105 Principles of Macroeconomics   3
    ECON 2106 Principles of Microeconomics   3
    GEOG 1101 Introduction to Human Geography   3
    GEOG 1111 Introduction to Physical Geography   3
    FREN/SPAN 1001 Elementary French/Spanish I   3
    FREN/SPAN 1002 Elementary French/Spanish II   3
    FREN/SPAN 2001 Intermediate French/Spanish I   3
    HIST 1121 Western Civilization I   3
    HIST 1122 Western Civilization II   3
    HIST 2111 United States History I   3
    HIST 2112 United States History II   3
    MATH 2001 Statistics   3

PHIL 1000 Introduction to Philosophy   3
POLS 2201 State and Local Government   3
POLS 2301 Introduction to Comparative Politics   3
PSYC 1101 Intro to Psychology   3
PSYC 2101 Intro to the Psychology of Adjustment   3
PSYC 2103 Intro to Human Development   3
SOCI 2220 Introduction to Social Welfare   3
SOCI 2230 Introduction to Family Development   3

SPEECH

Area F: Courses Related to the Program of Study   18 Semester Hours

CSCI 1000 Computer Fundamentals   3

Select 5 from the following except for a course
already taken in Area C: 15
COMM 2208 Voice and Diction   3
ENGL 2020 Communication for Business and the Professions 3
ENGL 2111 World Literature I   3
ENGL 2112 World Literature II   3
ENGL 2117 Literature for Children & Adolescents   3
HUMN 2002 Humanities II   3
THEA 1100 Theatre Appreciation   3
ARAP 1100 Art Appreciation   3
MUSC 1100 Music Appreciation   3
PHIL 1000 Introduction to Philosophy   3

ASSOCIATE OF

SCIENCE DEGREE

NURSING

Area A: Essential Skills Hours	**6 Semester**
ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
Area B: Institutional Options Hours	**3 Semester**
COMM 1100 Human Communication	3
Area C: Humanities/Fine Arts Hours	**0 Semester**
Area D: Science, Mathematics, and Technology Hours	**12 Semester**
BIOL 2111 Human Anatomy and Physiology I	4
BIOL 2112 Human Anatomy and Physiology II	4
BIOL 2115 General Microbiology	4
Area E: Social Science Hours	**9 Semester**
HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
PSYC 1101 Introduction to General Psychology	3
Area F: Courses Related to the Program of Study Hours	**42 Semester**
CSCI 1000 Computer Fundamentals	3
NURS 1010 Foundation of Nursing Practice	8
NURS 1020 Adult Health Nursing Concepts I	8
NURS 1025 Mental Health Nursing Concepts	3
NURS 2030 Adult Health Nursing Concepts II	8
NURS 2040 Parent-Child Nursing Concepts	4
NURS 2050 Advanced Nursing Concepts	8
Total Semester Hours:	**70**

PROGRAMS OF STUDY

ASSOCIATE OF APPLIED

SCIENCE DEGREE

(Non-transfer)

ACCOUNTING
(Non-transfer)

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

Area A: Essential Skills	9 Semester Hours
ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
TECH 1130 Algebra/Trigonometry OR	
MATH 1001 Quantitative Skills and Reasoning OR	
MATH 1111 College Algebra	3

Area B: Institutional Options Hours	4-5 Semester
COMM 1100 Human Communication	3
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	

Area C: Humanities/Fine Arts	0 Semester Hours

Area D: Science, Mathematics, and Technology	4 Semester Hours
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science	9 Semester Hours
HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study Hours	36-39 Semester
ACCT 2101 Principles of Accounting I	3
ACCT 2102 Principles of Accounting II	3
ACCT 2103 Intermediate Accounting	3

ACCT 2110 Managerial and Cost Accounting	3
ACCT 2120 Tax Accounting	3
ACCT 2130 Computerized Accounting	3
BUSA 1105 Introduction to Business	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 1130 Spreadsheet Applications	3

Elective Courses: Select three of the following: **9-12**

BUSA 2106 The Environment of Business	3
COMS 2011 Data Base Applications I	4
COMS 2030 Networking Fundamentals	3
ECON 2105 Principles of Macroeconomics	3
ECON 2106 Principles of Microeconomics	3
MMGT 2140 Management and Supervision	3
MMGT 2210 Business Finance	3
SECS 1001 Keyboarding I	4
SECS 2120 Business and Office Machines	3
SECS 2130 Office Procedures	3
SECS 2140 Word Processing	4
SECS 2160 Business Office Applications	4

Above the Core: **2 Semester Hours**
PHED 1020 Safety & First Aid   2

Total Semester Hours   **64-68**

ADMINISTRATIVE OFFICE TECHNOLOGY
(Non-transfer)

The Administrative Office Technology degree program prepares students for employment in a variety of positions in administrative and business fields. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing and business applications, filing and records management, business and office machines, office procedures and management, oral and written communication skills, and many other office-related topics. Graduates of the program receive an Associate of Applied Science Degree in Administrative Office Technology.

Area A: Essential Skills   **9 Semester Hours**

ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
TECH 1130 Algebra/Trigonometry OR	
MATH 1001 Quantitative Skills and Reasoning OR	
MATH 1111 College Algebra	3

Area B: Institutional Options   **4-5 Semester Hours**

COMM 1100 Human Communication   3

HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1

    HWEL 1001 Contemporary Health Issues
    HWEL 1002 Lifestyle Wellness
    HWEL 1003 Family Wellness
    HWEL 1004 Psychosocial Wellness
    HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science	**9 Semester Hours**
HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study	**41 Semester Hours**
BUSA 1105 Introduction to Business	3
*SECS 1011 Principles of Bookkeeping I	3
*SECS 1012 Principles of Bookkeeping II	3
ACCT 2130 Computerized Accounting	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 1130 Spreadsheet Applications	3
SECS 1001 Keyboarding I	4
SECS 2140 Word Processing	4
SECS 2160 Business Office Applications	4
SECS 2110 Filing and Records Management	2
SECS 2120 Business and Office Machines	3
SECS 2130 Office Procedures	3

Elective: Select any appropriate course with permission of advisor.	3

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours	**69-70**

*NOTE: ACCT 2101 and one three-hour elective from the business area may be taken instead of SECS 1011 and 1012.

COMPUTER INFORMATION SYSTEMS
(Non-transfer)

The Computer Information Systems degree program prepares students for employment as computer support specialists and related employment positions such as web page designer and network specialist. The program provides learning opportunities which

develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Students are introduced to the concepts, principles, and techniques required in computer information processing. Program graduates will be competent in the general areas of communication, social sciences, and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science Degree in Computer Information Systems.

Area A: Essential Skills   **9 Semester Hours**
ENGL 1101 English Composition I   3
ENGL 1102 English Composition II   3
TECH 1130 Algebra/Trigonometry OR
  MATH 1001 Quantitative Skills and Reasoning OR
  MATH 1111 College Algebra   3

Area B: Institutional Options   **4-5 Semester**
Hours
COMM 1100 Human Communication   3
HWEL 2000 Comprehensive Wellness OR   2
Select one of the following: 1
    HWEL 1001 Contemporary Health Issues
    HWEL 1002 Lifestyle Wellness
    HWEL 1003 Family Wellness
    HWEL 1004 Psychosocial Wellness
    HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1110 Business Mathematics OR
  TECH 1120 Technical Math   4

Area E: Social Science   **9 Semester Hours**
HIST 2111 United States History I OR
  HIST 2112 United States History II   3
POLS 1101 American Government   3
TECH 1150 Human Relations   3

Area F: Courses Related to the Program of Study   **36-42 Semester**
Hours
SECS 1001 Keyboarding I   4
SECS 2140 Word Processing   4

Elective Courses: Select 6-8 hours of electives from any ACCT, BUSA, CSCI, COMS, MMGT, or SECS prefix courses.
[COMS 1003 is strongly recommended for persons with minimum
 computer background.]   6-8

Select one of the following 5 options:

  Microcomputer Analyst Option   **24 Semester Hours**

COMS 2030 Networking Fundamentals   3
COMS 1001 Visual BASIC.NET I   3
COMS 1002 Visual BASIC.NET II   3
COMS 1130 Spreadsheet Applications   3
COMS 2011 Database Applications   4
COMS 2021 Computer Service Technology I (A+ Certification)   4
COMS 2022 Computer Service Technology II (A+ Certification)   4

**Web Site Design Option   21-22 Semester
Hours**

COMS 1000 Microcomputer Concepts OR
   CSCI 1000 Computer Fundamentals   3
COMS 2211 Web Site Design Tools & HTML Fundamentals   4
COMS 2221 Web Graphics and Multimedia   4
COMS 2265 Web Page Programming   4
COMS 2281 Data Base Connectivity   3

Select one elective from COMS courses with the
approval of CIS Advisor   3-4

**Network Operating Systems Option   22-23 Semester
Hours**

COMS 1000 Microcomputer Concepts OR
   CSCI 1000 Computer Fundamentals   3
COMS 2250 Intro to Microsoft Windows Networks   4
COMS 2280 Administering Microsoft Windows Network   4
COMS 2241 Linux Computing Essentials   4
COMS 2251 Linux Core System Administration   4

Select one elective from COMS courses with the
approval of CIS advisor   3-4

**CISCO Networking Option   22-23 Semester
Hours**

COMS 1000 Microcomputer Concepts OR
   CSCI 1000 Computer Fundamentals   3
COMS 2140 Introduction to Data Communication   4
COMS 2141 Multiple Networks and Wide Area Networks   4
COMS 2142 Advanced Routers and Switchers   4
COMS 2143 WAN Design   4

Select one elective COMS course with approval
of CIS Advisor   3-4

**Linux Option   21-23 Semester
Hours**

COMS 2030 Networking Fundamentals   3
COMS 2241 Linux Computing Essentials   4
COMS 2251 Linux Core System Administration   4
COMS 2230 SQL Database Fundamentals   4

Select two elective COMS courses with approval
of CIS Advisor   6-8

Above the Core: **2 Semester Hours**
PHED   1020   Safety & First Aid   2

Total Semester Hours   **64-71**

CRIMINAL JUSTICE TECHNOLOGY
(Non-transfer)

The Criminal Justice Technology degree program prepares students for employment in a variety of positions in the criminal justice field. The program provides learning opportunities which develop the academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive an Associate of Applied Science Degree in Criminal Justice Technology.

Area A: Essential Skills   **9 Semester Hours**
ENGL 1101 English Composition I   3
ENGL 1102 English Composition II
TECH 1130 Algebra/Trigonometry OR   3
   MATH 1001 Quantitative Skills and Reasoning OR
   MATH 1111 College Algebra   3

Area B: Institutional Options   **4-5 Semester**
Hours
COMM 1100   Human Communication OR
  TECH 1140   Communication Skills   3
HWEL 2000 Comprehensive Wellness OR   2
Select one of the following: 1
     HWEL 1001 Contemporary Health Issues
     HWEL 1002 Lifestyle Wellness
     HWEL 1003 Family Wellness
     HWEL 1004 Psychosocial Wellness
     HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1110 Business Mathematics OR
  TECH 1120 Technical Math   4

Area E: Social Science   **9 Semester Hours**
HIST 2111 United States History I OR
  HIST 2112 United States History II   3
POLS 1101 American Government   3
TECH 1150 Human Relations   3

Area F: Courses Related to the Program of Study   **40 Semester Hours**

COMS1000 Microcomputer Concepts OR
  CSCI 1000 Computer Fundamentals   3
CRJU 1100 Intro to Criminal Justice   3
CRJU 2002 Community Relations   3
CRIM 2010 Criminology   3
CRIM 2020 Criminal Law   3
CRIM 2022 Civil Procedures   3
CRJU 2001 Constitutional Law   3
CRJU 2003 Juvenile Delinquency   3

Electives: Select two of the following courses:
  CRJU 2004 Intro to Corrections   3
  CRJU 2005 Criminal Procedure   3
  CRIM 2090 Criminal Justice Technology Internship   3

Basic Criminal Justice Option
CRIM 2034 Criminal Investigation   3
CRIM 2036 Criminal Traffic Law   4
CRIM 2030 Criminal Evidence & Procedures   3

Law Enforcement Management Option
CRIM 2040 Law Enforcement Management I   3
CRIM 2042 Law Enforcement Management II   3
CRIM 2044 Law Enforcement Management III   3

Fire Science Option
CRIM 2050 Fire Service I   3
CRIM 2052 Fire Service II   4
CRIM 2054 Fire Service III   3

Above the Core: **2 Semester Hours**
PHED 1020 Safety & First Aid   2

Total Semester Hours   **68-69**

DRAFTING TECHNOLOGY
(Non-transfer)

The Drafting Technology degree program prepares students for employment in a variety of drafting positions. The program provides learning opportunities which develop the academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. Graduates of the program receive an Associate of Applied Science Degree in Drafting Technology.

Area A: Essential Skills   **9 Semester Hours**
ENGL 1101 English Composition I   3
ENGL 1102 English Composition II   3
TECH 1130 Algebra/Trigonometry OR
  MATH 1001 Quantitative Skills and Reasoning OR

MATH 1111 College Algebra	3

Area B: Institutional Options   **4-5 Semester Hours**

COMM 1100 Human Communication OR	
TECH 1140 Communication Skills	3
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**

TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science   **9 Semester Hours**

HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study   **39-42 Semester Hours**

DRAF 1001 Engineering Drafting I	3
DRAF 1002 Engineering Drafting II	3
DRAF 1015 Computer-Aided Drafting	4
DRAF 1120 Mechanisms I	3
DRAF 1130 Strength of Materials I	3

Elective outside of major field:

Select two electives with permission of advisor:	6-7

Elective Courses: Select one of the following 3 options:

Machine and CAM Option

DRAF 1011 Drafting VI - Mechanical	3
DRAF 1017 Drafting VII - Mechanical	4
INDM 1021 Machine Shop I	3
INDM 1022 Machine Shop II	2
INDM 1023 CNC Machining	2
INDM 1024 Computer-Aided Manufacturing	3

Electrical Option

DRAF 1003 Drafting III - Architectural	3
DRAF 1004 Drafting IV - Architectural	3
DRAF 1005 Drafting V - Architectural	3
ELEC 1001 Electrical I	3

ELEC 1002 Electrical II	3
ELEC 1007 Commercial-Industrial Wiring	3

Mechanical/Architectural Option

DRAF 1003 Drafting III - Architectural	3
DRAF 1004 Drafting IV - Architectural	3
DRAF 1005 Drafting V - Architectural	3
DRAF 1011 Drafting VI - Mechanical	3
DRAF 1013 Civil Engineering Drafting	3
DRAF 1017 Drafting VII - Mechanical	4

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours:	**67-71**

EARLY CHILDHOOD CARE AND EDUCATION
(Non-transfer)

The Early Childhood Care and Education degree program prepares students for employment as early childhood care and education paraprofessionals, program managers, and related employment positions. The program provides learning opportunities which develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Associate of Applied Science Degree in Early Childhood Care and Education.

Area A: Essential Skills	**9 Semester Hours**
ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
MATH 1001 Quantitative Skills and Reasoning OR	
MATH 1111 College Algebra OR	
Higher Level Math Course	3

Area B: Institutional Options	**3 Semester Hours**
COMM 1100 Human Communication	3

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology	**0 Semester Hours**

Area E: Social Science	**9 Semester Hours**
HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
TECH 1150 Human Relations OR	
PSYC 1101 Introduction to General Psychology	3

Area F: Courses Related to Program of Study   **47-51 Semester Hours**

ECHE 1001 Intro to Early Childhood Care & Education OR
  EDUC 2110 Investigating Critical and Contemporary Issues
      in Education   3
ECHE 1003 Human Growth and Development OR   4
  PSYC 2103 Introduction to Human Development   3
ECHE 1005 Health, Safety, and Nutrition   3
ECHE 1012 Curriculum Development   3
ECHE 1013 Art & Music for Children   5
ECHE 1015 Language Arts and Literature   3
ECHE 1016 Math and Science   3
ECHE 1021 Early Childhood Care and Education Practicum I   6
ECHE 2001 Exceptionalities OR   3
  EDUC 2120 Exploring Socio-Cultural Pers on Div in Ed Cont
SOCI 1101 Introductory Sociology   3
COMS 1000 Microcomputer Concepts OR
  CSCI 1000 Computer Fundamentals

Choose one of the following specializations:

Paraprofessional Specialization Courses
ECHE 2011 Methods and Materials OR   3
  EDUC 2130 Exploring Teaching & Learning
ECHE 2012 Professional Practices   3
ECHE 2024 Early Childhood Care and Education Internship   6

Program Management Specialization Courses
ECHE 2017 Program Administration   3
ECHE 2021 Facility Management   3
ECHE 2022 Personnel Management OR
  MMGT 2140 Management and Supervision   3

Total Semester Hours: **68-72**

ELECTRONICS TECHNOLOGY
(Non-transfer)

The Electronics Technology degree program prepares students for employment as electronics technicians and related employment positions. The program provides learning opportunities which develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment including manual and computerized electronics systems. Program graduates receive an Associate of Applied Science Degree in Electronics Technology.

Area A: Essential Skills   **9 Semester Hours**
ENGL 1101 English Composition I   3
ENGL 1102 English Composition II   3

TECH 1130 Algebra/Trigonometry OR
   MATH 1001 Quantitative Skills and Reasoning OR
   MATH 1111 College Algebra   3

Area B: Institutional Options   **4-5 Semester**
Hours
COMM 1100   Human Communication OR
   TECH 1140 Communication Skills   3
HWEL 2000 Comprehensive Wellness OR   2
Select one of the following: 1
   HWEL 1001 Contemporary Health Issues
   HWEL 1002 Lifestyle Wellness
   HWEL 1003 Family Wellness
   HWEL 1004 Psychosocial Wellness
   HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1110 Business Mathematics OR
   TECH 1120 Technical Math   4

Area E: Social Science   **9 Semester Hours**
HIST 2111 United States History I OR
   HIST 2112 United States History I   3
POLS 1101 American Government   3
TECH 1150 Human Relations   3

Area F: Courses Related to the Program of Study   **41 Semester Hours**
ELEC 1001 Electrical I   3
ELEC 1002 Electrical II   3
ELEC 1004 D-C Electricity   3
ELEC 1005 A-C Electricity   3
ELEC 1007 Commercial Industrial Wiring   3
ELEC 1008 D-C Motors and Controls   3
ELEC 1009 A-C Motors and Controls   3
ELEC 1011 Basic Electronics I   3
ELEC 1012 Basic Electronics II   3
ELEC 1014 Industrial Instrumentation   4
ELEC 1018   Programmable Controllers I   3
ELEC 1019 Programmable Controllers II   4

Elective: INDM 2110 or select one course with permission of advisor   3

Above the Core: **2 Semester Hours**
PHED 1020   Safety & First Aid   2

Total Semester Hours   **69-70**

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Non-transfer)

The Industrial Maintenance Technology degree program prepares graduates to install, operate, and maintain various types of industrial equipment. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive the Associate of Applied Science Degree in Industrial Maintenance Technology.

Area A: Essential Skills   **9 Semester Hours**

ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
TECH 1130 Algebra/Trigonometry OR	
MATH 1001 Quantitative Skills or Reasoning OR	
MATH 1111 College Algebra	3

Area B: Institutional Options   **4-5 Semester Hours**

COMM 1100 Human Communication OR	
TECH 1140 Communication Skills	3
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**

TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science   **9 Semester Hours**

HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study   **56 Semester Hours**

INDM 1000 Industrial Safety Procedures	2
INDM 1001 Welding I	2
INDM 1002 Welding II	3
INDM 1008 Metallurgy I	1
INDM 2110 Blueprint Reading	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3

Elective Courses: Select one of the following 4 options:

Machining Option   **23 Semester Hours**

DRAF 1001 Engineering Drafting I	3

DRAF 1002 Engineering Drafting II	3
DRAF 1011 Drafting VI - Mechanical	3
DRAF 1015 Computer-Aided Drafting	4
INDM 1021 Machine Shop I	4
INDM 1022 Machine Shop II	4
INDM 1023 CNC Machining	2

Welding Option   **22 Semester Hours**

INDM 1003 Welding III	3
INDM 1004 Welding IV	3
INDM 1005 Pipe Welding	2
INDM 1006 MIG Welding	2
INDM 1007 TIG Welding	3
INDM 1009 Metallurgy II	2
INDM 1011 Pipe Fitting	4
INDM 1012 Metal Layout and Fabrication	3

Mechanical Option   **23 Semester Hours**

INDM 1110 Electrical Fundamentals for Mechanics	1
INDM 1120 Industrial Tools and Equipment	3
INDM 1130 Pneumatic Fundamentals	3
INDM 1140 Hydraulic Fundamentals	3
INDM 1150 Industrial Mechanics I	3
INDM 1160 Industrial Mechanics II	3
INDM 1170 Industrial Mechanics III	3
INDM 1180 Industrial Mechanics IV	3
INDM 1190 Predictive Maintenance	1

Mechanical/Electrical Option   **42 Semester Hours**

ELEC 1004 D-C Electricity	3
ELEC 1005 A-C Electricity	3
ELEC 1011 Basic Electronics I	3
ELEC 1009 A-C Motors and Controls	3
ELEC 1018 Programmable Controllers I	3
ELEC 1014 Industrial Instrumentation	4
DRAF 1130 Strengths of Materials	3
INDM 1140 Hydraulic Fundamentals	3
INDM 1130 Pneumatic Fundamentals	3
INDM 1190 Predictive Maintenance	1
INDM 1021 Machine Shop I	4
INDM 1022 Machine Shop II	4
INDM 1023 CNC Machining	2

Elective: Select one of the following: **3**

ELEC 1012 Basic Electronics II	3
ELEC 1008 D-C Motors and Controls	3

Above the Core: **2 Semester Hours**

PHED 1020 Safety & First Aid	2

Total Semester Hours   **84-85**

MARKETING AND MANAGEMENT
(Non-transfer)

The Marketing and Management degree program prepares students for employment in a variety of marketing positions including marketing administration assistant and banking assistant. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive the Associate of Applied Science Degree in Marketing and Management.

Area A: Essential Skills   **9 Semester Hours**
ENGL 1101 English Composition I   3
ENGL 1102 English Composition II   3
TECH 1130 Algebra/Trigonometry OR
   MATH 1001 Quantitative Skills and Reasoning OR
    MATH 1111 College Algebra   3

Area B: Institutional Options   **4-5 Semester**
Hours
COMM 1100 Human Communication   3
HWEL 2000 Comprehensive Wellness OR   2
Select one of the following: 1
   HWEL 1001 Contemporary Health Issues
   HWEL 1002 Lifestyle Wellness
   HWEL 1003 Family Wellness
   HWEL 1004 Psychosocial Wellness
   HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1110 Business Mathematics OR
   TECH 1120 Technical Math   4

Area E: Social Science   **9 Semester Hours**
HIST 2111 United States History I OR
  HIST 2112 United States History II   3
POLS 1101 American Government   3
TECH 1150 Human Relations   3

Area F: Courses Related to the Program of Study   **33-37 Semester**
Hours
*ACCT 2101   Principles of Accounting I   3
ACCT 2102 Principles of Accounting II   3
BUSA 1105 Introduction to Business   3
BUSA 2106 The Environment of Business   3
COMS 1000 Microcomputer Concepts OR
   CSCI 1000 Computer Fundamentals   3

COMS 1130 Spreadsheet Applications	3
MMGT 2110 Principles of Marketing	3
MMGT 2130 Small Business Management	3
MMGT 2140 Management and Supervision	3
MMGT 2210 Business Finance	3

Electives: Select one of the following: **3-4**

COMS 1001 Visual BASIC.NET I	3
COMS 2030 Networking Fundamentals	3
MMGT 2120 Retail Merchandising	3
MMGT 2150 Creative Selling	3
MMGT 2250 Marketing/Management Practicum	3
SECS 1001 Keyboarding I	4
SECS 1002 Keyboarding II	4
SECS 2120 Business and Office Machines	3
SECS 2130 Office Procedures	3
SECS 2140 Word Processing	4

* **NOTE:** SECS 1011 and SECS 1012 Principles of Bookkeeping I and II may be taken instead of ACCT 2101.   However, please note that SECS 1011 and SECS 1012 will not transfer to the baccalaureate level.

Above the Core: **2 Semester Hours**
PHED   1020   Safety & First Aid   2

Total Semester Hours: **61-66**

MEDICAL ASSISTING
(Non-transfer)

The Medical Assisting degree program prepares students to perform various administrative duties and laboratory procedures in medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive an Associate of Applied Science degree in Medical Assisting.

Area A: Essential Skills   **9 Semester Hours**
ENGL 1101   English Composition I   3
ENGL 1102   English Composition II   3
TECH 1130   Algebra/Trigonometry OR
   MATH 1001 Quantitative Skills and Reasoning OR
   MATH 1111 College Algebra   3

Area B: Institutional Options   **5 Semester Hours**
COMM 1100   Human Communication   3
HWEL 2000   Comprehensive Wellness OR   2
Select two of the following:
   HWEL 1001 Contemporary Health Issues
   HWEL 1002 Lifestyle Wellness

HWEL 1003 Family Wellness
HWEL 1004 Psychosocial Wellness
HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **0 Semester Hours**

Area E: Social Science   **9 Semester Hours**

HIST 2111United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
PSYC 1101 Intro to General Psychology	3

**Area F: Courses Related to the Program of Study   54-57 Semester
Hours**

AHEA 1130 Anatomy and Physiology OR	3
BIOL 2111/2111L Human Anatomy and Physiology I with Lab	4
AHEA 1140 Medical Terminology	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
SECS 1001 Keyboarding I	4
SECS 2210 Medical Keyboarding	3
MAST 1030 Pharmacology	3
MAST 1080 Medical Assisting Skills I	7
MAST 1090 Medical Assisting Skills II	7
MAST 1120 Human Diseases	3
SECS 2340 Medical Office Procedures	3
MAST 1170 Medical Assisting Externship	6
MAST 1180 Medical Assisting Seminar	3

Electives: Select two courses with advisor approval related to the program of study with prefix of SECS, BUSA, ACCT, MMGT or TECH 1110. SECS 1151 is strongly recommended.	6-8

Above the Core: **2 Semester Hours**

PHED 1020 Safety & First Aid	2

Total Semester Hours: **79-82**

MEDICAL OFFICE TECHNOLOGY
(Non-transfer)

The Medical Office Technology degree program prepares students for various administrative duties and procedures in medical offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Areas covered in this program are medical coding and billing, medical keyboarding and word processing, medical transcription, and many other medical office duties and

procedures. Program graduates receive an Associate of Applied Science Degree in Medical Office Technology.

Area A: Essential Skills	**9 Semester Hours**
ENGL 1101 English Composition I	3
ENGL 1102 English Composition II	3
TECH 1130 Algebra/Trigonometry OR	
MATH 1001 Quantitative Skills and Reasoning OR	
MATH 1111 College Algebra	3

Area B: Institutional Options	**4-5 Semester**
Hours	
COMM 1100 Human Communication	3
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science	**9 Semester Hours**
HIST 2111 United States History I OR	
HIST 2112 United States History II	3
POLS 1101 American Government	3
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study	**42 Semester Hours**
AHEA 1130 Anatomy and Physiology	3
AHEA 1140 Medical Terminology	3
COMS1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS1130 Spreadsheet Applications	3
SECS 1001 Keyboarding I	4
SECS 1150 Medical Coding I	5
SECS 1151 Medical Coding II	5
SECS 2140 Word Processing	4
SECS 1011 Principles of Bookkeeping I	3
SECS 2210 Medical Keyboarding	3
SECS 2310 Medical Transcription	3
SECS 2340 Medical Office Procedures	3

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours: 70-71

CAREER CERTIFICATES
&
TECHNICAL CERTIFICATES
OF CREDIT

CAREER CERTIFICATES

APPLIED MARKETING AND MANAGEMENT

The Applied Marketing and Management certificate program prepares students for employment in a variety of marketing and management positions. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a certificate in Applied Marketing and Management.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills	3
Area B: Institutional Options Hours	**1-2 Semester**
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	
Area C: Humanities/Fine Arts	**0 Semester Hours**
Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4
Area E: Social Science	**3 Semester Hours**
TECH 1150 Human Relations	3
Area F: Courses Related to the Program of Study Hours	**36-38 Semester**
BUSA 1105 Introduction to Business	3
BUSA 2106 The Environment of Business	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
MMGT 2110 Principles of Marketing	3
MMGT 2130 Small Business Management	3
MMGT 2140 Management and Supervision	3
Elective: Select five course electives from any	
ACCT, COMS, or SECS prefix.	18-20
Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours: **49-52**

BUSINESS OFFICE TECHNOLOGY

The Business Office Technology certificate program prepares students for employment in a variety of positions in administrative and business fields. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing and business applications, filing and records management, business and office machines, office procedures and management, oral and written communication skills, and many other office-related topics. Graduates of the program receive a certificate in Business Office Technology.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills	3

Area B: Institutional Options Hours	**1-2 Semester**
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1

    HWEL 1001 Contemporary Health Issues
    HWEL 1002 Lifestyle Wellness
    HWEL 1003 Family Wellness
    HWEL 1004 Psychosocial Wellness
    HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science	**3 Semester Hours**
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study	**38 Semester Hours**
BUSA 1105 Introduction to Business	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 1130 Spreadsheet Applications	3
SECS 1001 Keyboarding I	4
SECS 2140 Word Processing	4
SECS 2160 Business Office Applications	4
*SECS 1011 Principles of Bookkeeping I	3

*SECS 1012 Principles of Bookkeeping II	3
SECS 2110 Filing and Records Management	2
SECS 2120 Business and Office Machines	3
SECS 2130 Office Procedures	3
Elective: Select an appropriate course with	
permission of advisor	3

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours	**51-52**

*NOTE: ACCT 2101 and one three-hour elective from the business area may be taken instead of SECS 1011 and 1012.

COMPUTER INFORMATION SYSTEMS

The computer information systems certificate program prepares students for various employment positions including network specialists, web site designers or developers, and technical support specialists. The program provides students with an understanding of the concepts, principles, and techniques required in computer information processing. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a certificate in Computer Information Systems.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills	3
Area B: Institutional Options Hours	**1-2 Semester**
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1
HWEL 1001 Contemporary Health Issues	
HWEL 1002 Lifestyle Wellness	
HWEL 1003 Family Wellness	
HWEL 1004 Psychosocial Wellness	
HWEL 1005 Physical Wellness	
Area C: Humanities/Fine Arts	**0 Semester Hours**
Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4
Area E: Social Science	**3 Semester Hours**

| TECH 1150 Human Relations | 3 |

Area F: Courses Related to the Program of Study   **38-42 Semester Hours**

| SECS 1001 Keyboarding I | 4 |
| SECS 2140 Word Processing | 4 |

Elective Courses: Select 6-8 hours of electives from any ACCT, BUSA, CSCI, COMS, MMGT, or SECS prefix courses. [COMS 1003 is strongly recommended for persons with minimum computer background.]   6-8

Select one of the following options:

Microcomputer Specialist Option   **24-26 Semester Hours**

COMS 2030 Networking Fundamentals	3
COMS 1130 Spreadsheet Applications	3
COMS 2011 Database Applications	4
COMS 2021 Computer Service Technology I (A+ Certification)	4
COMS 2022 Computer Service Technology II (A+ Certification)	4

Select 6-8 hours of electives from COMS courses with the approval of CIS Advisor   6-8

Web Site Design Option   **21-22 Semester Hours**

COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 2211 Web Site Design Tools & HTML Fundamentals	4
COMS 2221 Web Graphics and Multimedia	4
COMS 2265 Web Page Programming	4
COMS 2281 Data Base Connectivity	3

Select one elective from COMS courses with the approval of CIS Advisor   3-4

Network Operating Systems Option   **22-23 Semester Hours**

COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 2250 Intro to Microsoft Windows Networks	4
COMS 2280 Administering Microsoft Windows Network	4
COMS 2241 Linux Computing Essentials	4
COMS 2251 Linux Core System Administration	4

Select one (1) elective from COMS courses with the approval of CIS advisor   3-4

CISCO Networking Option   **22-23 Semester Hours**

| COMS 1000 Microcomputer Concepts OR | |
| CSCI 1000 Computer Fundamentals | 3 |

COMS 2140 Introduction to Data Communication	4
COMS 2141 Multiple Networks and Wide Area Networks	4
COMS 2142 Advanced Routers and Switchers	4
COMS 2143 WAN Design	4

Select one elective COMS course with
approval of CIS Advisor   3-4

Linux Option	**21-23 Semester**
Hours	
COMS 2030 Networking Fundamentals	3
COMS 2241 Linux Computing Essentials	4
COMS 2251 Linux Core System Administration	4
COMS 2230 SQL Database Fundamentals	4

Select two elective COMS courses with
approval of CIS Advisor   6-8

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours	**48-56**

CRIMINAL JUSTICE TECHNOLOGY

The Criminal Justice Technology certificate program prepares students for employment in the criminal justice field. The program provides learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive certificate in Criminal Justice Technology.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills	3

Area B: Institutional Options	**0 Semester Hours**

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1120 Technical Math OR	
TECH 1110 Business Math	4

Area E: Social Science	**3 Semester Hours**
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study	**40 Semester Hours**
CSCI 1000 Computer Fundamentals	3
CRJU 1100 Introduction to Criminal Justice	3
CRJU 2002 Community Relations	3

CRJU 2005 Criminal Procedure	3
CRIM 2010 Criminology	3
CRIM 2020 Criminal Law	3
CRIM 2022 Civil Procedures	3
CRJU 2001 Constitutional Law	3
CRJU 2003 Juvenile Delinquency	3

Electives: Select 2 of the following courses:

CRJU 1100 Introduction to Criminal Justice	3
CRJU 2004 Introduction to Corrections	3
CRJU 2005 Criminal Procedure	3
CRIM 2090 Criminal Justice Technology Internship	3

Choose one of the 3 options below:

Basic Criminal Justice Option	**10 Semester Hours**
CRIM 2034 Criminal Investigation	3
CRIM 2036 Criminal Traffic Law	4
CRIM 2030 Criminal Evidence & Procedures	3

Law Enforcement Management Option	**9 Semester Hours**
CRIM 2040 Law Enforcement Management I	3
CRIM 2042 Law Enforcement Management II	3
CRIM 2044 Law Enforcement Management III	3

Fire Science Option	**9 Semester Hours**
CRIM 2050 Fire Service I	3
CRIM 2052 Fire Service II	3
CRIM 2054 Fire Service III	3

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours	**52**

DRAFTING

The Drafting certificate program prepares students for employment in a variety of drafting positions. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a certificate in Drafting.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills	3

Area B: Institutional Options Hours	**1-2 Semester**
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1

HWEL 1001 Contemporary Health Issues
HWEL 1002 Lifestyle Wellness
HWEL 1003 Family Wellness
HWEL 1004 Psychosocial Wellness
HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1110 Business Mathematics OR
  TECH 1120 Technical Math   4

Area E: Social Science   **3 Semester Hours**
TECH 1150 Human Relations   3

Area F: Courses Related to the Program of Study   **39-41 Semester**
Hours
COMS 1000 Microcomputer Concepts OR
  CSCI 1000 Computer Fundamentals   3
DRAF 1001 Engineering Drafting I   3
DRAF 1002 Engineering Drafting II   3
DRAF 1007 Introduction to Auto CAD   3
DRAF 1015 Computer-Aided Drafting   4
DRAF 1120 Mechanisms I   3
DRAF 1130 Strengths of Materials I   3

Elective Courses: Select one of the following 3 options:

Machine and CAM Option   **17 Semester Hours**
DRAF 1011 Drafting VI - Mechanical   3
DRAF 1017 Drafting VII - Mechanical   4
INDM 1021 Machine Shop I   3
INDM 1022 Machine Shop II   2
INDM 1023 CNC Machining   2
INDM 1024 Computer-Aided Manufacturing   3

Electrical Option   **18 Semester Hours**
DRAF 1003 Drafting III - Architectural   3
DRAF 1004 Drafting IV - Architectural   3
DRAF 1005 Drafting V - Architectural   3
ELEC 1001 Electrical I   3
ELEC 1002 Electrical II   3
ELEC 1007 Commercial-Industrial Wiring   3

Mechanical/Architectural Option   **19 Semester Hours**
DRAF 1003 Drafting III - Architectural   3
DRAF 1004 Drafting IV - Architectural   3
DRAF 1005 Drafting V - Architectural   3
DRAF 1011 Drafting VI - Mechanical   3
DRAF 1013 Civil Engineering Drafting   3
DRAF 1017 Drafting VII - Mechanical   4

Above the Core: **2 Semester Hours**

PHED 1020 Safety & First Aid	2

Total Semester Hours: **52-55**

EARLY CHILDHOOD CARE AND EDUCATION

The Early Childhood Care and Education certificate program prepares students for employment in the early child care and education field. The program provides learning opportunities which develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive a certificate in Early Childhood Care and Education.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills OR	
ENGL 1101 English Composition I	3

Area B: Institutional Options	**0 Semester Hours**

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology Hours	**3-4 Semester**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math OR	4
MATH 1111 College Algebra	3

Area E: Social Science	**3 Semester Hours**
TECH 1150 Human Relations OR	
PSYC 1101 Introduction to General Psychology	3

Area F: Courses Related to the Program of Study Hours	**47-51 Semester**
ECHE 1001 Intro to Early Childhood Care & Education OR	3
EDUC 2110 Investigating Critical & Contemporary Issues in Ed.	
ECHE 1003 Human Growth and Development OR	4
PSYC 2103 Introduction to Human Development	3
ECHE 1005 Health, Safety, and Nutrition	3
ECHE 1012 Curriculum Development	3
ECHE 1013 Art & Music for Children	5
ECHE 1015 Language Arts and Literature	3
ECHE 1016 Math and Science	3
ECHE 1021 Early Childhood Care and Education Practicum I	6
ECHE 2001 Exceptionalities OR	3
EDUC 2120 Exploring Socio-Cultural Pers on Div in Ed Cont	
SOCI 1101 Introductory Sociology	3
COMS 1000 Microcomputer Concepts OR	3
CSCI 1000 Computer Fundamentals	

Choose one of the Specializations Below:

Paraprofessional Specialization Courses

ECHE 2011 Methods and Materials OR	3
EDUC 2130 Exploring Teaching & Learning	
ECHE 2012 Professional Practices	3
ECHE 2024 Early Childhood Care and Education Internship	6

Program Management Specialization Courses

ECHE 2017 Program Administration	3
ECHE 2021 Facility Management	3
ECHE 2022 Personnel Management OR	
MMGT 2140 Management and Supervision	3

Total Semester Hours: **56-61**

ELECTRICAL/ELECTRONICS MAINTENANCE

The Electrical Construction and Maintenance certificate program prepares students for employment in various electronics positions. The program provides learning opportunities which develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive a certificate in Electrical Construction and Maintenance.

Area A: Essential Skills   **3 Semester Hours**

TECH 1140 Communication Skills	3

Area B: Institutional Options   **1-2 Semester Hours**

HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1

   HWEL 1001 Contemporary Health Issues
   HWEL 1002 Lifestyle Wellness
   HWEL 1003 Family Wellness
   HWEL 1004 Psychosocial Wellness
   HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**

TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science   **3 Semester Hours**

TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study   **41 Semester Hours**

ELEC 1001 Electrical I	3
ELEC 1002 Electrical II	3
ELEC 1004 D-C Electricity	3
ELEC 1005 A-C Electricity	3
ELEC 1007 Commercial Industrial Wiring	3
ELEC 1008 D-C Motors and Controls	3
ELEC 1009 A-C Motors and Controls	3
ELEC 1011 Basic Electronics I	3
ELEC 1012 Basic Electronics II	3
ELEC 1014 Industrial Instrumentation	4
ELEC 1018 Programmable Controllers I	3
ELEC 1019 Programmable Controllers II	4

Elective: INDM 2110 or select one course with
permission of advisor   3

Above the Core: **2 Semester Hours**
PHED 1020   Safety & First Aid   2

Total Semester Hours: **54-55**

FILM, VIDEO, & STAGE TECHNOLOGY

The Film, Video, and Stage Technology program prepares students for employment in the entertainment industry. Graduates of this program will posses the skills needed to qualify for entry-level positions in the area of film, video, and television production. Program graduates will receive a certificate in Film, Video, and Stage Technology.

Area A: Essential Skills   **3 Semester Hours**
TECH 1140 Communication Skills   3

Area B: Institutional Options   **0 Semester. Hours**

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1120 Technical Math   4

Area E: Social Science   **0 Semester Hours**

Area F: Courses Related to the Program of Study   **47 Semester Hours**

ENTT 1000 Introduction to Writing & Producing	3
ENTT 1010 Intro to Directing for Stage & Film	3
ENTT 1020 Intro to Acting for Stage & Film	3
ENTT 1030 Introduction to Camera, Lights, and Sound	3
ENTT 1040 Hair, Makeup, and Wardrobe	3
ENTT 1050 Video Editing	3
ENTT 1060 Intermediate Camera	3
ENTT 1070 Intermediate Lighting	3

ENTT 1080 Intermediate Audio Sound   3
ENTT 1090 Scene Study for Film   3
ENTT 1100 Pre-Production and Casting   3
ENTT 1110 Set Design and Construction   3
ENTT 1120 Production and Post-Production   3
ENTT 1130 Apprenticeship I   4
ENTT 1140 Apprenticeship II   4

Total Semester Hours: **54**

INDUSTRIAL MAINTENANCE

The Industrial Maintenance certificate program prepares students for employment in the industrial maintenance field. The program provides learning opportunities that introduce develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a certificate in Industrial Maintenance.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills	3

Area B: Institutional Options Hours	**1-2 Semester**
HWEL 2000 Comprehensive Wellness OR	2
Select one of the following:	1

    HWEL 1001 Contemporary Health Issues
    HWEL 1002 Lifestyle Wellness
    HWEL 1003 Family Wellness
    HWEL 1004 Psychosocial Wellness
    HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology	**4 Semester Hours**
TECH 1110 Business Mathematics OR	
TECH 1120 Technical Math	4

Area E: Social Science	**3 Semester Hours**
TECH 1150 Human Relations	3

Area F: Courses Related to the Program of Study Hours	**36-37 Semester**
INDM 1000 Industrial Safety Procedures	2
INDM 1001 Welding I	2
INDM 1002 Welding II	3
INDM 1008 Metallurgy I	1
INDM 2110 Blueprint Reading	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3

Elective Courses: Select one of the following options:

Machining Option	**23 Semester Hours**
DRAF 1001 Engineering Drafting I	3
DRAF 1002 Engineering Drafting II	3
DRAF 1011 Drafting VI - Mechanical	3
DRAF 1015 Computer-Aided Drafting	4
INDM 1021 Machine Shop I	3

INDM 1022 Machine Shop II	2
INDM 1023 CNC Machining	2

Welding Option   **22 Semester Hours**

INDM 1003 Welding III	3
INDM 1004 Welding IV	3
INDM 1005 Pipe Welding	2
INDM 1006 MIG Welding	2
INDM 1007 TIG Welding	3
INDM 1009 Metallurgy II	2
INDM 1011 Pipe Fitting	4
INDM 1012 Metal Layout and Fabrication	3

Mechanical Option   **23 Semester Hours**

INDM 1110 Electrical Fundamentals for Mechanics	1
INDM 1120 Industrial Tools and Equipment	3
INDM 1130 Pneumatic Fundamentals	3
INDM 1140 Hydraulic Fundamentals	3
INDM 1150 Industrial Mechanics I	3
INDM 1160 Industrial Mechanics II	3
INDM 1170 Industrial Mechanics III	3
INDM 1180 Industrial Mechanics IV	3
INDM 1190 Predictive Maintenance	1

Above the Core: **2 Semester Hours**

PHED 1020 Safety & First Aid	2

Total Semester Hours: **49-51**

LICENSED PRACTICAL NURSING

The licensed practical nursing certificate program prepares students for the State Board Examination for licensure as practical nurses. The program is designed to train graduates to give competent nursing care. This goal is accomplished through academic and occupational courses that provide a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing certificate. Graduates may become licensed by taking the licensing examination administered by the Georgia Board of Examiners of Licensed Practical Nurses. Program graduates receive can be employed in various health care facilities.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills OR	
*ENGL 1101 English Composition I	3

Area B: Institutional Options	**0 Semester Hours**

Area C: Humanities/Fine Arts	**0 Semester Hours**

Area D: Science, Mathematics, and Technology Hours	**3-4 Semester**
TECH 1120 Technical Mathematics OR	4
*MATH 1111 College Algebra	3

Area E: Social Science	**3 Semester Hours**
AHEA 1100 Psychology OR	
*PSYC 1101 Intro to General Psychology	3

Area F: Courses Related to the Program of Study Hours	**67-68 Semester**
**AHEA 1130 Anatomy and Physiology OR	3
BIOL 2111/2111L Human Anatomy and Physiology I with Lab	4
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
AHEA 1140 Medical Terminology	3

The following LPNU courses are open only to students officially accepted into the LPN clinical program:

LPNU 1001 Nursing Fundamentals I	5
LPNU 1002 Nursing Fundamentals II/Nutrition	6
LPNU 1003 Medical Surgical Nursing IA	3
LPNU 1005 Medical Surgical Nursing IB	3
LPNU 1006 Clinical Practicum I	8
LPNU 1007 Medical Surgical Nursing IIA	3
LPNU 1008 Medical Surgical Nursing IIB/Mental Health	3
LPNU 1009 Clinical Practicum II	8
LPNU 1011 Maternal - Child Nursing	7
LPNU 1012 Clinical Practicum III	8
LPNU 1021 Nursing Leadership	1

LPNU 1120 Drug Calculation & Administration	2
LPNU 1150 State Board Review	1

Total Semester Hours   **76-78**

*Minimum test scores are required.
** Anatomy course must have been taken within a two-year period prior to being accepted as a regular LPN student.

MEDICAL ASSISTING

The Medical Assisting certificate program prepares students to perform various administrative duties and laboratory procedures in medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a certificate in Medical Assisting.

Area A: Essential Skills (select one)   **3 Semester Hours**
TECH 1140 Communication Skills OR
  *ENGL 1101 English Composition I   3

Area B: Institutional Options   **2 Semester Hours**
HWEL 2000   Comprehensive Wellness OR   2
Select two of the following:
    HWEL 1001 Contemporary Health Issues
    HWEL 1002 Lifestyle Wellness
    HWEL 1003 Family Wellness
    HWEL 1004 Psychosocial Wellness
    HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **3-4 Semester Hours**
        (select one)
TECH 1110   Business Mathematics OR
  TECH 1120 Technical Mathematics OR   4
  *MATH 1111 College Algebra   3

Area E: Social Science (select ONE)   **3 Semester Hours**
AHEA 1100   Psychology OR
  *PSYC 1101 Intro to General Psychology   3

Area F: Courses Related to the Program of Study   **54-57 Semester Hours**
AHEA 1130 Anatomy and Physiology OR   3
  *BIOL 2111/2111L Human Anatomy and Physiology I with Lab   4
AHEA 1140 Medical Terminology   3
COMS 1000 Microcomputer Concepts OR   3
  CSCI 1000 Computer Fundamentals   3
SECS 1001 Keyboarding I   4
SECS 2210 Medical Keyboarding   3
MAST 1030 Pharmacology   3

MAST 1080 Medical Assisting Skills I   7
MAST 1090 Medical Assisting Skills II   7
MAST 1120 Human Diseases   3
SECS 2340 Medical Office Procedures   3
MAST 1170 Medical Assisting Externship   6
MAST 1180 Medical Assisting Seminar   3

Electives: Select two courses with advisor approval related
to the program of study with prefix of SECS, BUSA, ACCT, MMGT;
or TECH 1110. SECS 1151 is strongly recommended.   6-8

Above the Core: **2 Semester Hours**
PHED 1020   Safety & First Aid   2

Total Semester Hours: **67-71**
*Minimum test scores are required.

MEDICAL OFFICE TECHNOLOGY

The Medical Office Technology certificate program prepares students for various administrative duties and procedures in medical offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Areas covered in this program are medical coding and billing, medical keyboarding and word processing, medical transcription, and many other medical office duties and procedures. Program graduates receive a certificate in Medical Office Technology.

Area A: Essential Skills   **3 Semester Hours**
TECH 1140 Communication Skills   3

Area B: Institutional Options   **1-2 Semester Hours**
HWEL 2000 Comprehensive Wellness OR   2
Select one of the following:
   HWEL 1001 Contemporary Health Issues
   HWEL 1002 Lifestyle Wellness
   HWEL 1003 Family Wellness
   HWEL 1004 Psychosocial Wellness
   HWEL 1005 Physical Wellness

Area C: Humanities/Fine Arts   **0 Semester Hours**

Area D: Science, Mathematics, and Technology   **4 Semester Hours**
TECH 1110 Business Mathematics OR
  TECH 1120 Technical Math   4

Area E: Social Science   **3 Semester Hours**
TECH 1150 Human Relations   3

Area F: Courses Related to the Program of Study **42 Semester Hours**
AHEA 1130 Anatomy and Physiology   3
AHEA 1140 Medical Terminology   3
COMS 1000 Microcomputer Concepts OR

CSCI 1000 Computer Fundamentals	3
COMS 1130 Spreadsheet Applications	3
SECS 1001 Keyboarding I	4
SECS 1150 Medical Coding I	5
SECS 1151 Medical Coding II	5
SECS 2140 Word Processing	4
SECS 1011 Principles of Bookkeeping I	3
SECS 2210 Medical Keyboarding	3
SECS 2310 Medical Transcription	3
SECS 2340 Medical Office Procedures	3

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours:	**55-56**

PARALEGAL STUDIES

The Paralegal Studies certificate program prepares students to assist lawyers with the delivery of legal services. The program provides learning opportunities which develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; legal research; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. Program graduates receive a certificate in Paralegal Studies.

Area A: Essential Skills	**3 Semester Hours**
ENGL 1101 English Comp I	3
Area B: Institutional Options	**0 Semester Hours**
Area C: Humanities/Fine Arts	**0 Semester Hours**
Area D: Science, Mathematics and Technology	**4 Semester Hours**
TECH 1110 Business Math OR	
TECH 1120 Technical Math	4
Area E: Social Science	**3 Semester Hours**
TECH 1150 Human Relations OR	
PSYC 1101 Introduction to General Psychology	3
Area F: Courses Related to the Program of Study	**45 Semester Hours**
CSCI 1000 Computer Fundamentals OR	

COMS 1000 Microcomputer Concepts	3
PLGS 1010 Intro to Law & Ethics	3
PLGS 1020 Legal Research	3
PLGS 1030 Legal Writing	3
PLGS 1040 Family Law	3
PLGS 1050 Real Estate Law	3
CRIM 2020 Criminal Law	3
PLGS 1090 Civil Litigation	3
PLGS 1100 Wills, Trusts, Probate, & Admin	3
PLGS 1110 Tort Law	3
PLGS 1160 Contracts & Commercial Law	3
PLGS 1180 Paralegal O. B. I.	4

Select two from the following:

PLGS 1120 Law Office MGMT	3
PLGS 1150 Business Organizations	3
PLGS 1170 Advanced Research & Writing	3

Above the Core:	**2 Semester Hours**
PHED 1020 Safety & First Aid	2

Total Semester Hours	**57**

PARAMEDIC TECHNOLOGY

The Paramedic Technology certificate program prepares students for employment in paramedic positions. Students are trained to provide emergency medical treatment. The program provides students with the academic and occupational knowledge, skills, and attitudes that are required for job acquisition, retention, and advancement. The program provides opportunities for individuals to advance from basic emergency medical technicians to paramedics. Graduates are prepared to take the state written examination administered by the National Registry of Emergency Medical Technicians. Program requirements meet Georgia Department of Human Resources and the Department of Technical and Adult Education guidelines for paramedic training programs.

Area A: Essential Skills	**3 Semester Hours**
TECH 1140 Communication Skills OR	
ENGL 1101 English Comp I	3
Area B: Institutional Options	**0 Semester Hours**
Area C: Humanities/Fine Arts	**0 Semester Hours**
Area D: Science, Mathematics and Technology	**3-4 Semester Hours**
TECH 1110 Business Math OR	4
TECH 1120 Technical Math OR	4
MATH 1111 College Algebra	3
Area E: Social Science	**0 Semester Hours**

Area F: Courses Related to the Program of Study   **45 Sem. Hours**

AHEA 1130 Anatomy & Physiology	3
CSCI 1000 Computer Fundamentals OR	
COMS 1000 Microcomputer Concepts	3
EMST 1260 Introduction to the Paramedic Profession	3
EMST 1270 Patient Assessment	3
EMST 1280 Applied Physiology & Pathophysiology	2
EMST 1290 Pharmacology	3
EMST 1300 Respiratory Emergencies	4
EMST 1310 Trauma	4
EMST 1320 Cardiology I	4
EMST 1330 Cardiology II	4
EMST 1340 Medical Emergencies	4
EMST 1350 Maternal/Pediatric Emergencies	5
EMST 1360 Special Patients	3
EMST 2000 Clinical Application of Advanced Emergency Care	7
EMST 2010 Summative Evaluations	5

Total Semester Hours   **63-64**

TECHNICAL CERTIFICATES OF CREDIT

A+ COMPTIA

The A+ CompTIA certificate provides students with the skills to enter the workforce as a basic computer technician. Curriculum content is designed to deliver skills-based training. Students will gain the knowledge and skills that are needed to install and maintain microcomputers. Students will gain knowledge in line with the industry standard A+ test by CompTIA. Individuals who complete the program receive an A+ CompTIA Certificate of Credit.

COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 2021 Computer Service Technology I	4
COMS 2022 Computer Service Technology II	4
TOTAL SEMESTER HOURS	**11**

BUSINESS OFFICE ASSISTANT

The Business Office Assistant certificate provides students with skills needed for employment as office assistants. Individuals who complete the program receive a Business Office Assistant Certificate of Credit.

TECH 1150 Human Relations	3
SECS 1001 Keyboarding I	4
SECS 2140 Word Processing	4
CSCI 1000 Computer Fundamentals	3
Elective Courses: Select 6-8 hours of electives from any	
BUSA, COMS, MMGT, or SECS prefix courses	6-8
TOTAL SEMESTER HOURS	**20-22**

CERTIFIED CUSTOMER SERVICE SPECIALIST

The Certified Customer Service Specialist certificate provides students with a basic understanding of the interpersonal and technical skills that are required for employment in the customer service industry. Individuals who complete the program receive a Certificate Customer Service Specialist Certificate of Credit.

CCSS 1002 Service Industry Business Environment	
and Customer Contact Skills	5
CCSS 1004 Business Skills and Personal Effectiveness	
in Customer Service	5
TOTAL SEMESTER HOURS	**10**

CERTIFIED MANUFACTURING SPECIALIST

The Certified Manufacturing Specialist certificate provides students with a basic understanding of manufacturing processes and skills that are required for employment in this field. Individuals who complete the program receive a Certified Manufacturing Specialist Certificate of Credit.

CMFS 1002 Manufacturing Foundations	5
CMFS 1004 Manufacturing Skills	6
TOTAL SEMESTER HOURS	**11**

CERTIFIED NURSE ASSISTING

The Certified Nurse Assisting certificate prepares students for employment as a certified nurse's aide, patient care assistant, or nurse's assistant. Individuals who complete the program receive a Certified Nurse Assisting Certificate of Credit.

AHEA 1100 Psychology	3
AHEA 1140 Medical Terminology	3
NURA 1000 Nurse's Assistant	5
TOTAL SEMESTER HOURS	**11**

CHILD DEVELOPMENT ASSOCIATE I

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

ECHE 1001 Intro Early Child Care & Education	3
ECHE 1003 Human Growth and Development	4
ECHE 1005 Health, Safety, and Nutrition	3
ECHE 1025 Professionalism through CDA Certificate Preparation and Assessment	2
ECHE 1026 CDA Certificate Assessment	2
Total Semester Hours	**14**

CISCO NETWORKING

The CISCO Networking certificate provides students with the opportunity to enter the workforce and/or further their education and training in the computer networking field. The certificate prepares students for the CISCO Certified Network Associate (CCNA) certification examination. Individuals who complete the program receive a CISCO Networking Certificate of Credit.

COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 2140 Introduction to Data Communications	4
COMS 2141 Multiple Networks and Wide Area Networks	4
COMS 2142 Advanced Routers and Switches	4
COMS 2143 WAN Design	4

TOTAL SEMESTER HOURS   **19**

COMMERCIAL TRUCK DRIVING

The Commercial Truck Driving certificate provides the student with the skills and knowledge necessary to acquire a CDL license in the state of Georgia. The course introduces the student to the trucking industry and focuses on federal and state regulations, records and forms, industrial relations, and safe operating procedures. The course also familiarizes students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. Once students have mastered driving in a controlled environment, students then develop driving skills under actual road conditions. Classroom lectures emphasize operating practices. On the road, these safe operating practices are integrated into the development of driving skills. Students drive a minimum of 44 hours. Individuals who complete the program receive a Commercial Truck Driving Certificate of Credit.

Students must be 18 years old to operate in the State of Georgia and 21 to operate nationally. Students must also submit a Motor Vehicle Report and take a mandatory Department of Transportation physical examination. Individuals who complete the program receive a Commercial Truck Driving Certificate of Credit.

Note: Must be 18 years old to operate in the State of Georgia and 21 to operate nationally. Additional admission requirements including MVR and DOT physical exam.

CTDL 1001 Commercial Truck Driving	11

TOTAL SEMESTER HOURS   **11**

DRAFTING AIDE

The Drafting Aide certificate prepares students for employment as drafting aides. Individuals who complete the program receive a Drafting Aide Certificate of Credit.

DRAF 1001 Engineering Drafting I	3
DRAF 1002 Engineering Drafting II	3
DRAF 1015 Computer-Aided Drafting	4

TOTAL SEMESTER HOURS   **10**

EARLY CHILDHOOD CARE & EDUCATION

The Early Childhood Care and Education certificate prepares students for employment in the early child care and education field. Individuals who complete the program receive an Early Childhood Care and Education Certificate of Credit.

ECHE 1001 Introduction to Early Childhood Care & Education	3
ECHE 1005 Health, Safety, and Nutrition	3
ECHE 1013 Art and Music	5
ECHE 1015 Language Arts and Literature	3
ECHE 1016 Math and Science	3
TECH 1140 Human Relations	3
Select 6 elective hours from ECHE courses	6

TOTAL SEMESTER HOURS   **26**

ELECTRICAL WIRING

The Electrical Wiring certificate prepares students for commercial and industrial wiring. Individuals who complete the program receive an Electrical Wiring Certificate of Credit.

INDM 2110 Blueprint Reading	3
ELEC 1001 Electrical I	3
ELEC 1002 Electrical II	3
ELEC 1007 Commercial and Industrial Wiring	3

TOTAL SEMESTER HOURS   **12**

EMERGENCY MEDICAL TECHNOLOGY – BASIC

The Emergency Medical Technology-Basic certificate is designed to provide the entry-level component of training for students to receive initial Emergency Medical Technician Certification in the state of Georgia. This program is based on the United States Department of Transportation (DOT) National Standard Curriculum for EMT-Basic. Individuals who complete the program receive an Emergency Medical Technology – Basic Certificate of Credit.

EMST 1001 Emergency Medical Technology I- Basic   7
EMST 1002 Emergency Medical Technology II- Basic   6

TOTAL SEMESTER HOURS   **13**

EMERGENCY MEDICAL TECHNOLOGY – INTERMEDIATE

The Emergency Medical Technology-Intermediate certificate is designed to provide additional training in specific aspects of advanced life support above the basic level. Upon successful completion of the program, graduates can take the National Registry EMT-I certification examination to receive Georgia certification. Individuals who complete the program receive an Emergency Medical Technology – Intermediate Certificate of Credit.

EMST 1001 Emergency Medical Technology I- Basic   7
EMST 1002 Emergency Medical Technology II- Basic   6
EMST 1003 Emergency Medical Technology- Intermediate   7

TOTAL SEMESTER HOURS   **20**

INDUSTRIAL MACHINING

The Industrial Machining certificate prepares students for employment in the manufacturing industry. Individuals who complete the program receive an Industrial Machining Certificate of Credit.

TECH 1120 Technical Math   4
COMS 1000 Microcomputer Concepts OR
   CSCI 1000 Computer Fundamentals   3
DRAF 1015 Computer-Aided Drafting   4
INDM 1021 Machine Shop I   4
INDM 1022 Machine Shop II   4
INDM 1023 CNC Machining   2
INDM 2110 Blueprint Reading   3

TOTAL SEMESTER HOURS   **24**

INDUSTRIAL MAINTENANCE TECHNICAL I

The Industrial Maintenance I certificate provides students with the knowledge and skills that are needed for employment in the industrial maintenance field. Individuals who complete the program receive an Industrial Maintenance Technical I Certificate of Credit.

TECH 1120 Technical Math   4
INDM 1000 Industrial Safety Procedures   2

INDM 1001 Welding I	2
INDM 1002 Welding II	3
INDM 1008 Metallurgy I	1
INDM 2110 Blueprint Reading	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
INDM 1006 MIG Welding	2

TOTAL SEMESTER HOURS   **20**

INDUSTRIAL MAINTENANCE TECHNICAL II

The Industrial Maintenance Technical II certificate provides students with knowledge and skills needed for employment in the industrial maintenance field. Individuals who complete the program receive an Industrial Maintenance Technical II Certificate of Credit.

INDM 1110 Electrical Fundamentals for Mechanics	1
INDM 1120 Industrial Tools and Equipment	3
INDM 1130 Pneumatic Fundamentals	3
INDM 1140 Hydraulic Fundamentals	3
INDM 1150 Industrial Mechanics I	3
INDM 1160 Industrial Mechanics II	3
INDM 1170 Industrial Mechanics III	3
INDM 1180 Industrial Mechanics IV	3
INDM 1190 Predictive Maintenance	1

TOTAL SEMESTER HOURS   **23**

LAW ENFORCEMENT MANAGEMENT

The Law Enforcement Management certificate prepares students for management positions in the criminal justice profession. Individuals who complete the program receive a Law Enforcement Management Certificate of Credit.

TECH 1140 Communication Skills	3
CRIM 2040 Law Enforcement Management I	3
CRIM 2042 Law Enforcement Management II	3
CRIM 2044 Law Enforcement Management III	3

TOTAL SEMESTER HOURS   **12**

LAW ENFORCEMENT PRACTITIONER

The Law Enforcement Practitioner certificate prepares students for employment as law enforcement practitioners. Individuals who complete the program receive a Law Enforcement Practitioner Certificate of Credit.

TECH 1140 Communication Skills	3
CRIM 2030 Crime Evidence & Procedures	3
CRIM 2034 Criminal Investigation	3
CRIM 2090 Criminal Justice Technology Internship	4
CRIM 2036 Criminal Traffic Law	4

TOTAL SEMESTER HOURS   **17**

LOW VOLTAGE SECURITY TECHNICIAN

The Low Voltage Security Technician certificate prepares students to install electrical equipment. Individuals who complete the program receive a Low Voltage Security Technician Certificate of Credit.

INDM 1000 Industrial Safety procedures	2
ELEC 1004 D-C Electricity	3
ELEC 1005 A-C Electricity	3
ELEC 2350 Security/Fire Alarm Tech & Digital Electronics	4

TOTAL SEMESTER HOURS   **12**

MEDICAL OFFICE SPECIALIST

The Medical Office Specialist certificate prepares students to assist with administrative duties in medical offices. Individuals who complete the program receive a Medical Office Specialist Certificate of Credit.

AHEA 1130 Anatomy and Physiology	3
AHEA 1140 Medical Terminology	3
SECS 1001 Keyboarding I	4
SECS 2140 Word Processing	4
SECS 1150 Medical Coding I	5
SECS 1151 Medical Coding II	5
SECS 2210 Medical Keyboarding	3
SECS 2310 Medical Transcription	3
SECS 2340 Medical Office Procedures	3

TOTAL SEMESTER HOURS   **33**

MICROSOFT OFFICE USER SPECIALIST (MOUS)

The Microsoft Office User certificate provides students with the knowledge and skills necessary to use Microsoft Office products. Individuals who complete the program receive a Microsoft Office User Certificate of Credit.

COMS 1130 Spreadsheet Applications	3
COMS 1520 Power Point	1
COMS 2011 Data Base Applications I	4
SECS 2140 Word Processing	4

TOTAL SEMESTER HOURS   **12**

NETWORK OPERATING SYSTEMS

The Microsoft Networking certificate provides students with training in Microsoft networking. Individuals who complete the program receive a Microsoft Networking Certificate of Credit.

COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 2250 Intro to Microsoft Windows Networks	4
COMS 2280 Administering Microsoft Windows Network	4
COMS 2241 Linux Computing Essentials	4
COMS 2251 Linux Core System Administration	4

TOTAL SEMESTER HOURS   **19**

OFFICE ACCOUNTING SPECIALIST

The Office Accounting Specialist certificate prepares students for entry-level office accounting positions. Individuals who complete the program receive an Office Accounting Specialist Certificate of Credit.

COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3
COMS 1130 Spreadsheet Applications	3
SECS 1011 Principles of Bookkeeping I	3
SECS 1012 Principles of Bookkeeping II	3
ACCT 2130 Computerized Accounting	3

TOTAL SEMESTER HOURS   **15**

PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician certificate prepares students for employment as phlebotomy technicians in health care facilities. Individuals who complete the program receive a Phlebotomy Technician Certificate of Credit.

AHEA 1130 Anatomy and Physiology	3
AHEA 1140 Medical Terminology	3
PHLE 1001 Introduction to Venipuncture	3
PHLE 1003 Clinical Practice	6

TOTAL SEMESTER HOURS   15

RETAIL MANAGEMENT

The Retail Management certificate prepares students to manage retail businesses. Individuals who complete the program receive a Retail Management Certificate of Credit.

MMGT 2110 Principles of Marketing	3
MMGT 2150 Creative Selling	3
MMGT 2120 Retail Merchandising	3
MMGT 2130 Small Business Management	3

TOTAL SEMESTER HOURS   12

SMALL BUSINESS MANAGEMENT

The Small Business Management certificate program prepares individuals to develop and manage independent small businesses. Individuals who complete the program receive a Small Business Management Certificate of Credit.

MMGT 2130 Small Business Management	3
MMGT 2140 Management and Supervision	3
BUSA 2106 The Environment of Business	3
COMS 1000 Microcomputer Concepts OR	
CSCI 1000 Computer Fundamentals	3

TOTAL SEMESTER HOURS   12

STAGE TECHNOLOGY

The Stage Technology certificate prepares students for employment in the entertainment industry. Individuals who complete the program receive a Stage Technology Certificate of Credit.

ENTT 1000 Introduction to Writing & Producing	3
ENTT 1010 Introduction to Directing for Stage & Film	3
ENTT 1020 Introduction to Acting for Stage & Film	3
ENTT 1040 Hair, Makeup, and Wardrobe	3
Select 8 elective hours from ENTT	8

TOTAL SEMESTER HOURS   20

STRUCTURAL WELDING

The Structural Welding certificate prepares students for employment in the welding industry. Individuals who complete the program receive a Structural Welding Certificate of Credit.

INDM 1001 Welding I	2
INDM 1002 Welding II	3
INDM 1003 Welding III	3
INDM 1004 Welding IV	3
INDM 2110 Blueprint Reading	3
TOTAL SEMESTER HOURS	**14**

COURSE

DESCRIPTIONS

Note: The three numbers shown to the right of the course title indicate Lecture hours - Laboratory hours - Credit hours. Thus, a course showing 3-0-3 has three hours of lecture per week per semester, no laboratory hours and earns three semester hours of credit.

ACCOUNTING

ACCT 2101 Principles of Accounting I   3-0-3
Prerequisite: READ 0099, TECH 0085
Education Career Pathways Articulated Course
This course introduces the underlying theory and application of financial accounting concepts. SECS 1011 Principles of Bookkeeping I and SECS 1012 Principles of Bookkeeping II may be substituted for ACCT 2101 Principles of Accounting I for career programs only.

ACCT 2102 Principles of Accounting II   3-0-3
Prerequisite: ACCT 2101
A continuation of ACCT 2101, the course continues with the theory and introduces applications of managerial accounting concepts.

ACCT 2103 Intermediate Accounting   3-0-3
Prerequisite: ACCT 2102 or permission of instructor.
This course examines the authoritative standards, theoretical foundations, and practical concerns that underlie generally accepted accounting principles for financial accounting and reporting.

ACCT 2110 Managerial and Cost Accounting   3-0-3
Prerequisite: ACCT 2102 or permission of instructor.
This course focuses on product cost determination including inventory valuation, planning, control, and financial reporting.

ACCT 2120 Tax Accounting   3-0-3
An introduction to federal income taxes including the elements of income, income exclusions, tax credits, capital gains and losses. This course emphasizes understanding the executive, legislative, and judicial aspects of the tax law.

ACCT 2130 Computerized Accounting   2-2-3
Prerequisite: ACCT 2101 or permission of instructor.
An introduction to the use of accounting information systems within an organization, such as general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll.

ADMINISTRATIVE OFFICE TECHNOLOGY

SECS 1000 Personal Keyboarding   1-1-1
This course provides touch keyboarding skills and practical document formatting for those who plan to apply basic keyboarding skills.

SECS 1001 Keyboarding I   **4-0-4**
Prerequisite: READ 0097
Co-requisite: READ 0099
This course introduces the touch system of keyboarding, emphasizing correct techniques, speed building, and the production of business correspondence, reports, and tabulated documents. Upon completion, students should perform at a minimum rate of 35 words per minute. *Credit for this course can be obtained by examination.*

SECS 1011 Principles of Bookkeeping I   **3-0-3**
Prerequisite: READ0097, TECH 0085
Co-requisite: READ 0099
This course introduces the basic principles of bookkeeping, including the bookkeeping cycle, journals, ledgers, banking activities, and the preparation of financial statements. ACCT 2101 may substitute for SECS 1011 and SECS 1012. *This course carries no transfer credit.*

SECS 1012 Principles of Bookkeeping II   **3-0-3**
Prerequisite: SECS 1011 or permission of instructor.
This course is a continuation of SECS 1011. Topics include cash control, payroll systems, inventory control, special journals, subsidiary ledgers, and the preparation of financial statements. ACCT 2101 may substitute for SECS 1011 and SECS 1012. *This course carries no transfer credit.*

SECS 1150 Medical Coding I   **5-0-5**
Prerequisite: READ 0099, AHEA 1130, AHEA 1140
This course is an introduction to insurance coding guidelines developed for use with the International Classification of Disease (ICD-9-CM).

SECS 1151 Medical Coding II   **5-0-5**
Prerequisite: READ 0099, AHEA 1130, AHEA 1140
This course presents Current Procedural Terminology (CPT-4) coding content.

SECS 2110 Filing and Records Management   **2-1-2**
Prerequisite: READ 0099
This course emphasizes the principles and practices of effective records management for manual and electronic records systems. Topics include: alphabetic, subject, numeric, and geographic storage as well as records retention, retrieval, and transfer.

SECS 2120 Business and Office Machines   **2-2-3**
Prerequisite: READ 0099, ENGL 0099, SECS 1001, TECH 1140 (or ENGL 1101)
This course develops skills in operating dictating/transcribing machines, emphasizing the merging of language arts/listening skills with keyboarding to prepare various business documents. Skill is also developed in operating electronic display and printing calculators, emphasizing business math and problem solving.

SECS 2130 Office Procedures   **3-0-3**
Education Career Pathways Articulated Course
Prerequisite: ENGL 0099, SECS 2110, SECS 2140, TECH 1140 (or ENGL 1101), CSCI 1000 (or COMS 1000)
This course includes correspondence responsibilities, modern office methods and practices, functions of office employees, filing, use of transmittal services, procedures for preparing business reports, and business communications.

SECS 2140 Word Processing   **4-0-4**
Education Career Pathways Articulated Course
Prerequisite: READ 0099, SECS 1001
This course develops skill in producing various business documents. The competencies include applications such as formatting; editing; manipulating tabs; creating headers and footers, footnotes, and endnotes, columns and tables; performing calculations; using graphics; and merging documents.

SECS 2160 Business Office Applications   **4-0-4**
Prerequisite: ENGL0099, SECS 2140, TECH 1140 (or ENGL 1101)
This course emphasizes increased speed and accuracy. Students should perform at a minimum rate of 50 words per minute at the end of the course. Project-based applications include advanced document processing skills, workplace communication skills, and critical thinking skills while reinforcing realistic business practices.

SECS 2210 Medical Keyboarding   **2-2-3**
Prerequisite: READ 0099, AHEA 1140, SECS 1001 with C or better, TECH 1140 (or ENGL 1101)
This course emphasizes the development of the special skills needed by a medical secretary in the preparation of records, case histories, hospital reports, and insurance forms.

SECS 2220 Legal Keyboarding   **2-2-3**
Prerequisite: SECS 1002 with C or better or permission of instructor.
This course emphasizes the development of skills needed for accurate and rapid production of legal documents such as wills, contracts, petitions, deeds, etc.

SECS 2310 Medical Transcription   **3-0-3**
Prerequisite: READ 0099, ENGL 0099, AHEA 1140, SECS 1001 with C or better, TECH 1140 (or ENGL 1101), SECS 2210 recommended
This course involves transcription of medical communications from voice Dictaphone using computers and transcribers. Terminology used in anatomy and physiology through symptomatology, pharmacology and diagnostic terms is taught and monitored for accuracy of document preparation. The importance of medical ethics and proper medical document formatting are emphasized for medical reports and patient records.

SECS 2320 Legal Machine Transcription   **2-2-3**
Prerequisite: SECS 1001 with C or better or permission of instructor.
This course develops mastery of typewriting utilizing a voice-recorded media as a source of impulse-to-type. Emphasis is on the accurate and efficient production of legal documents and correspondence.

SECS 2340 Medical Office Procedures   **3-0-3**
Prerequisite: ENGL 0099, SECS 2140, TECH 1140 (or ENGL 1101)
This course includes correspondence responsibilities, modern medical office practices, functions of clerical staff and coordination with medical personnel, filing, use of transmittal services, procedures for preparing medical charts, records, patient histories, and other related reports.

A.D.N. SEE NURSING

ALLIED HEALTH EDUCATION

AHEA 1100 Psychology   3-0-3
Prerequisite: READ 0097, ENGL 0097
Co-requisite: READ 0099
This course emphasizes the basic principles of human behavior. Topics include introduction to psychology, social environment and group processes, career development, therapeutic communication, development of personality, personality theories, conflict, stress and anxiety, perception and learning, and life span development. *This course carries no transfer credit to a four-year institution.*

AHEA 1130 Anatomy and Physiology   3-0-3
Education Career Pathways Articulated Course
Prerequisite: READ 0099, ENGL 0099
This course focuses on basic normal structure and function of the human body. Topics include an overview of each body system, how systems coordinate activities to maintain a balanced state, and recognizing abnormalities. Medical terminology is an integral part of the course. *This course carries no transfer credit to a four-year institution.*

AHEA 1140 Medical Terminology   3-0-3
Education Career Pathways Articulated Course
Prerequisite: READ 0097
Co-requisite: READ 0099
This course provides a foundation for understanding medical language. Fundamental Greek and Latin prefixes and suffixes relating to musculoskeletal, cardiovascular, respiratory, endocrine, urinary, gastrointestinal, neurological, integumentary, and sensory systems are the basis of this course.

ART

ARAP 1100 Art Appreciation   3-0-3
Prerequisite: READ 0099
An introductory course emphasizing the acquaintance and enjoyment of the visual arts.

ARTD 1001 Drawing   0-6-3
Prerequisite: READ 0099
Studio instruction features sketching from figures, animals, still life, and landscape using various media such as charcoal, pen, brush and ink, watercolor, and oil.

BIOLOGY

BIOL 1050 Introduction to Environmental Science   3-0-3
Prerequisite: READ 0099

This survey course deals with the characteristics of ecosystems and the issues of overpopulation, energy utilization, pollution (air, water, and soil), pesticide use, land use, and techniques for sustaining the environment.

BIOL 1050L Introduction to Environmental Science Laboratory   0-2-1
Prerequisite: READ 0099
Co-requisite: BIOL 1050
Laboratory experiences linked to BIOL 1050. Together with BIOL 1050, this course satisfies College Preparatory Curriculum OR Area D Laboratory Science requirements.

BIOL 1107 Principles of Biology I   3-0-3
Prerequisite: READ 0099
Co-requisite: BIOL 1107L, if required for major
This course includes some major concepts of the biological sciences. Among these are introductory material, basic inorganic and organic chemistry, biochemistry, molecular and cell biology, energy processes and relationships, genetics, and the diversity of life.

BIOL 1107L Principles of Biology I Laboratory   0-2-1
Prerequisite: READ 0099
Co-requisite: BIOL 1107
These laboratory experiences are linked to the content in BIOL1107. Students may use this section along with BIOL 1107 to fulfill part or all of the Laboratory Science requirement in Area D.

BIOL 1108 Principles of Biology II   3-0-3
Prerequisite: BIOL 1107
This course includes, in detail, some major concepts of the biological sciences. Among these are higher plant anatomy and physiology; an overview of the animal systems with emphasis on the human organism; principles of ecology; and the theory of evolution, history, evidences, and applications.

BIOL 1108L Principles of Biology II Laboratory   0-2-1
Prerequisite: BIOL 1107L
These laboratory experiences are linked to the content in BIOL 1108. Students may use this section along with BIOL 1108 to fulfill part or all of the Laboratory Science requirement in Area D.

BIOL 2111 Human Anatomy and Physiology I   3-2-4
Prerequisite: READ 0099
This course introduces the structure and function of the human body beginning with the study of cell structure and function, tissue types, and continuing with the study of the skeletal, muscular, integumentary, and nervous systems.
Laboratory exercises are required as part of this course.

BIOL 2112 Human Anatomy and Physiology II   3-2-4
Prerequisite: BIOL 2111
This course is a study of the endocrine, circulatory, respiratory, lymphatic, excretory, and reproductive systems.
Laboratory exercises are required as part of this course.

BIOL 2115 General Microbiology   3-2-4
Prerequisite: READ 0099

This introductory course studies microbes with an emphasis on bacteria. Topics include morphology, growth, staining procedures, procedures to control growth, immunology, diseases, and procedures used to identify the organism.
Laboratory exercises are required as part of this course.

BIOL 2230 General Botany   3-2-4
Prerequisite: READ 0099
This course includes an overview of the plant kingdom, from the bryophytes through the angiosperms. Topics include form and function, ecology, and significance of each of the plant groups.
Laboratory exercises are required as part of this course.

BUSINESS

BUSA 1105 Introduction to Business   3-0-3
Prerequisite: READ 0099
This course is an integrative study of the functional areas of business including finance, operations, marketing, production, and human resources.

BUSA 2106 The Environment of Business   3-0-3
Prerequisite: READ 0099
This course introduces the legal, regulatory, political, social, ethical, cultural, environmental, and technological issues which form the context for business including an overview of the impact and demographic diversity on organizations.

CERTIFIED CUSTOMER SERVICE SPECIALIST

CCSS 1001 Service Industry Business Environments   2-0-2
This course introduces learners to the service industry. Topics include: life long learning, work ethics, work teams, and principles of quality service.

CCSS 1002 Service Industry Business Environment and
Customer Contact Skills   5-0-5
This course introduces learners to the service industry and focuses on interpersonal relationships with customers. Topics include: life long learning, work ethics, work teams, principles of quality service, information sharing skills, telephone skills, diversity awareness, and managing difficult customers. Basic computer skills related to email, word processing, and credit card purchasing are also covered.

CCSS 1003 Customer Contact Skills   2-0-2
This course focuses on interpersonal relationships with customers and includes: information sharing skills, telephone skills, diversity awareness, and managing difficult customers. Course includes simulated business situations and skills assessment.

CCSS 1004 Business Skills and Personal Effectiveness
in Customer Service   5-0-5
This course focuses on business writing, business math, and managing changes in the workplace. Further, this course focuses on maintaining a positive image at work and maintaining optimal mental and physical health. Job search skills are discussed

and practiced, and a problem-solving model is presented that illustrates how to manage multiple tasks and priorities. Basic computer skills in spreadsheets and databases also are presented.

CCSS 1005 Computer Skills for Customer Service   **2-0-2**
Learners in this course learn basic skills in word processing, spreadsheets, databases, E-mail, and credit card processing.

CCSS 1006 Certified Customer Service Specialist   **10-0-10**
This course focuses on five customer service skills including service industry business environments, customer contact skills, computer skills for customer service, business skills for the customer service environment, and personal effectiveness in customer service. Topics include: life long learning, work ethics, work teams, principles of quality service, information sharing skills, telephone skills, diversity awareness, managing difficult courses, basic computer skills including credit card processing, business writing, business math, change in the workplace, positive image at work, mental and physical health. *This course is equivalent to CCSS 1002 and CCSS 1004.*

CCSS 1007 Business Skills for the Customer Service Environment   **2-0-2**
This course focuses on business writing, business math, and managing changes in the workplace. A problem-solving model is presented that illustrates how to manage multiple tasks and priorities.

CCSS 1009 Personal Effectiveness in Customer Service   **2-0-2**
This course focuses on maintaining a positive image at work and maintaining optimal mental and physical health. Job search skills are discussed and practiced.

CERTIFIED MANUFACTURING SPECIALIST

CMFS 1001 Manufacturing Organizational Principles   **1-2-2**
This course introduces learners to the manufacturing industry. Topics include manufacturing processes, business principles, plant safety, and work ethics.

CMFS 1002 Manufacturing Foundations   **5-0-5**
This course introduces students to the manufacturing industry. Topics include manufacturing processes, business principles, plant safety, work ethics, communication skills, teamwork, personal wellness, managing change, world class manufacturing, and statistical process controls. *This course is equivalent to CMFS 1001, 1003, and 1005.*

CMFS 1003 Manufacturing Workplace Skills   **1-2-2**
This course provides training in interpersonal skills such as listening, communication, teamwork, personal wellness, managing change, and creating a positive image.

CMFS 1004 Manufacturing Skills   **6-0-6**
This course introduces learners to computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include plant safety, materials movement equipment, precision measurements, and blueprint reading. *This course is equivalent to CMFS 1005, 1007, and 1009.*

CMFS 1005 Manufacturing Production Requirements   2-0-2

This course focuses on quality and productivity in the manufacturing environment. Topics include world class manufacturing and statistical process control. A problem-solving model is discussed and simulated.

CMFS 1006 Certified Manufacturing Specialist   11-0-11

This course introduces students to the full spectrum of the manufacturing industry. Topics include manufacturing processes, business principles, plant safety, work ethics, communication skills, teamwork, personal wellness, managing change, world class manufacturing, and statistical process controls. Further, this course introduces learners to computerized process control and the operational requirements associated with automated machines in the manufacturing environment and introduces the topics of plant safety, materials movement equipment, precision measurements, and blueprint reading. *This course is equivalent to CMFS 1002 and CMFS 1004.*

CMFS 1007 Automated Manufacturing Skills   2-0-2

This course introduces students to computerized process control and the operational requirements associated with automated machines in the manufacturing environment.

CMFS 1009 Representative Manufacturing Skills   2-2-3

This course introduces students to representative manufacturing skills and associated safety requirements. Topics include plant safety, materials movement equipment, precision measurements, and blueprint reading.

CHEMISTRY

CHEM 1100 Introductory Chemistry   3-0-3
Prerequisite: READ 0099, MATH 0099
This one-semester course covers some basic concepts and applications of chemistry for the non-science majors. There is no laboratory component.

CHEM 1211 Principles of Chemistry I   3-0-3
Prerequisite: READ 0099
Prerequisite or Co-requisite: MATH 1111 or Math 1113 unless exempted by permission of instructor.
This first course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors. Topics include composition of matter, stoichiometry, periodic relations, and nomenclature.

CHEM 1211L Principles of Chemistry I Laboratory   0-3-1
Co-requisite: CHEM 1211
This laboratory experience is linked to the content in CHEM 1211. Students may use this section with CHEM1211 to fulfill the Laboratory Science requirement in Area D.

CHEM 1212 Principles of Chemistry II   3-0-3
Prerequisite: CHEM 1211
This second course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors

CHEM 1212L Principles of Chemistry II Laboratory   0-3-1
Prerequisite: CHEM 1212
These laboratory experiences are linked to the content in CHEM 1212. Students may use this section along with CHEM 1212 to fulfill the Laboratory Science requirement in Area D.

CHEM 2211 Organic Chemistry I   3-3-4
Prerequisite: CHEM 1211
This course is the first in a two semester sequence. Topics include a study of bonding in and reactions of saturated and unsaturated hydrocarbons, nucleophilic substitutions and elimination reaction mechanisms, free radical reactions, and stereochemistry. Laboratory exercises are required as part of this course.

CHEM 2212 Organic Chemistry II   3-3-4
Prerequisite: CHEM 2211
This course is a continuation of CHEM 2211. Topics include aromaticity, electrophilic substitution mechanisms, functional group reactions including alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, and amines.
Laboratory exercises are required as part of this course.

COMMERCIAL TRUCK DRIVING

CTDL 1001 Commercial Truck Driving   4-14-11
238 contact hours, 11 semester credit hours
This course provides the student with the skills and knowledge necessary to acquire a CDL license in the state of Georgia. The course introduces the student to the trucking industry and focuses on federal and state regulations, records and forms, industrial relations, and safe operating procedures. The course also familiarizes students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. In addition, students acquire basic coupling and uncoupling skills. Once students have mastered driving in a controlled environment, students then develop driving skills under actual road conditions. Classroom lectures stress operating practices. On the road, these safe operating practices are integrated into the development of driving skills. Students drive a total of 44 hours.

Note: State law requires that whenever a vehicle is operated on public roads, a licensed CDL driver must be present in the truck while a student is driving.

COMMUNICATION (SPEECH)

COMM 1100 Human Communication   3-0-3
Prerequisite: READ 0097
Co-requisite: READ 0099
This course features the fundamental principles of effective oral communication, emphasizing interpersonal communication as well as public speaking. Through role playing, speeches, and evaluations of other speakers, students explore the complexities of communication in today's society.

COMM 2208 Voice and Diction   3-0-3
Prerequisite: READ 0099

This course includes an introduction to the International Phonetic Alphabet and its use in Standard American speech, emphasizing correct vowel and consonant construction and voice mastery as demonstrated through the oral interpretation of worthy works of literature.

COMPUTER INFORMATION SYSTEMS

CSCI 1000 Computer Fundamentals   **2-2-3**
Prerequisite: READ 0097, TECH 0085
Co-requisite: READ 0099
This introductory course covers basic computer concepts and general terminology as well as general evaluation of personal computer systems and basic functions of peripheral equipment. The features and operation of the major software applications receive emphasis in this course. Lab activities focus on word processing, spreadsheet, database, graphics, e-mail and Internet applications. Laboratory exercises are required as part of this course. *Note: COMS 1000 and CSCI 1000 are similar in content and therefore both cannot be taken.*

CSCI 1301 Computer Science I   **3-0-3**
Prerequisite: READ 0099, MATH 1111
The course includes an overview of computers and programming; problem solving and algorithm development, simple data types; arithmetic and logic operators, selection structures; repetition structures, text files, arrays (one and two-dimensional), procedural abstraction and software design, modular programming, including subprograms or the equivalent. This course should transfer to a Baccalaureate program; check with the receiving institution to verify.

CSCI 2301 Introduction to Programming I   **4-0-4**
The provides an introduction to computer programming. Topics to be covered include general computer terminology, algorithm development, data types and expressions, methods and behaviors, and control flow statements.

CSCI 2302 Introduction to Programming II   **4-0-4**
Prerequisite: CSCI 2301
This course continues development of programming concepts. Advanced programming techniques will be emphasized. Topics to be covered include windows programming based on events, inheritance, abstract classes, exception handling, and file streams.

COMS 1000 Microcomputer Concepts   **2-2-3**
Education Career Pathways Articulated Course
Prerequisite: READ 0097, TECH 0085
Co-requisite: READ 0099
This introductory course covers basic computer concepts and general terminology as well as general evaluation of personal computer systems and basic functions of peripheral equipment. The features and operation of the major software applications receive emphasis in this course. Lab activities focus on word processing, spreadsheet, database, graphics, e-mail and Internet applications. Laboratory exercises are required as part of this course.
Note: COMS 1000 and CSCI 1000 are similar in content and therefore both cannot be taken.

COMS 1001 Visual BASIC.NET I   **2-2-3**

Prerequisite: READ 0099
This is an introductory programming course in Visual BASIC.NET wherein students incorporate programming design concepts in assigned programming projects written in Visual BASIC. Topics include: Visual Basic.NET Integrated Development Environment, building an application in the Visual Basic.NET environment, working with variables, constants, data types, and expressions and decision making.

COMS 1002 Visual BASIC.NET II   2-2-3
Prerequisite: COMS 1001
This course is a continuation of COMS 1001 - Visual BASIC.NET I. In this course, students will explore some of the more advanced components of the Visual BASIC programming language and will design and write programs that incorporate these features. Topics include: repetition and multiple forms; using menus, common dialogs, procedures, functions, and arrays; debugging, creating executable files, and distributing a windows application; designing, creating and using a class; accessing database with ADO.net, handling exceptions, and printing.

COMS 1003 Computer Operating Systems   3-0-3
Prerequisite: READ 0099
This course is designed for students with minimum computer background or experience. The basic concepts of microcomputer hardware and software are presented in this course. Students will become proficient in working with the most important microcomputer disk operating systems.

COMS 1120 RPG Programming   2-2-3
Prerequisite: READ 0099
With introduction to programming using the RPG programming language, this course includes such topics as file and record definition, input/output operations, arithmetic operations, logical operations, control breaks, group indication, and matching files.

COMS 1130 Spreadsheet Applications   2-3-3
Prerequisite: READ 0099, TECH 0085
Designed to provide a working knowledge of and experience in using an electronic spreadsheet, this course includes creating and printing spreadsheets, formatting, operators and functions, cell referencing, charts and graphing, logical operations, and data selection and computation operations. Microsoft EXCEL is used.

COMS 1510 Web Page Design   1-1-1
Prerequisite: READ 0099
In this course, students will learn the skills needed to create, maintain and publish an accurate and effective web site on the World Wide Web.

COMS 1520 PowerPoint   1-1-1
Prerequisite: READ 0099
In this course, students will learn to create attractive and effective multimedia applications using Microsoft PowerPoint.

COMS 2011 DataBase Applications   3-2-4
Prerequisite: READ 0099
This course provides a working knowledge of and experience in using a data base management system. Topics include creating and maintaining a database table, relational database concepts, and creating, using and customizing queries, forms and reports. Microsoft Access is used.

COMS 2012 DataBase Applications II   **2-2-3**
Prerequisite: COMS 2011
A continuation of COMS2011, this course concentrates upon the more advanced features of the database management system. Topics include advanced reporting features, using pictures and images in a database, and building fully functional applications. Microsoft Access is used.

COMS 2021 Computer Service Technology I   **3-2-4**
(A+ COMPTIA Certification)
Prerequisite: READ 0099
This course is designed to provide the student with the knowledge and skills necessary to prepare the student to successfully sit for the national A+ certification core exam in computer hardware.

COMS 2022 Computer Service Technology II
                (A+ COMPTIA Certification)   **3-2-4**
Prerequisite: COMS 2021
Building on COMS 2021, the course is designed to provide the student with the knowledge and skills necessary to prepare the student to successfully sit for the national A+ certification operating system exam in computer software.

COMS 2030 Networking Fundamentals   **2-2-3**
Prerequisite: READ 0099
This course provides an introduction to terminology and applications of communications and networking as essential elements of computer and business information systems. Topics include: communications hardware, software, media, LAN and WAN systems through hands-on experience. Students completing this course should be prepared to sit for the NET+ certification exam.

COMS 2031 Introduction to JAVA Programming   **3-2-4**
Prerequisite: READ 0099
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming and uses practical problems to illustrate Java application building techniques and concepts. This course develops an understanding of Java vocabulary, creates an understanding of where Java fits in the application development landscape, and creates an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

COMS 2140 Introduction to Data Communications   **3-2-4**
Prerequisite: READ 0099, CSCI 1000 OR COMS 1000 or permission of instructor
This course provides an introduction to the fundamental concepts in electronic data communication that includes background theory in the form of the OSI model and industry standards as well as a discussion of network typologies, components, and the IP addressing (including subnet masks). These concepts will enable the student to do basic network design.

COMS 2141 Multiple Networks and Wide Area Networks   **3-2-4**
Prerequisite: COMS 2140
This course includes review of basic Local and Wide Area Network (LAN/WAN) concepts and the equipment necessary to implement them. From this base, a special

emphasis is placed on the router and its operation in a WAN environment, including the process and purpose of routing, especially in relation to the TCP/IP protocol. Lab activities will deal extensively with the setup, programming, and the debugging of routers using both static and dynamic routing tables.

COMS 2142 Advanced Routers and Switchers　　　　　　**3-2-4**
Prerequisite: COMS 2141
This course covers in detail the operation and configuration of switches and routers so that Virtual LANs and Extended Access Control Lists can be created. Segmentation of networks by bridges, switches, and routers is a significant part of this class. Students will also explore half and full-duplex Ethernet, Routing Protocols (especially IGRP) and IPX.

COMS 2143 WAN Design　　　　　　**3-2-4**
Prerequisite: COMS 2142
Completing the CISCO Networking Academy, this course integrates material from the other three courses. It emphasizes overall network design and configuration, Test and control systems, and troubleshooting approaches, all with a focus of creating and maintaining a distributed Wide Area Network system.

COMS 2150 Implementing Microsoft Windows Professional　　　　　　**3-2-4**
Prerequisite: COMS 2030
This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment.

COMS 2160 Implementing Microsoft Windows Server　　　　　　**3-2-4**
Prerequisite or Co-requisite: COMS 2150
This course provides the students with knowledge and skills necessary to implement, administrate, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

COMS 2170 Implementing Networking Infrastructure　　　　　　**3-2-4**
Prerequisite: COMS 2160
This course provides the students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

COMS 2180 Managing a Microsoft Windows Network　　　　　　**3-2-4**
Prerequisite: COMS 2160
This course provides the students with higher-level skills necessary to manage successfully a Microsoft Windows server family of products.

COMS 2211 – Web Site Design Tools & HTML Fundamentals　　　　　　**3-2-4**
Prerequisite: READ 0099
This course teaches basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes. The course advances to teach an understanding of how to create and manage impressive web sites using the sizeable amounts of new

technology available on the Web. Students will learn to create web sites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.

COMS 2221 – Web Graphics and Multimedia   3-2-4
Prerequisite: READ 0099
This course teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating textures for backgrounds, compositing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

COMS 2231 – Design Methodology   3-2-4
Prerequisite: COMS 2211, COMS 2221
Design Methodology teaches students how to create and manage Web sites using FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web site, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, and scenario development and performance evaluations.

COMS 2241 – Linux Computing Essentials   3-2-4
Prerequisite: READ 0099
Students will learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

COMS 2250 Intro to Microsoft Windows Networks   3-2-4
Prerequisite: READ 0099
This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment and Windows 2000 Server as a member server of a domain in an Active Directory. Additionally this course provides the students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

COMS 2251 Linux Core System Administration   3-2-4
Prerequisite: COMS 2241
Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

COMS 2261 SQL Database Fundamentals   3-2-4
Prerequisite: READ 0099

Students will learn the fundamentals of designing and managing relational databases using PostgreSQL. Topics cover basic SQL operations (such as UPDATE, SELECT and JOIN), database design (including tables, constraints, and indexes), and database administration (including user management, network access control mechanisms, and backups).

COMS 2265 - Web Page Programming   3-2-4
Pre-requisites: READ 0099, COMS 2211, COMS 2221
This course teaches developers how to write code for web pages using both client side and server side processing. JavaScript programming will be used for client side processing and various Common Gateway Interface (CGI) methods will be used for server side processing. Students will learn how to write form validation code, print-to-screen scripts, create and use business forms that interface with text files, manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

COMS 2271 – Fundamentals of CGI Programming   3-2-4
Pre-Requisites: COMS 2211, COMS 2221
This course teaches students how to use Common Gateway Interface (CGI) and scripts on a Web server. Students will learn how to write print-to-screen scripts, customize Web page hit counters, create and use business forms that interface with text files, manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

COMS 2280 Administering Microsoft Windows Networks   3-2-4
Prerequisite: COMS 2250
This course provides the students with higher-level skills necessary to manage successfully a network based on Microsoft Windows server family of products. Students will learn skills including configuring various server processes such as DHCP, DNS, FTP and Web.

COMS 2281 – Database Connectivity   3-1-3
Prerequisite: COMS 2211, COMS 2221
Database Connectivity teaches students how to manipulate data in a database, work with relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, e-mail and database servers.

CRIMINAL JUSTICE

CRJU 1100 Introduction to Criminal Justice   3-0-3
Prerequisite: READ 0099
This course examines the structure of the Criminal Justice system including the nature of law, law enforcement, public safety, the courts, and treatment/punishment

of offenders. Also included are the nature of crime, types of crime, the role of discretion in enforcement, among other topics.

CRJU 2001 Constitutional Law   3-0-3
Prerequisite: READ 0099
This course covers the law of arrest, search and seizure, rights and duties of officers and citizens, rules of evidence, and general court procedures. Special attention is given to recent Supreme Court rulings that apply to law enforcement.

CRJU 2002 Community Relations   3-0-3
Prerequisite: READ 0099
Prerequisite: SOCI 1101 and PSYC 1101 are recommended.
This course provides the student with knowledge to handle numerous community relations issues that might arise in a law enforcement arena. Topics include: interpersonal communications, officer and the public, mental health/mental retardation/substance abuse, media relations, crisis intervention, community policing crime prevention techniques, cultural diversity, communications, and Georgia Crime Information Center procedures.

CRJU 2003 Juvenile Delinquency   3-0-3
Prerequisite: READ 0099
Prerequisite: SOCI 1101 and PSYC 1101 are recommended.
This course includes a study of the nature, distribution, and characteristics of delinquency in America. Major studies concerning deviant behavior will be examined along with contemporary thinking related to causation and treatment. Social agencies which deal with the delinquency problem are also studied.

CRJU 2004 Introduction to Corrections   3-0-3
Prerequisite: READ 0099
This course explores the development of modern correctional thinking along with a study of the characteristics of the correctional institution and the inmate. Correctional methods in the institution and the community are examined with a look into the future of corrections.

CRJU 2005 Criminal Procedure   3-0-3
Prerequisite: READ 0099
This is an introductory study of criminal procedure with emphasis on the court system including the roles of judge, prosecutor, defendant, defense, witness and jury. Courtroom demeanor and testimony are also discussed.

CRIMINAL JUSTICE TECHNOLOGY

Note: Courses with CRIM prefix are not designed for transfer to a four-year institution.

CRIM 2010 Criminology   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; societal, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of

criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRIM 2020 Criminal Law   3-0-3
This course introduces the student to the criminal justice system. Topics include: Georgia Criminal Law, family violence, domestic disputes, and disturbances, interviews & interrogations, and arrest booking procedures.

CRIM 2022 Civil Procedures   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course examines the process of resolving disputes through litigation. Topics include: pleadings and other procedures required to initiate a lawsuit; the size of litigation; disposition of actions without plenary trial; the role of the jury; the effect of previous litigation on a new lawsuit; and alternatives to litigation as a means of resolving disputes.

CRIM 2030 Criminal Evidence & Procedures   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course was designed by area law enforcement agencies to provide current law enforcement officers and criminal justice students information on how to handle a crime scene investigation. Topics will include: rules of evidence, crimes in progress, hazardous materials, crime scene processing, surveillance, fingerprinting, and universal precautions.

CRIM 2034 Criminal Investigation   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course covers criminal investigation procedures that are also taught at area police academies. Topics include: fundamentals of investigation, sex offense investigation, arson investigation, burglary investigation, robbery investigation, crimes against children, juvenile proceedings, bombs & explosives, motor vehicle theft investigation, organized crime and gang investigation, controlled substances investigation, death investigation, and environmental crimes.

CRIM 2036 Criminal Traffic Law   4-0-4
Prerequisite: READ 0099, ENGL 0099
This course focuses on law enforcement as it relates to traffic laws. Topics include: motor vehicle law, traffic enforcement, accident reporting, impaired driving, traffic direction and control, vehicle occupant protection, patrol and observation, and vehicle pullovers. The course content for this course is identical to traffic law content at the area Georgia police academies.

CRIM 2040 Law Enforcement Management I   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course provides an examination of the principles of organization, administration, and functions of law enforcement agencies. Managerial and supervisory topics are covered as they relate to the Law Enforcement environment.

CRIM 2042 Law Enforcement Management II   3-0-3
Prerequisite: CRIM 2040
This course is a continuation of CRIM 2040.

CRIM 2044 Law Enforcement Management III   3-0-3
Prerequisite: CRIM 2042

This course is a continuation of CRIM 2042.

CRIM 2050 Fire Service I   **1-4-3**
Co-requisite: READ 0097
This course provides an introduction to fire fighting tactics and strategies.

CRIM 2052 Fire Service II   **1-4-3**
Prerequisite: ENGL 0099
This course is a continuation of CRIM 2050.

CRIM 2090 Criminal Justice Internship   **0-12-3**
Prerequisite: READ 0099, ENGL 0099
Students registering for this course must have the permission of the instructor.
Check with the Director at the Law Enforcement Center for further instructions.

This course requires students to complete 150 clock hours of on site job involvement with approved Criminal justice related organizations. The director of the Southwest Georgia Center for Law Enforcement (SW GA Center for LE) must approve the site. Students must maintain proper documentation of the hours spent on the site. An approved site supervisor of the organization must sign off on the claimed hours in order for the student to receive credit. In addition, the student must write a 15 page paper addressing the experiences of the on site training. The report will be due during the same week of finals as assigned by Bainbridge College. Students must be within 12 hours of graduating to take advantage of this course.

DRAFTING

DRAF 1000 Estimating for Basic Construction   **3-1-3**
Prerequisite: Permission of instructor.
This course introduces the fundamentals of estimating the materials necessary for basic construction projects according to an assigned set of plans.

DRAF 1001 Engineering Drafting I   **2-2-3**
Prerequisite: DRAF 1007
This course introduces the basic equipment and principles of drafting. Topics include common drafting instruments, geometric constructions, lettering, orthographic projections, auxiliary views, and sectional views.

DRAF 1002 Engineering Drafting II   **2-2-3**
Prerequisite: DRAF 1001 or permission of instructor.
A continuation of DRAF 1001, this course adds an in-depth study of orthographic projections, auxiliary views, sectional views, and dimensioning.

DRAF 1003 Drafting III-Architectural   **2-2-3**
Prerequisite: DRAF 1001 or permission of instructor.
This course introduces architectural drafting and requires students to draw plans for a basic residential house.

DRAF 1004 Drafting IV-Architectural   **2-2-3**
Prerequisite: DRAF 1003 or permission of instructor.
A continuation of DRAF 1003-Architectural, this course requires students to draw a set of plans with construction details for a large one-story residential house.

DRAF 1005 Drafting V-Architectural   **2-2-3**
Prerequisite: DRAF 1004 or permission of instructor.
A continuation of DRAF 1004 -Architectural, this course emphasizes a variety of residential housing construction details for the two-story house. In addition, the course covers the long form for specifications in terms of the scope of the work and materials.

DRAF 1007 Introduction to Auto CAD   **2-2-3**
This course introduces basic concepts, terminology, and techniques necessary for Computer-Aided Drafting (CAD) applications. Topics include: terminology, CAD commands, basic entities, and basic CAD applications.

DRAF 1011 Drafting VI-Mechanical   **2-2-3**
Prerequisite: DRAF 1002 or permission of instructor.
This course emphasizes threads, fasteners, springs, working drawings, axonometric drawings, oblique projections, intersections, and developments.

DRAF 1013 Civil Engineering Drafting   **2-2-3**
Prerequisite: DRAF 1001, TECH 1120, or permission of instructor.
This course introduces highway design drafting. Major topics include municipal and rural key maps, drainage, plan views, profile drawings, roadway cross-sections, earthwork, and mathematical procedures related to surveying.

DRAF 1015 Computer-Aided Drafting   **3-2-4**
Prerequisite: DRAF 1007, DRAF 1011 or DRAF 1005 or permission of instructor.
An advanced class in computer-aided drafting, this course includes advanced CAD commands and CAD utilization skills in discipline specific applications - mechanical and/or architectural.

DRAF 1017 Drafting VII-Mechanical   **3-2-4**
Prerequisite: DRAF 1011 or permission of instructor.
This course provides knowledge and skills necessary to make advanced assembly drawings. Topics include technical reference source use, indepth detail drawings, orthographic assembly drawings, and pictorial assembly drawings. These are all executed using a computer-aided drafting (CAD) system.

DRAF 1120 Mechanisms I   **2-2-3**
This course introduces students to spur gears, bevel gears, worm gears, cam displacement diagrams, cam profiles, and cylindrical cams.

DRAF 1130 Strength of Materials I   **3-0-3**
This course introduces students to the fundamentals related to the strength of materials such as stress, deformation, properties of materials, riveted joints, welded joints, torsion, centroids, and moments of inertia.

EARLY CHILDHOOD CARE AND EDUCATION
(Non-transfer courses)

Note: Courses with ECHE prefix are not designed for transfer to a four-year institution.

ECHE 1001 Introduction to Early Childhood Care & Education   **3-0-3**
Prerequisite: READ 0097, ENGL 0097

Co-requisite: READ 0099, ENGL 0099
This course introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment cultural diversity, licensing and accreditation, and professional development file (portfolio) guidelines.

ECHE 1003 Human Growth and Development 4-0-4
Prerequisite: READ 0099, ENGL 0099
This course introduces the student to the physical, social, emotional, and cognitive development of the child (0 through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include: developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and theories of learning and behavior.

ECHE 1005 Health, Safety, and Nutrition 3-0-3
Prerequisite: READ 0097, ENGL 0097
Co-requisite: READ 0099, ENGL 0099
This course introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include: CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECHE 1012 Curriculum Development 3-0-3
Prerequisite: ECHE 1001, ECHE 1003
Curriculum Development provides knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, and approaches to teaching, learning, and assessing.

ECHE 1013 Art & Music for Children 5-0-5
This course introduces the concepts related to creativity in art, music and movement. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art experiences; appreciation of children's art processes and products; developmental stages in art; art appreciation, spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; developmental stages of music; and music appreciation.

ECHE 1015 Language Arts and Literature 3-0-3
Prerequisite: READ 0099, ENGL 0099
This course develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

ECHE 1016 Math and Science   3-0-3
This course presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

ECHE 1021 Early Childhood Care and Education Practicum   0-12-6
Prerequisite: READ 0099, ENGL 0099, Advisor Approval
This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised planning, interaction with children, parents, and co-workers, application of guidance techniques, classroom management, and documentation of child's development.

ECHE 2001   Exceptionalities   3-0-3
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

ECHE 2011 Methods and Materials   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

ECHE 2012 Professional Practices   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

ECHE 2017 Program Administration   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

ECHE 2021 Facility Management   3-0-3
Prerequisite: READ 0099, ENGL 0099
This course provides training in early childhood facilities management. Topics include: space management, money management, and program, equipment and supplies management.

ECHE 2022 Personnel Management   **3-0-3**
Prerequisite: READ 0099, ENGL 0099
This course provides training in personnel management in early childhood settings.
Topics include: staff records; communication; personnel planning; personnel policies;
managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and
staff retention; staff scheduling; staff development; providing guidance and
supervision; conflict resolution; and staff evaluation.

ECHE 2024 Early Childhood Care and Education Internship   **0-12-6**
Prerequisite: READ 0099, ENGL 0099, Advisor approval
This internship provides the student with the opportunity to gain experience in a
simulated or actual work setting. Students will be placed in an approved setting(s)
throughout the semester where planning, implementing, observing, and evaluating
activities are the focus of their involvement. An evaluation procedure will be used by
the designee of the institution and the on-site supervisor to critique the student's
performance. Topics include: problem solving, use of proper interpersonal skills,
application of developmentally appropriate practice, professional development and
resource file (portfolio) development.

ECONOMICS

ECON 2105 Principles of Macroeconomics   **3-0-3**
Prerequisite: READ 0099
This course introduces concepts that will enable students to understand and analyze
economic aggregates and evaluate economic policies.

ECON 2106 Principles of Microeconomics   **3-0-3**
Prerequisite: READ 0099
The course introduces concepts that will enable students to understand and analyze
structure and performance of the market economy.

EDUCATION

EDUC 2110 Investigating Critical and Contemporary   **2-2-3**
       Issues in Education
Prerequisite: READ 0099
This course engages students in observations, interactions, and analyses of critical
and contemporary educational issues. Students will investigate issues influencing
the social and political contexts of educational settings in Georgia and the United
States. Students will actively examine the teaching profession from multiple vantage
points both within and outside the school. Against this backdrop, students will
reflect on and interpret the meaning of education and schooling in a diverse culture
and examine the moral and ethical responsibilities of teaching in a democracy. This
course will include at least 10 hours of field experiences.

EDUC 2120 Exploring Socio-Cultural Perspectives on   **2-2-3**
       Diversity in Educational Contexts
Prerequisite: READ 0099
Given the rapidly changing demographics in our state and country this course is
designed to equip future teachers with the fundamental knowledge of understanding
culture and teaching children from diverse backgrounds. Specifically, this course is

designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course will include at least 10 hours of field experiences.

EDUC 2130 Exploring Learning and Teaching   2-2-3
Prerequisite: READ 0099
Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course will include at least 10 hours of field experiences.

ELECTRICAL

ELEC 1001 Electrical I   2-3-3
This course is an introduction to the fundamentals of electrical construction.

ELEC 1002 Electrical II   2-3-3
Prerequisite: ELEC 1001 or permission of instructor.
This course introduces students to more advanced concepts of electrical construction.

ELEC 1004 D-C Electricity   2-2-3
Tech Prep Articulated Course
A study of basic D-C electricity fundamentals that apply to electrical circuits and equipment, this course emphasizes basic electrical laws, basic circuits, and related mathematical principles.

ELEC 1005 A-C Electricity   2-2-3
Prerequisite: ELEC 1004 or permission of instructor.
A study of basic A-C electricity fundamentals that apply to electrical circuits and equipment, this course presents the basic A-C electrical laws, inductors, capacitors, basic circuits, and related mathematical principles.

ELEC 1007 Commercial-Industrial Wiring   2-3-3
Prerequisite: ELEC 1002 or permission of instructor.
This course features the theoretical and practical fundamentals of commercial and industrial wiring.

ELEC 1008 D-C Motors and Controls   2-2-3
Prerequisite: ELEC 1004 or permission of instructor.
A study of the operating principles of D-C generators, motors, and controls, this course features procedures related to installing, troubleshooting, and maintaining D-C generators and motors.

ELEC 1009 A-C Motors and Controls   2-2-3
Prerequisite: ELEC 1005 or permission of instructor.
A study of the operating principles of alternators, A-C motors and controls, this course features procedures related to installing, troubleshooting, and maintaining alternators and A-C motors.

ELEC 1011 Basic Electronics I   2-2-3
Prerequisite: ELEC 1004 or permission of instructor.

This course is a study of basic solid state fundamentals related to P and N materials, semiconductor diodes, and transistors. Semiconductor diode theory is applied to half-wave and full-wave power supplies. Other emphasized topics are construction, testing, and troubleshooting of circuits that include diodes and transistors.

ELEC 1012 Basic Electronics II   **2-2-3**
Prerequisite: ELEC 1011 or permission of instructor.
This course examines special solid state devices that include silicon controlled rectifiers, unijunction transistors, diacs, triacs, and optoelectronic components. An additional topic is operational amplifiers such as differentiator circuits. Students will construct, test, and analyze circuits for correct operation.

ELEC 1014 Industrial Instrumentation   **3-2-4**
Prerequisite: ELEC 1012 or permission of instructor.
This course introduces the fundamentals of instrumentation and control, including such topics as sensing devices, transmitters, and motor control circuits.

ELEC 1018 Programmable Controllers I   **2-2-3**
Prerequisite: ELEC 1014 or permission of instructor.
This course introduces fundamentals of programmable controllers which include the principles of operation, hardware, and fundamental programming based on ladder logic.

ELEC 1019 Programmable Controllers II   **3-2-4**
Prerequisite: ELEC 1018 or permission of instructor.
The course builds on ELEC1018 - Programmable Controllers I. Students study higher levels of programming based on ladder logic.

ELEC 2350 – Security/Fire Alarm Technology & Digital Electronics I   2-4-4
This course introduces the student to Low Voltage principles and applications as applied to security and fire alarm technology. Course topics include: installation techniques, equipment operation, safety and fire alarm terminology, basic system service techniques, state certification information, binary number system, logic gates, truth tables, logic families, and digital test equipment.

EMERGENCY MEDICAL TECHNOLOGY

EMST 1001 Emergency Medical Services I   **5-4-7**
Introduces the student to the Emergency Medical Technician profession. This course covers the first half of the U.S. Department of Transportation Basic EMT Program. Topics include: introduction to emergency care, EMS systems, well-being of the EMT, medical-legal aspects of emergency care, hazardous materials, blood and airborne pathogens, infectious diseases, ambulance operations and emergency vehicle operations, the human body, patient assessment, communications and documentation, lifting and moving patients, gaining access, airway, basic life support-CPR and automatic external defibrillation.

EMST 1002 Emergency Medical Services II   **5-2-6**
Prerequisite: EMST 1001
The course covers the second half of the U.S. Department of Transportation Basic EMT Program. Topics include general pharmacology, respiratory emergencies, cardiology, diabetes, altered mental status, seizures, allergies, poisonings,

environmental emergencies, behavioral emergencies, bleeding and shock, PASG, soft tissue injuries, musculoskeletal injuries, head and spinal injuries, OB/GYN, infants and children, and special needs patients.

EMST 1003 Emergency Medical Services III   **5-4-7**
Prerequisite: EMST 1002
This course covers the U. S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum. The EMT-I course is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support. This course is for individuals who have successfully completed the EMT-Basic courses as prerequisite. Topics include roles and responsibilities, EMS systems, medical/legal communications and documentation, medical terminology, body systems, patient assessment, advanced airway, shock, trauma, shock management, IV administration, intraosseous infusion, medical emergencies I, medical emergencies II, diabetic emergencies and dextrose 50% adminis-170 Course Descriptions Course Descriptions 171 tration, patient handling, and extrication.

ENGLISH

ENGL 0097 Developmental English (Non-Exit Level)   **4-0-4**
Institutional credit only
This is a basic grammar and writing course designed to help the student to write well-structured and grammatically correct sentences, paragraphs, and short essays. The course stresses grammar, sentence structure and patterns, spelling, diction, punctuation, and mechanics, as well as certain aspects of technical writing.

ENGL 0099 Developmental English (Exit Level)   **4-0-4**
Institutional credit only
Designed to help students write well-structured, grammatically correct essays, this course stresses the basics of the writing process, as well as grammar, sentence structure and patterns, spelling, diction, punctuation, and mechanics.

ENGL 1101 English Composition I   **3-0-3**
Prerequisite: READ 0099, ENGL 0099
This course is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills.

ENGL 1102 English Composition II   **3-0-3**
Prerequisite: ENGL 1101
This course is a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods.

ENGL 2010 Dramatic Literature   **3-0-3**
Prerequisite: ENGL 1102
This is a survey course of dramatic literature in Western culture featuring the study of plays in terms of style, content, theme, and theatrical conventions. The course examines each play as a representation of its age and a placeholder in the dramatic canon. Watching productions of the plays on video and in live performance supplements the reading.

ENGL 2020 Communication for Business and the Professions   **3-0-3**

Prerequisite: ENGL 1102
This advanced writing course examines the various types of letters and reports used in professional settings. The focus is on skill development in using appearance, style, persuasion, and tone when preparing purposeful communication such as sales, collections, employment, requests, goodwill, bad news, or analytical correspondence.

ENGL 2111 World Literature I   3-0-3
Prerequisite: ENGL 1102
This course is a survey of important works of world literature from ancient times through the mid-seventeenth century.

ENGL 2112 World Literature II   3-0-3
Prerequisite: ENGL 1102
This course is a survey of important works of world literature from the mid-seventeenth century to the present.

ENGL 2116 Creative Writing   3-0-3
This course stresses the writing process in the creation of fiction and/or poetry. Students will edit their own and others' work, discuss the work of professional writers, and demonstrate effective critical reading and thinking skills.

ENGL 2117 Literature for Children and Adolescents   3-0-3
Prerequisite: READ 0099
This course provides a survey of literature of quality written for young people from pre-school through high school levels. Students will learn to evaluate various genres of children's literature and will also learn web-based research and discussion techniques.

ENGL 2121   British Literature I   3-0-3
Prerequisite: ENGL 1102
This course is a survey of British Literature from its Old English origin through the Neo-classical period, and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

ENGL 2122   British Literature II   3-0-3
Prerequisite: ENGL 1102
This course is a survey of British Literature from the Romantic era to the present, and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

ENGL 2131 American Literature I   3-0-3
Prerequisite: ENGL 1102
This course is a survey of American literature from the Colonial period to the mid nineteenth century and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.
 Ethics in communications, electronic communications, oral presentations and written reports, proposals, letters, and memos are other featured topics.

ENGL 2132 American Literature II   3-0-3
Prerequisite: ENGL 1102

This course is a survey of American literature from the mid nineteenth century to the present and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

ENTERTAINMENT TECHNOLOGY
(Film, Video, & Stage Technology Program)

ENTT 1000 Introduction to Writing & Producing   **1-4-3**
This course focuses on the fundamentals of writing with emphasis on: concept, conflict, antagonist/protagonists, story structure, character development pacing and rhythm. Types of writing such as comedic, adventure, dramatic will be covered in this course. The portion of the course of study concerning producing will incorporate organization, vision, responsibility, accountability and relationships. Students will also learn where to locate resources.

ENTT 1010 Introduction to Directing for Stage & Film   **1-4-3**
Students will learn how to read and interpret a script in order to develop the director's vision. They will learn how to address what is happening in the script, character development, concept, resources, ethics and accountability. Students will learn the differences between directing for the stage and camera and the different genres including the skills required for each.

ENTT 1020 Introduction to Acting for Stage & Film   **1-4-3**
Students will learn the basic techniques of acting including self-awareness, body-control, thinking, sense-memory, imagination and creativity. The emphasis will be on developing physical, intellectual, emotional and vocal skills through acting/theatre games in the classroom and participation in projects done by students or professional projects. This course will cover the differences in acting for the stage and acting for the camera.

ENTT 1030 Introduction to Camera, Lights & Sound   **1-4-3**
This course covers the fundamental understanding of operation and maintenance of the equipment including hands-on training in the use and safe operation of the equipment as well as an historical overview of the evolution of the technology. Students will also study visualization; how to approach camera angles from a dramatic, commercial, comedic perspective. They will learn how to shoot using a single camera, two-cameras and three-cameras.

ENTT 1040 Hair, Makeup & Wardrobe   **1-4-3**
This course will cover care of skin, hair and clothing. Students will learn the concepts of highlight and shadow, as well as how to choose a foundation color appropriate for their skin tone. They will learn application of straight and special effects makeup on themselves and others. Period makeup, hair style and clothing will be incorporated into the courses as well as the psychology of clothing. They will also learn the different needs for stage and camera, including the effect of lighting on hair, makeup and wardrobe.

ENTT 1050 Video Editing   **1-4-3**
Prerequisite: ENTT 1000, ENTT 1030
This course will teach the concepts, skills and creativity needed for editing video. Included will be use, care and maintenance of the equipment as well as techniques and how to develop the artistic vision.

ENTT 1060 Intermediate Camera   1-4-3
Prerequisite: ENTT 1030, ENTT 1050
In this course, students will build on previous study in ENTT 1000, and continue to learn the philosophy and psychology of the camera, including the study and application of angles, lighting, and visualization. They will learn the techniques of camera use with emphasis on panning and zooming. Students will learn about the various styles, such as documentary, and verite shooting.

ENTT 1070 Intermediate Lighting   1-4-3
Prerequisite: ENTT 1030, ENTT 1040
This course will cover lighting instruments, techniques, and variations. Students will learn about the use of highlight and shadow to create mood and atmosphere. The effects of lighting on skin tones, makeup and wardrobe will be emphasized. Psychology of lighting is an integral part of this course.

ENTT 1080 Intermediate Audio Sound   1-4-3
Prerequisite: ENTT 1030
In this course, students will learn the types, care and maintenance of sound equipment. Students will also learn the differences between studio, manufactured and natural sound. Training will be hands-on through student as well as professional projects.

ENTT 1090 Scene Study for Film   1-4-3
Prerequisite: ENTT 1000, ENTT 1030, ENTT 1060
In this course, students learn to operate and direct the camera for various scenes incorporating the elements of actors, weather, lighting, and sound challenges. They will study constructing and dissecting scenes, rhythm and pacing of the scene, character, and characters interactions in the scene. Students will also understand the placement of the scenes in the script and the variations of scene structure in comedy, drama, mystery, adventure, etc.

ENTT 1100 Pre-Production & Casting   1-4-3
Prerequisite: ENTT 1000
In this course, students will learn the fundamentals of preproduction, including planning, organizing, locating resources, gathering personnel, and funding. They will also understand the areas of responsibility and accountability of the producer.

ENTT 1110 Set Design & Construction   1-4-3
Students will gain a fundamental understanding of set design and construction. They will learn to interpret set design and construction concepts, to understand construction materials and equipment, as well as the construction timeline. This course will include the history of set design and how to conduct research for set design.

ENTT 1120 Production & Post Production   1-4-3
Prerequisite: ENTT 1000, ENTT 1100
Production will cover the concepts of personnel, organization, and allocation of resources, responsibility and accountability. It will include the difference between on-location versus studio location production. Students will gain a fundamental understanding of production timelines, costs, equipment, and creativity. Post-production will cover resources, accounting of costs, equipment and personnel.

ENTT 1130 Apprenticeship I   0-8-4

This hands-on study of all aspects of entertainment technology and production, may be taken at any point in the course of study. Students will create both a personal project and a project in collaboration with other students. All projects must have prior approval from the student's curriculum advisor.

ENTT 1140 Apprenticeship II (4 Credit Hours)   **0-8-4**
This course is the capstone of the ENTT Certificate. It is taken in the last semester prior to certificate completion and is the culmination of all courses. It will be a hands-on professional project that allows demonstration of the student's knowledge, abilities and talents. Each project must have prior approval from the student's curriculum advisor. The student will receive assistance in locating a professional project, and the project must be completed before the certificate will be awarded.

FRENCH

FREN 1001 Elementary French I   **3-0-3**
Prerequisite: READ 0099
This course is an introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking people.

FREN 1002 Elementary French II   **3-0-3**
Prerequisite: FREN 1001 or equivalent
This course is a continuation of listening, speaking, reading and writing French with further study of the culture of French-speaking people.

FREN 2001 Intermediate French I   **3-0-3**
Prerequisite: FREN 1002
This course is a continuation of listening, speaking, reading and writing French in a context of moderate difficulty with further study of the culture of French-speaking people.

FREN 2002 Intermediate French II   **3-0-3**
Prerequisite: FREN 2001
This course involves review of basic principles of listening, speaking, reading and writing French found in FREN 1002 and FREN 2001 with an introduction to French in current daily life and literary contexts.

GEOGRAPHY

GEOG 1101 Introduction to Human Geography   **3-0-3**
Prerequisite: READ 0099
This course is a survey of global patterns of resources, population, culture, and economic systems. Factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world are emphasized.

GEOG 1111 Introduction to Physical Geography   **3-0-3**
Prerequisite: READ 0099
This course introduces spatial patterns and underlying processes of the physical environment and biosphere, including climate, vegetation, soils, landforms and water resources. This course is recommended strongly for Educator Preparation Students.

GEORGIA SEMINAR

SEMR 2500 Georgia State & Local Government and Constitution   1-0-1
Prerequisite: READ 0099
This course explores the constitution and structure of Georgia state and local government. Students who have completed their American government by taking a course in another state must take this course to satisfy the Georgia Legislative requirement.

HISTORY

HIST 1121 Survey of Western Civilization I   3-0-3
Prerequisite: READ 0099
This course is a survey of Western Civilization to early modern times.

HIST 1122 Survey of Western Civilization II   3-0-3
Prerequisite: READ 0099
This course is a survey of Western Civilization from early modern times to the present.

HIST 2111 United States History I   3-0-3
Prerequisite: READ 0099
This course is a survey of U.S. history to the post-Civil War period.

HIST 2112 United States History II   3-0-3
Prerequisite: READ 0099
This course is a survey of U. S. history from the post-Civil War period to the present.

HONORS

HNRS 1101 Honors Colloquium   3-0-3
Prerequisite: S.A.T. SCORE = 1100, satisfactory GPA
This introductory honors seminar will be offered each fall semester to students who have been accepted into the Bainbridge College Honors Program. Its topics will relate to global issues and will develop critical thinking in the participants as they explore the world of ideas using both print and online resources. Because the format of this course is a colloquium, the participants will develop oral communication skills as they pursue and present independent research to become acquainted with the approaches to intellectual history offered by the traditional academic disciplines.

HUMANITIES

HUMN 2001 Humanities I   3-0-3
Prerequisite: ENGL 1102
This course surveys the principal styles of western art from the ancient world through the Renaissance. Selected masterpieces of architecture, sculpture, painting, literature, and music are examined as forms of human expression.

HUMN 2002 Humanities II   3-0-3
Prerequisite: ENGL 1102

This course surveys the principal styles of western art from the Baroque period through the contemporary period. Selected masterpieces of architecture, sculpture, painting, literature, and music are examined as forms of human expression.

INDUSTRIAL MAINTENANCE

INDM 1000 Industrial Safety Procedures   2-0-2
Education Career Pathways Articulated Course
This course provides an in-depth study of the safety practices required for maintenance of industrial and commercial equipment, including an introduction to OSHA regulations regarding safety tools, equipment, and procedures. Lockout and target procedures will receive special emphasis.

INDM 1001 Welding I   1-2-2
Education Career Pathways Articulated Course
A beginning welding course which includes theory and practice relating to shielded metal arc welding, the course features the fundamentals of oxy-acetylene cutting and metal preparation processes.

INDM 1002 Welding II
Education Career Pathways Articulated Course   2-2-3
An introduction to arc welding, this course stresses learning the fundamentals of the arc welding process.

INDM 1003 Welding III   2-2-3
This course is intermediate instruction and practice in arc welding using all positions.

INDM 1004 Welding IV   2-2-3
This course provides advanced instruction in manual arc welding to include the commonly used electrode sizes and kinds in all-position welding.

INDM 1005 Pipe Welding   1-2-2
Prerequisite: INDM 1007 or permission of instructor.
This course provides practical exercises and practice in pipe welding in all positions on four and six-inch pipe using TIG and stick arc welding processes.

INDM 1006 MIG Welding   1-2-2
Prerequisite: Permission of instructor.
Education Career Pathways Articulated Course
This course involves the theory and practice of metal inert gas welding applied to carbon steel and stainless steel. Practice includes welding positions of flat, horizontal, vertical, and overhead, using various material thicknesses.

INDM 1007 TIG Welding   2-2-3
Prerequisite: INDM 1004 or equivalent.
This course examines theory and practice of tungsten inert gas welding applied to aluminum, stainless steel, and mild steel. The student will perform various welds on various sizes and shapes of plate and pipe using rolling, horizontal, vertical, and overhead positions.

INDM 1008 Metallurgy I   1-1-1

This course introduces the theory and application of Metallurgy, including metallurgical and chemical terms, composition of steel, classification systems, and properties geared to the needs of the industrial maintenance mechanic.

INDM 1009 Metallurgy II   2-1-2
This course is a continuation of Metallurgy I. This course provides an in-depth look into the study of metals including the theory of metal behavior when subjected to different heat-treating processes. Other topics include property-enhancing processes and other information geared to the needs of students pursuing careers in the metal working field.

INDM 1011 Pipe Fitting   2-4-4
This course includes the concepts of problem solving and layout of pipe runs. Students use a standard pipe fitters manual as well as mathematical approaches to solving practical problems in making pipe runs.

INDM 1012 Metal Layout and Fabrication   2-2-3
Prerequisite: Permission of instructor.
This course introduces measurements and the use of measuring tools. The concepts of metal shop layout are based on arithmetic geometry. This course also includes practical problems in layout and the calculation of time and materials.

INDM 1021 Machine Shop I   2-4-4
This course introduces machine tools and machine tool operations, including lathes, milling machines, and bench work.

INDM 1022 Machine Shop II   2-4-4
Prerequisite: INDM 1021 or permission of instructor.
This course is a continuation of Machine Shop I.

INDM 1023 CNC Machining   1-2-2
Prerequisite: INDM 1022 or permission of instructor.
This course introduces the fundamentals of computer numerical control machines, programming, program entry system, and production of parts that require fundamental operations.

INDM 1110 Electrical Fundamentals for Mechanics   1-1-1
This course is a study of the basic fundamentals of electrical circuits and equipment as applied to the maintenance field.

INDM 1120 Industrial Tools and Equipment   2-2-3
Tech Prep Articulated Course
This course instructs industrial mechanics in the proper care and use of hand and power tools commonly encountered in plant maintenance work. The course includes components of safety, precision measuring tools, bench work, drill press operation, pipe threading equipment, and basic lathe work.

INDM 1130 Pneumatic Fundamentals   2-2-3
Prerequisite: TECH 1120 or permission of instructor.
This course explores the fundamental concepts and theories for the safe operation of pneumatic components and systems. Topics include pneumatic theory, preventive maintenance, compressors, regulators, pneumatic valves, actuators, and servicing safety.

INDM 1140 Hydraulic Fundamentals   2-2-3
Prerequisite: TECH 1120 or permission of instructor.
This course explores fundamental concepts and theories for the safe operation of hydraulic components and systems. Topics include types of fluids, hydraulic theory, preventative maintenance, symbols and circuitry, actuators, valves, pumps/motors, accumulators, filters, and servicing safety.

INDM 1150 Industrial Mechanics I   2-2-3
This course instructs industrial mechanics in nomenclature, proper removal, installation, inspection, maintenance, and lubrication of most plain and antifriction bearings found in industrial use.

INDM 1160 Industrial Mechanics II   2-2-3
This course instructs industrial mechanics in the theory of operation of mechanical and fluid drives, and the maintenance and repair work related to them.

INDM 1170 Industrial Mechanics III   2-2-3
This course instructs industrial mechanics in the established methods employed by industries to align drivers and driver units, and to familiarize them with bolts, fasteners, and securing systems commonly used in industry.

INDM 1180 Industrial Mechanics IV   2-2-3
This course instructs industrial mechanics in the proper application, installation and maintenance of piping systems, tubes, hoses, valves, and pumps. Hands-on work included in the course relates to screw pipe installation, sealant, gaskets, fittings, and installation and repair of pumps.

INDM 1190 Predictive Maintenance   1-1-1
This course introduces industrial mechanics to the fundamentals of predicting the health of rotating equipment by the measurement and analysis of vibration. The course includes components on the theory of machine vibration, data collection, and data analysis.

INDM 2110 Blueprint Reading   2-2-3
This course features drafting fundamentals necessary to interpret blueprints and drawings for technical fields. This course is specifically designed for electricians, welders, machinists, and air condition technicians.

INTEGRATED SCIENCE

ISCI 2001 Life/Earth Science   2-2-3
Prerequisite: READ 0099
This course will be developed for Early Childhood teacher education majors.

ISCI 2002: Physical Science   2-2-3
Prerequisite: READ 0099
This course will be developed for Early Childhood teacher education majors.

JOURNALISM

JRNL 1001 Introduction to Journalism   3-0-3

Prerequisite: ENGL 1101 or consent of Instructor.
This course is a survey of basic reporting, writing, and editing practices in the field of mass communications. There are practical assignments in various media, including Bainbridge College publications.

LICENSED PRACTICAL NURSING

LPNU 1001 Nursing Fundamentals I   **4-2-5**
An introduction to the nursing process, this course includes orientation to the nursing process, ethical and legal considerations, health care delivery systems, community health, infection control, emergency nursing measures, and universal precautions. Other topics include basic nursing skills, application of therapeutic procedures, treatments, patient care, first aid, CPR, and safety issues. Students who pass this course are eligible to sit for the Nurses' Assistant certification exam after completion of 16 hours of long-term care clinical.

LPNU 1002 Nursing Fundamentals II/Nutrition   **6-0-6**
This course is a continuation of the theory of Nursing Fundamentals I with emphasis on the role nutrition plays in the maintenance of health. Basic nutrients, food sources, dietary deficiencies and resulting pathologic conditions are discussed. A study of geriatrics and oncology is included as well as the use of diet modifications to treat pathological conditions.

LPNU 1003 Medical Surgical Nursing IA   **3-0-3**
This course focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include study of the cardiovascular and respiratory systems.

LPNU 1005 Medical Surgical Nursing IB   **3-0-3**
This course is a continuation of the theory of Medical Surgical Nursing IA with emphasis on the study of the endocrine, urinary, and gastrointestinal systems.

LPNU 1006 Clinical Practicum I   **0-16-8**
This is an entry-level clinical course with emphasis in the Long Term Care and Community Health settings. The student competency focuses on wellness and prevention of illness, care of the individual as a whole, and deviations from the normal state of health related to body systems. Organizational skills, nursing fundamental skills, work ethic characteristics, physical assessment skills and medication competency are evaluated in this clinical practicum.

LPNU 1007 Medical Surgical Nursing IIA   **3-0-3**
This course focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include study of the musculoskeletal, sensory, and integumentary systems.

LPNU 1008 Medical Surgical Nursing IIB/Mental Health   **3-0-3**
This course is a continuation of Medical Surgical Nursing IIA with an emphasis on the neurological system and mental health.

LPNU 1009 Clinical Practicum II   **0-16-8**
This is an senior level clinical course with emphasis in Medical -Surgical and Mental Health settings. This practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of physical

and mental health Organizational and Leadership skills, nursing fundamental skills, work ethic/management characteristics, physical/psychological assessment skills, medication competency, and nursing process documentation are evaluated.

LPNU 1011 Maternal-Child Nursing   6-3-7
This course focuses on wellness and the prevention of illness, care of the individual as a whole and deviation from the normal state of health. Topics include wellness and prevention of illness in the reproductive system, nursing care, treatment, drug, and diet therapy of the reproductive system; wellness and prevention of illness in the obstetric patient; nursing care, treatment, drug, and diet therapy of the obstetric patient; wellness and prevention of illness in the pediatric patient; nursing care, treatment, drug, and diet therapy of the pediatric patient; and growth and development.

LPNU 1012 Clinical Practicum III   0-16-8
This is an senior level clinical course with emphasis in Obstetric, Pediatric, and Medical-Surgical settings. This practicum focuses on wellness and the prevention of illness, care of the individual as a whole and deviations from the normal state of health. Topics include wellness and prevention of illness in the reproductive system, nursing care, treatment, drug, and diet therapy of the reproductive system; wellness and prevention of illness in the obstetric patient; nursing care, treatment, drug, and diet therapy of the obstetric patient; wellness and prevention of illness in the pediatric patient; nursing care, treatment, drug, and diet therapy of the pediatric patient; and growth and development. Organizational and leadership skills, nursing fundamental skills, work ethic/management characteristics, physical/psychological assessment skills, medication competency, and nursing process documentation are evaluated.

LPNU 1021 Nursing Leadership   1-0-1
This course builds on the concepts presented in nursing courses and develops the skills necessary for successful performance in the job market. Topics include employability skills, leadership skills, and management skills.

LPNU 1120 Drug Calculation and Administration   1-2-2
This course utilizes basic mathematical concepts and includes basic drug administration. Topics include resource materials usage, systems of measurement, abbreviations, drug calculations, drug classifications, and administration of medications in a simulated clinical environment.

LPNU 1150 State Board Review   1-0-1
This course is a comprehensive review of the LPN program content, emphasizing the development of computerized adaptive testing skills. This course assists students in preparing for the National Council Licensure Examination.

MARKETING AND MANAGEMENT

MMGT 2110 Principles of Marketing   3-0-3
Education Career Pathways Articulated Course
Prerequisite: READ 0099
Co-requisite: ENGL 0097
This course explains the principles of marketing, including the methods, concepts, and practices of such marketing areas as consumer buying behavior, products and markets, advertising, distribution techniques, and marketing strategies.

MMGT 2120 Retail Merchandising   3-0-3
Co-requisite: READ 0097, ENGL 0097
This course provides detailed analysis of the methods and techniques utilized in merchandising at the retail level.

MMGT 2130 Small Business Management   3-0-3
Prerequisite: READ 0099, ENGL 0097
This course emphasizes the role of small business enterprises in the U.S. economy. Content focuses on creating a business plan, methods of establishing a business, the operation of the growing concern, and the problems encountered in such activity.

MMGT 2140 Management and Supervision   3-0-3
Co-requisite: READ 0097, ENGL 0097
This course examines the fundamentals of management principles and techniques and their application to specific areas.

MMGT 2150 Creative Selling   3-0-3
Co-requisite: READ 0097, ENGL 0097
This course is an extensive analysis of the methods, alternatives, practices, and techniques employed in selling commodities in the American economy.

MMGT 2210 Business Finance   3-0-3
Prerequisite: READ 0099, ENGL 0097, TECH 0085
The course examines the business financial environment in the United States, including financial decision-making, financial institutions, the creation of credit, financial planning and forecasting, and managing and financing assets.

MMGT 2250 Marketing/Management Practicum   0-9-3
Prerequisite: Completion of at least 30 semester hours of business courses and permission of instructor.
This course combines academic study with work experience in a business, industry, and/or governmental agency.

MATHEMATICS

MATH 0097 Developmental Mathematics (Non-Exit Level)   4-0-4
Institutional credit only
This course includes a review of fractions, percents, ratio, and proportion, as well as an introduction to real numbers, solving linear equations, linear inequalities, absolute value, evaluating formulas, word problems, polynomials and exponents.

MATH 0099 Developmental Mathematics (Exit Level)   4-0-4
Institutional credit only
This course includes a review of basic algebra, including factoring, rational expressions, rational equations, quadratic equations, graphing linear equations, slope of a line, systems of equations, roots and radicals.

MATH 1001 Quantitative Skills and Reasoning
Prerequisite: *Exemption or completion of Learning Support mathematics required; exemption or completion of Learning Support reading and English recommended.*
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 Pre-calculus

or the calculus sequences 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. ***Only one of MATH 1001 or MATH 1111 can be used to meet a graduation requirement.***

MATH 1111 College Algebra 3-0-3
Prerequisite: Exemption or completion of Learning Support mathematics required
This course is a functional approach to algebra that incorporates the use of appropriate technology. Topics include the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions, including appropriate applications. ***Only one of MATH 1001 or MATH 1111 can be used to meet a graduation requirement.***

MATH 1112 Trigonometry 3-0-3
Prerequisite: MATH 1111
This course introduces trigonometric functions, graphs, solution and application of right triangles, identities, inverse functions, and general triangles.

MATH 1113 Pre-Calculus 3-0-3
Prerequisite: MATH 1111
This course prepares students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic, trigonometric and transcendental functions accompanied by analytic geometry.

MATH 2001 Statistics 3-0-3
Prerequisite: MATH 1001, MATH 1111, MATH 1113 or consent of instructor.
This introductory course in statistical methods includes summarization of data, probability, normal distribution, analysis of variance, sample mean and standard deviation, testing hypotheses, chi-square distribution, linear correlation, and regression.

MATH 2008 Foundations of Numbers & Operations 3-0-3
Prerequisite: MATH 1001, 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 number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.

MATH 2205 Foundations of Number Systems 3-0-3
Prerequisite: MATH 1111
This course emphasizes the structure of the real number system and includes topics from geometry. MATH 2205 is intended for students pursuing Early Childhood, Elementary, and Middle Grades Educator Preparation Programs of Study.

MATH 2260 Survey of Business Calculus 3-0-3
Prerequisite: Math 1111
This course is designed for students in a non-science curricula. This course consists of basic concepts and techniques of differential and integral calculus, particularly as these relate to the theory and problem-solving skills required in the disciplines of business and economics. This course does not prepare the student for MATH 2261 Calculus II.

MATH 2261 Calculus I 4-0-4
Prerequisite: MATH 1112 or MATH 1113
This is the first in a three semester sequence in Calculus. This course covers topics from analytical geometry, limits, derivatives of algebraic and transcendental functions, the differential, techniques of integration and applications of integration.

MATH 2262 Calculus II 4-0-4
Prerequisite: MATH 2261
This is the second of a three-semester sequence in Calculus. This course includes a continuation of differentiation and integration of algebraic and transcendental functions. Other topics covered include, analytic geometry, vectors, vector-valued functions, arc length, curvature and curves in three dimensions.

MATH 2263 Calculus III 4-0-4
Prerequisite: MATH 2262
This course is the third of a three-semester course in Calculus. Topics covered include Taylor's Theorem, series, partial differentiation, extrema of functions of several variables, multiple integration, differential equations and topics from vector analysis.

MEDICAL ASSISTING

MAST 1030 – Pharmacology 3-0-3
Prerequisites TECH 0085, AHEA 1130, AHEA 1140, AND TECH 1110 or TECH 1120 or MATH 1111
This course introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems. *This class can NOT be used for credit toward the LPN program of study* (LPNU 1120).

MAST 1080 - Medical Assisting Skills I 5-5-7
Prerequisites: TECH 0085, AHEA 1130, AHEA 1140
This course introduces to students the skills necessary for assisting the physician with a complete history and physical exam in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: blood/air-borne pathogens, infection control and related OSHA guidelines, preparing patients and assisting physician with examinations and diagnostic procedures, vital signs, minor office surgical procedures, and electrocardiograms.

MAST 1090 – Medical Assisting Skills II 5-5-7
Prerequisite: MAST 1080
This course furthers the student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations; urinalysis; venipuncture, hematology and chemistry evaluations; advanced reagent testing (Strept Test, HcG , etc), administration of medications; emergency procedures of the medical office, respiratory evaluations, rehabilitative

therapy procedures; principles of radiology safety and emergency procedures of the medical office.

MAST 1120 – Human Diseases   3-0-3
Prerequisites: MAST 1030
This course provides clear, succinct, and basic information about common medical conditions. The instructor highlights the disease condition of each body system following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170 – Medical Assisting Externship   0-12-6
Prerequisite: Advisor Permission Only—program exit course.
The Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

MAST 1180 – Medical Assisting Seminar   3-0-3
Prerequisite: Advisor Permission Only—program exit course.
This seminar focuses on job preparation and maintenance skills and prepares students for the Medical Assisting certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

MUSIC

MUSC 1100 Music Appreciation   3-0-3
Prerequisite: READ 0099
An introductory course to develop an understanding and appreciation of music. Examples from the history of music seek to encourage the development of each student's discrimination of the wide range of music literature.

MUSC 1111 College Chorus   0-3-1
This activity course provides for the study and performance of mixed voices in choral music selections. Open to all students (non-auditioned). Maximum of four hours may apply toward the music degree.

MUSC 1112 Elementary Music Theory I   1-2-2
Prerequisite: READ 0099
This course involves the study of rhythm and its notation, pitch and its rotation, scales, keys, modes and intervals, harmony (triads, chords, root positions, figured bass conventions). In addition, the course focuses on harmonic analysis techniques, cadences, aspects of melodic construction, voice leading principles, sight-singing, and aural dictation.

MUSC 1113 Elementary Music Theory II   1-2-2
Prerequisite: MUSC 1112
This course involves a review of voice leading principles and the study of functional tonality, seventh chords, form, sight-singing, and aural dictation.

MUSC 1114 Applied Music   **0-0-1**
This is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

MUSC 1115 Applied Music   **1-0-1**
Prerequisite: MUSC 1114 or permission of the instructor.
MUSC 1115 is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

MUSC 1116 College Band   **0-3-1**
This course includes the study, rehearsal, and concert performance of literature for instrumental ensemble. The repertory includes instrumental music representing all styles and periods. Maximum of four hours may apply toward the music degree.

MUSC 1118 Secondary Applied Music   **1-0-1**
Prerequisite: MUSC 1114 or permission of the instructor.
MUSC 1118 is a one-hour private music lesson each week and at least three practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

MUSC 1119 Secondary Applied Music   **1-0-1**
Prerequisite: MUSC 1118 or permission of the instructor.
MUSC 1119 is a one-hour private music lesson each week and at least three practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

MUSC 2112 Intermediate Music Theory I   **1-2-2**
Prerequisite: MUSC 1113
This course continues the study of harmonic analysis and theoretical principles of music, including borrowed chords, secondary dominants, secondary seventh chords, and analysis of small forms.

MUSC 2113 Intermediate Music Theory II   **1-2-2**
Prerequisite: MUSC 2112
This course involves the study of Neapolitan and augmented sixth chords and other chromatic chord forms, chords of the ninth, eleventh, and thirteenth. The course studies harmonic techniques of the Classical period. Sonata form, the rondo, nineteenth century harmonic developments, twentieth century compositional techniques, and recent musical developments are introduced.

MUSC 2114 Applied Music   **1-0-1**
Prerequisite: MUSC 1115 or permission of the instructor.
MUSC 2114 is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

MUSC 2115 Applied Music   **1-0-1**
Prerequisite: MUSC 2114 or permission of the instructor.

MUSC 2115 is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

NURSE'S ASSISTANT

NURA 1000 Nurse's Assistant   3-4-5
Prerequisite: READ 0097, ENGL 0097, TECH 0085
Nurse's Assistant is a basic nursing course which teaches students the skills necessary to be part of the health care team. Students develop skills and practice procedures necessary for caring for the sick and disabled as an aide, attendant, orderly, or sitter.

NURSING

NURS 1010 Foundation of Nursing Practice   6-6-8
Prerequisite: Acceptance to A.D.N. Program — admission is competitive

This course is an introduction to professional nursing practice that encompasses core components of Bainbridge College's ADN program: caring, critical thinking while providing and managing care, communication and collaboration, competence in assessment and clinical decision making, professional behaviors of commitment, conscience, confidence, teaching and learning, cultural efficacy and holistic beliefs. Foundational concepts including the nursing process, legal and ethical issues, medical terminology, documentation, and competency in clinical techniques will be developed. Drug calculation, medication administration, and drug categories will be introduced. Laboratory and clinical learning will focus on gaining actual experience in the provision of client care.

NURS 1020 Adult Health Nursing Concepts I   5-9-8
Prerequisite: NURS 1010

This first adult health nursing course, which continues to build on the Bainbridge College's ADN program's core nursing components, introduces the student to the provision and management of nursing care to diverse adult clients in the acute care setting. Evidence based practice, health promotion and maintenance, nutrition, legal and ethical issues, pharmacology, and drug calculations are incorporated into course teaching and clinical practice. Increasingly complex nursing skills are performed in the laboratory. Clinical practice focuses on the development of assessment skills, safe medication administration, and implementation of the nursing process.

NURS 1025 Mental Health Nursing Concepts   2-3-3
Prerequisite: NURS 1020

This introduction to mental health nursing focuses on caring for clients experiencing acute and chronic psychiatric illnesses across the lifespan in a variety of clinical settings. The course emphasizes development of students' self-awareness, therapeutic communication, professional behaviors, and understanding of ethical/legal issues in the provision of competent nursing care to mental health clients. Emphasis is placed on utilizing strategies that promote optimal psychological

and emotional well-being. Health promotion, principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

NURS 2030 Adult Health Nursing Concepts II   5-9-8
Prerequisite: NURS 1020 and NURS 1025; taken concurrently with NURS 2040

This course is a continuation of NURS 1020. Students utilize enhanced problem solving abilities, competence and confidence in providing and managing nursing care for diverse and increasingly complex adult clients in both community and acute care settings. Additionally, client teaching-learning strategies as well as clinical reasoning and decision making abilities are further developed and implemented through interdisciplinary collaboration. Nutrition, pharmacologic content, and drug calculations correspond with topics discussed.

NURS 2040 Parent-Child Nursing Concepts   2-6-4
Prerequisite: NURS 1020 and NURS 1025; taken concurrently with NURS 2030

This course is an introduction to parent-child nursing with a focus on provision and management of family-centered nursing care in a variety of clinical settings. Students gain increased experience in principles of health promotion/prevention, therapeutic relationships, teaching-learning strategies, communication, and collaboration while providing care to a diverse population. Principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

NURS 2050 Advanced Nursing Concepts   6-6-8
Prerequisite: NURS 2030 and NURS 2040

This capstone course requires students to integrate advanced knowledge in management and provision of nursing care in complex adult clients. Multisystem disorders will be analyzed with an emphasis placed on clinical reasoning and decision making abilities, application and evaluation of client outcomes. Students assume increasing responsibility for self learning, prioritization and delegation of client care, and interdisciplinary collaboration under the supervision of a Registered Nurse preceptor. Advanced pharmacological and nutritional components are incorporated throughout the course. The role of the nurse as a member of a profession as well as current trends in nursing such as emergency preparedness, ethical dilemmas, legal responsibilities, fiscal accountability, and political awareness are integrated. Furthermore, management and leadership concepts in the registered nurse role are examined. Educational behaviors supporting lifelong learning and professional growth are emphasized.

PARALEGAL

PLGS 1010 Introduction to Law and Ethics   3-0-3
Prerequisite: ENGL 1101
This course emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed on attorneys and legal assistants. Topics include a survey of American jurisprudence, code of professional responsibility and ethics overview, legal reasoning and problem solving, and introduction to sources of law and legal vocabulary.

PLGS 1020 Legal Research   3-0-3

Prerequisite: PLGS 1010
This course introduces competencies involved with legal bibliography and research methodology so that the student can effectively research issues of state and federal law. The student will also learn to cite properly legal research sources. Topics include identification of legal issues, sources of state and federal statutes and case law, citation of legal authorities, and computer assisted legal research.

PLGS 1030 Legal Writing   3-0-3
Prerequisite: PLGS 1010, PLGS 1020
The course focuses on application and reinforcement of basic writing skills, familiarizing the student with types of writing typically engaged in by lawyers and legal assistants, and preparing the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include legal analysis and legal correspondence and composition.

PLGS 1040 Family Law   3-0-3
Prerequisite: PLGS 1010
The course introduces issues that may arise in family law cases and the role of the paralegal in assisting the attorney in development and presentation of such cases. Topics include issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PLGS 1050 Real Estate Law   3-0-3
Prerequisite: PLGS 1010
The course introduces basic concepts of real property law pertaining to common types of real estate transactions. Emphasis will include practical skills such as document preparation and title examination. Topics include real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PLGS 1090 Civil Litigation   3-0-3
Prerequisite: PLGS 1010
Emphasis in this course includes competencies and concepts of civil litigation in federal and state courts. Topics include federal and state litigation; trial and pre-trial proceedings; litigation ethics; litigation documents, exhibits, investigations, and interviews.

PLGS 1100 Wills, Trusts, Probate, and Administration   3-0-3
Prerequisite: PLGS 1010
This course provides a general framework of the substantive theory of wills, trusts, and estates. The student receives practical information to better assist in drafting wills and other documents, and in the probate and administration process. Topics include wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of probate court; terminology of wills and estate practice; client interviews, and document preparation.

PLGS 1110 Tort Law   3-0-3
Prerequisite: PLGS 1010

This course introduces basic concepts of substantive tort law. Emphasis will also be on the fact investigation process. Topics include concepts of tort, intentional and unintentional; causation and liability concepts; damages and defenses; and business torts.

PLGS 1120 Law Office Management   3-0-3
Prerequisite: PLGS 1010
The course introduces common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PLGS 1150 Business Organizations   3-0-3
Prerequisite: PLGS 1010
Emphasizing the formulation and operation of sole proprietorships, general partnerships, limited partnerships, joint ventures, and corporations, the course includes exploration of basic concepts of agency law. Topics include sole proprietorships, partnerships and joint ventures, corporations, tax implications of different organizations, professional associations and corporations, and agency concepts.

PLGS 1160 Contracts and Commercial Law   0-12-4
Prerequisite: PLGS 1010
Introducing the basic concepts of legal rules commonly applicable in commercial settings and to the basic concepts of substantive contract law, the course includes constitutional law and government regulations, Uniform Commercial Code, essential elements of a contract and related legal principles, and standard forms utilization.

PLGS 1170 Advanced Research and Writing   3-0-3
Prerequisite: PLGS 1030, TECH 1140
The course continues to develop writing skills focusing on legal memoranda preparation. Additionally, students develop skills in conducting legal research. Topics include legal bibliography and research methodology, legal memoranda preparation, and substantive law research.

PLGS 1180 Paralegal O.B.I.   3-0-3
Prerequisite: All PLGS courses
The course focuses on application and reinforcement of paralegal skills in an actual workplace environment or, at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided insights into paralegal applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PARAMEDIC TECHNOLOGY

EMST 1260 – Introduction to the Paramedic Profession   2-2-3
Prerequisites: READ 0099, ENGL 0097, TECH 0085, ENGL 1101 or TECH 1140, TECH 1120 or MATH 1111, AHEA 1130, COMS 1000 or CSCI 1000
Co-requisites: EMST 1270, EMST 1280, and EMST 1290.

This course provides an introduction to the paramedic profession. Discussion centers on functions that extend beyond the Emergency Medical Technology scope of practice. Course topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents, and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5; Division 7, Section 1, and Division 8, Sections 1-5 of the U. S. Department of Transportation / National Highway Traffic Safety Administration (USDOT/NHTSA) Paramedic National Standard Curriculum.

EMST 1270 – Patient Assessment   2-2-3
Prerequisite READ 0099, ENGL 0097, TECH 0085, AHEA 1130
Co-requisite: EMST 1260, EMST 1280, EMST 1290
This course introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Course topics include: therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1280 – Applied Physiology and Pathophysiology   2-0-2
Prerequisite: READ 0099, ENGL 0097, TECH 0085, AHEA 1130
Co-requisite: EMST 1260, EMST 1270, EMST 1290
This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMST 1290 – Pharmacology   2-2-3
Prerequisites: READ 0099, ENGL 0097, TECH 0085, ENGL 1101 or TECH 1140, TECH 1120 or MATH 1111, AHEA 1130, COMS 1000 or CSCI 1000
Co-requisite: EMST 1260, EMST 1270, EMST 1280.
This course provides the paramedic with the knowledge that is required to implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques, and procedures and drug safety and standards. This course provides instruction on topics in Division 1 (Preparatory), Section 7 (Pharmacology) and Section 8 (Venous Access/Medication Administration) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1300 – Respiratory Emergencies   3-3-4
Prerequisites: EMST 1260, EMST 1270, EMST 1280, EMST 1290
This course provides the paramedic with the knowledge that is required to assess and treat a wide variety of respiratory related illnesses in the pediatric and adult

patient. Course topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1310 – Trauma   **3-3-4**
Prerequisites: EMST 1260, EMST 1270, EMST 1280, EMST 129
Co-requisite: EMST 2000
This course introduces assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients, and bodily injuries. Students should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMST 1320 – Cardiology I   **3-3-4**
Prerequisites: EMST, 1260, EMST 1270, EMST 1280, EMST 1290
Co-requisite: EMST 2000
This course introduces the cardiovascular system. Course topics include cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. The course will also include initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. After completing this course, paramedic students will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1330 – Cardiology II   **3-3-4**
Prerequisites:, EMST 1260, EMST 1270, EMST 1280, EMST 1290
Co-requisites: EMST 1320, EMST 2000
This course includes advanced patient assessment and management of the cardiac patient. Course topics include: advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1340 – Medical Emergencies   **3-3-4**
Prerequisites: EMST 1260, EMST 1270, EMST 1280, EMST 1290
This course provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies.

Infectious and communicable disease topics include: public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1350 – Maternal / Pediatric Emergencies   3-5-5
Prerequisites: EMST 1260, EMST 1270, EMST 1280, EMST 1290
This course emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. The course provides detailed study of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, and assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required.   This course provides instruction on topics in Division's 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMST 1360 – Special Patients   2-3-3
Prerequisites: EMST 1260, EMSR 1270, EMST 1280, EMST 1290
This course provides an overview of the assessment and management of behavioral emergencies as they pertain to pre-hospital care. Course topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are also included in the course.

EMST 2000 – Clinical Application of Advanced Emergency Care   0-20-7
Prerequisite: READ 0099, ENGL 0097, TECH 0085, AHEA 1130
Co-requisites: EMST 1260, EMST 1270, EMST 1280, EMST 1290, EMST 1300, EMST 1310, EMST 1320, EMST 1330, EMST 1340, EMST 1350, EMST 1360
This course provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMST 2010 – Summative Evaluations   2-7-5
Prerequisites: EMST 1260, EMST 1270, EMST 1280, EMST 1290, EMST 1300, EMST 1310, EMST 1320, EMST 1330, EMST 1340, EMST 1360
Co-requisites: EMST 2000
This course is a supervised clinical experience in hospital and pre-hospital advanced life support settings. Course topics include: EMS leadership, summative case evaluations, EKG interpretation, and pharmacology. This course also includes a comprehensive paramedic program examination and a board examination review.

PHILOSOPHY

PHIL 1000 Introduction to Philosophy   3-0-3
Prerequisite: ENGL 1101 or consent of instructor.

This course is an inquiry into the basic questions of philosophy which review major schools of thought and their relevance to contemporary life. Students explore ethics, metaphysics, and epistemology.

PHLEBOTOMY

PHLE 1001 Introduction to Venipuncture   3-0-3
Prerequisites: READ 0097, ENGL 0097, TECH 0085
This course provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples form hospitalized patients. Topics include venipuncture procedure and safety, isolation techniques, venipuncture problems, and definitions; lab test profiles, other specimen collections, and patient care areas; test combinations and skin punctures; specimen processing and CPR; professional ethics and malpractice; and certification and licensure.

PHLE 1003 Clinical Practice   0-12-6
Prerequisite: PHLE 1001
This course provides work experience in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include introduction to hospital policies, procedures, and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

PHYSICAL EDUCATION

PHED 1020 Safety and First Aid   2-0-2
Prerequisites: READ 0097
Co-requisites: READ 0099
This course provides training in establishing safe environments and administering immediate care to a person who has been injured or has suddenly taken ill. Training provides the skills needed for citizens to act as the first link in the Emergency Medical Services (EMS) System. American Red Cross Certification will be awarded in cardio-pulmonary resuscitation (CPR) and in standard first aid to those who complete the course successfully.

PHED 1101 Walking/Jogging for Fitness   0-2-1
This course entails participation in the fundamental techniques, motor skills and knowledge acquisition appropriate for walkers and joggers to improve cardiovascular health, control weight, and reduce stress. The course includes information about nutritional needs, fluid balances and safety concerns for long-term participation.

PHED 1102 Aerobic Dancing   0-2-1
This course seeks to achieve dynamic fitness and health through the medium of music and movement. Previous dance experience is not a prerequisite.

PHED 1103 Softball   0-2-1
This course is a team activity course designed to improve skills and techniques necessary to enjoy recreational softball.

PHED 1104 Volleyball   0-2-1
This course is an activity course designed to provide proper knowledge and skills necessary to enjoy recreational volleyball.

PHED 1105 Archery   **0-2-1**
This course is an activity course designed to provide proper knowledge and skill necessary to enjoy recreational archery.

PHED 1106 Golf   **0-2-1**
This course introduces the techniques of golf with attention to equipment selection, skills, terminology, and golf courtesy. A small greens fee is charged.

PHED 1107 Badminton/Table Tennis   **0-2-1**
This course is an activity course designed to provide proper knowledge and skill necessary to enjoy recreational badminton and table tennis.

PHED 1109 Racquetball   **0-2-1**
This course is an activity course designed to introduce the basic skills, strategy, and rules for recreational and competitive play.

PHED 1110 Weight Training   **0-2-1**
This course is a progressive training program to achieve a desirable body composition, skeletal and cardiac muscle strength and endurance including methods of assessing, evaluating, designing, and engaging in a personalized program.

PHED 1111 Soccer   **0-2-1**
This course covers the development and analysis of the fundamental skills of soccer, stressing knowledge of rules and game strategies.

PHED 1112 Swimming   **0-2-1**
This course features the skills of the basic strokes of swimming as well as correct breathing techniques, survival, floating, and water safety.

PHED 1113 Tae Kwon Do   **0-2-1**
This course introduces the student to the Korean martial art known as Tae Kwon Do, including World Tae Kwon Do Federation rules, regulations, guidelines, terminology, and history. Students explore Taegeuk forms, one-step sparring, free sparring, stances, kicks, punches, blocks, exercise techniques and philosophy.

PHED 1114 Ultimate Frisbee   **0-2-1**
This course is a non-contact co-educational sport played by two seven-person teams on a football size field. The action of the game combines the passing and scoring of football, the cutting and guarding of basketball and non-stop field movement of soccer. Emphasis is on the history, rules and strategy of the sport, as well as developing fundamental skills. Opportunity may occur for intercollegiate competition.

PHED 1115 Modern Dance   **0-2-1**
This course introduces the fundamentals of movement and rhythm, creative use of technique, improvisation, and composition in-group work.

PHED 1116 Folk, Square, and Social Dance   **0-2-1**
This course introduces the techniques and methods of folk, square, line, and social dance. Featured topics include dance terminology, selection, skills, and presentation of various dances.

PHED 1117 Fitness   0-2-1
This course is a broad and practical approach to fitness emphasizing the understanding of the many aspects of fitness and its necessity as an integral part of everyone's lifestyle. The course focuses on the health-related physical qualities of strength, flexibility, body composition, and cardio-respiratory endurance and includes material on managing stress, nutrition, and programs for special needs such as hypertension, diabetes, pregnancy and orthopedic problems.

PHED 1118 Personal Weight Management   0-2-1
This course applies scientific principles of sound nutrition and physical activity for weight management and achieving acceptable body composition. Included topics are behavior modification in diet, nutritional requirements and activity routines. The class requires personal recording of caloric consumption/expenditure and activity routines. (Content is appropriate for either weight gain or weight loss.)

PHED 1119 Yoga   0-2-1
This course introduces the student to a form of health and well-being originating in India called Yoga. Students will learn the fundamentals of Yoga postures and sequences in which they can be combined for strength, flexibility, and stress release. In addition to the practice of the poses, instruction will include history, philosophy, and terminology.

PHED 1120 Bowling   0-2-1
A comprehensive study of the history, basic techniques, and skills of bowling, designed for the beginning bowler. The study includes grip, stance, approach, release, targeting, follow through, scoring, playing courtesies, and the principle of making spares.

PHED 1121 Bowling II   0-2-1
Prerequisite: PHED 1120
As a continuation of Bowling I, this course builds upon the skills learned in PHED 1120. Students will receive more practice in the proper techniques for making strikes and spares. In addition, the course provides a thorough understanding of the structure of a bowling league and the role of its officers.

PHED 1122 Tennis   0-2-1
This course introduces the fundamental skills, rules, and techniques of tennis.

PHED 1123 Tennis II   0-2-1
Prerequisite: PHED 1122 or permission of instructor
As a continuation of Tennis I, this course builds upon the skills learned in PHED 1122. Students will receive more practice and instruction in the development of groundstrokes, serve, return of serve, volleys, and overheads. Topics include effective net play, handling competition, singles and doubles strategies, teamwork, and shot combinations.

PHED 1201 Outdoor Recreational Pursuits   0-2-1
This course requires participation in developing appreciation, fundamental skills, knowledge and techniques in outdoor recreational activities. Units may include but are not limited to camping, hiking, backpacking, orienteering, and canoeing. The course requires weekend trips, off-campus field experiences, and fees covering associated personal expenses.

PHED 1202 Recreational Games 0-2-1

This course introduces various games or recreational activities of an individual or group nature. Emphasis is on participation, origins, terminology, rules, and variations and includes activities not offered elsewhere in the curriculum.

PHED 1204 Appreciation of World Sports and Games 2-0-2

Prerequisites: READ 0097
Co-requisites: READ 0099

A survey course of sports, games, and recreational activities performed in various parts of the world. This course features lectures, films, special readings, brief histories, codes of conduct, political, social, and economic factors.

PHED 2001 Introduction to Physical Education, Health,
and Recreation 3-0-3

Prerequisites: READ 0097
Co-requisites: READ 0099

This course provides opportunities to explore the values, principles, and philosophical bases of physical education, health, and recreation, including various career opportunities. Recommended for majors in health, physical education, and recreation only.

PHYSICAL SCIENCE

PHSC 1011 Physical Science 3-0-3

Prerequisite: READ 0099, MATH 1111 or MATH 1113
Co-requisite: PHSC 1011L, if required for major

This course is a survey course of introductory concepts of chemistry and physics.

PHSC 1011L Physical Science Laboratory 0-2-1

Co-requisite: PHSC 1011

These laboratory experiences are linked to the content in PHSC 1011. Taken together with PHSC 1011, these courses satisfy the College Preparatory Curriculum OR Area D laboratory science requirement.

PHYSICS

PHYS 1111 Introductory Physics I 3-3-4

Prerequisites: READ 0099, MATH 1111 or MATH 1113

This course is an introductory course which includes material from mechanics, thermodynamics, and waves. The course uses elementary algebra and trigonometry. Laboratory exercises are required as part of this course.

PHYS 1112 Introductory Physics II 3-2-4

Prerequisite: PHYS 1111

This course is an introductory course which includes material from electromagnetism, optics, and modern physics. The course uses elementary algebra and trigonometry. Laboratory exercises are required as part of this course.

POLITICAL SCIENCE

POLS 1101 American Government 3-0-3

Prerequisites: READ 0099

This course is an introductory course covering the essential facts of national, state and local governments in the United States. This course satisfies state law requiring examination on Georgia and United States Constitutions.

POLS 2201 State and Local Government   3-0-3
Prerequisites: READ 0099
This course examines the organization and functions of the state and its political subdivisions.

POLS 2301 Introduction to Comparative Politics   3-0-3
Prerequisites: READ 0099
This course is an introduction to select political systems around the world.

PSYCHOLOGY

PSYC 1101 Introduction to General Psychology   3-0-3
Prerequisites: READ 0099
This course is a broad survey of topics in psychology including but not limited to major theoretical perspectives, the scientific process, development, personality, learning, mental disorders and mental health, and biological, environmental, and social factors influencing behavior.

PSYC 2101 Introduction to the Psychology of Adjustment   3-0-3
Prerequisite: PSYC 1101
This course is an examination of principles underlying psychological health and well being. Attention is given to ways of preventing maladjustment and coping with life's circumstances. It includes applications of psychological theory to the treatment of mental disturbances.

PSYC 2103 Introduction to Human Development   3-0-3
Prerequisite: PSYC 1101
This non-laboratory course examines human development from a lifespan perspective.
It examines theoretical explanations for development and has an emphasis on patterns of physical, cognitive, and psychosocial development across the lifespan.

PSYC 2301 Social Psychology   3-0-3
Prerequisite: PSYC 1101
This course is an investigation of the interactions that occur between people and how individuals' feelings, thoughts, and behaviors are influenced by other people. It includes an exploration of such areas as violence and aggression, prejudice, attitude formation and change, personality, group dynamics and behavior, attraction, love, and friendship.

READING

READ 0097 Developmental Reading (Non-Exit Level)   4-0-4
Institutional credit only
This course emphasizes the basic reading skills needed to succeed in college courses. Group and individual work on word attack, vocabulary, comprehension, and reading rate occur in both classroom and lab settings.

READ 0099 Developmental Reading (Exit Level)   4-0-4

Institutional credit only
This course involves the continued application and reinforcement of basic reading skills and development of advanced critical reading and vocabulary skills. Group and individual work focus on college survival skills, test taking, and reading rate.

REGENTS' TEST

RGTR 0198 Regents' Reading   2-0-2
Institutional credit only
This course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading comprehension. Students work on improving their comprehension of material drawn from a variety of subject areas (social science, natural science and humanities) with various modes of discourse (exposition, narration and argumentation). Critical thinking and the following 4 major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis.

RGTE 0199 Regents' Essay   2-0-2
Institutional credit only
The course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria.

RELIGION

RELG 1000 Introduction to Religion   3-0-3
Prerequisite: ENGL 1101 or consent of instructor.
Topics explored include the nature of religion, religious literature, religious thought, and the relation of religion and culture. In addition, the course conducts a review of the various methodologies most often employed in the study of religious phenomena.

RUSSIAN

RUSS 1001 Elementary Russian I   3-0-3
Prerequisites: READ 0099
This course emphasizes the development of proficiency and communicative competence at the novice level in the four basic skills: speaking, listening, reading, and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course will develop awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions. RUSS 1001 is not open to students with two or more years of high school Russian or the equivalent.

RUSS 1002 Elementary Russian II   3-0-3
Prerequisite: RUSS 1001 or equivalent.
This course is a continuation of RUSS1001, with emphasis on the development of proficiency and communicative competence at the novice level in the four basic skills: speaking, listening, reading, and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course also emphasizes awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions.

RUSS 2001 Intermediate Russian I   **3-0-3**
Prerequisite: RUSS1002 or equivalent.
This course emphasizes the development of proficiency and communicative competence at the intermediate level in the four basic skills: speaking, listening, reading and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course also emphasizes awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions.

RUSS 2002 Intermediate Russian II   **3-0-3**
Prerequisite: RUSS 2001 or equivalent.
This course emphasizes the development of proficiency and communicative competence at the intermediate level in the four basic skills: speaking, listening, reading and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course also emphasizes awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions.

SOCIOLOGY

SOCI 1101 Introductory Sociology   **3-0-3**
Prerequisites: READ 0099
This course is a survey of the discipline of sociology. Topics include sociological theory, methods, and selected substantive areas.

SOCI 1160 Introduction to Social Problems   **3-0-3**
Prerequisite: SOCI 1101
This course is a theoretical and empirical analysis of selected major social problems confronting American society.

SOCI 2215 Social Psychology   **3-0-3**
Prerequisite: SOCI 1101
This course is an investigation of the interactions that occur between people and how individuals' feelings, thoughts, and behaviors are influenced by other people.
It includes an exploration of such areas as violence and aggression, prejudice, attitude formation and change, personality, group dynamics and behavior, attraction, love, and friendship.

SOCI 2220 Introduction to Social Welfare   **3-0-3**
Prerequisites: SOCI 1101
This course is a study of social welfare as an institution and social work as a profession. It will include a study of various settings which offer welfare services, the development of knowledge, values, and skills relevant to social work and other human services, and an examination of the problems and gaps encountered in service delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those interested in a career in social work.

SOCI 2293 Introduction to Marriage and the Family   **3-0-3**
Prerequisite: SOCI 1101
This course introduces the structure, processes, problems and adjustments of contemporary marriage and family life.

SOCI 2230 Introduction to Family Development   **3-0-3**

Prerequisites: SOCI 1101
This course provides an overview of the dynamic of interpersonal relationships, communication, contemporary issues, normative and non-normative stressors, and utilizing the coaching model of family support and community resources. Teacher candidates will understand the ecological and socio-cultural approach to understanding family relationships through consideration of family processes across the lifespan. Practice and application of family systems theory will be emphasized. Teacher candidates will study factors that affect family development and the individual within the family.

SPANISH

SPAN 1001 Elementary Spanish I   **3-0-3**
Prerequisites: READ 0099
This course introduces listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking people.

SPAN 1002 Elementary Spanish II   **3-0-3**
Prerequisite: SPAN 1001 or equivalent
This course involves continued listening, speaking, reading and writing Spanish with further study of the culture of Spanish-speaking people.

SPAN 2001 Intermediate Spanish I   **3-0-3**
Prerequisite: SPAN 1002
This course is a continuation of listening, speaking, reading and writing Spanish in a context of moderate difficulty with further study of the culture of Spanish-speaking people.

SPAN 2002 Intermediate Spanish II   **3-0-3**
Prerequisite: SPAN 2001
This course involves review of basic principles of listening, speaking, reading and writing Spanish found in SPAN 1002 and SPAN 2001 with an introduction to Spanish in current daily life and literary contexts.

STUDY ABROAD

STAB 2001 Study Abroad   **Varies**
Prerequisites: READ 0099
Study Abroad variable credit can be awarded to students who participate in approved University System of Georgia Study Abroad programs. Students must have courses approved by the Bainbridge College Director of Admissions prior to enrollment.

TECHNICAL

TECH 0085 Vocational Math   **4-0-4**
Institutional Credit Only
A study of fundamental mathematical principles, this course includes operations with whole numbers, common fractions, decimal fractions, percentages, averages, signed numbers, and applied problems.

TECH 1110 Business Mathematics   **4-0-4**

Prerequisites: READ 0097, TECH 0085
Co-requisites: READ 0099
This course reviews mathematical operations followed by an introduction to algebraic equations and variables, and fundamental statistics, and general math applications.

TECH 1120 Technical Math   4-0-4
Education Career Pathways Articulated Course
Prerequisites: READ 0097, TECH 0085
Co-requisites: READ 0099
This course includes practical mathematics of the home and business world, as well as review and drill on the fundamental processes of arithmetic and basic math.

TECH 1130 Algebra/Trigonometry   3-0-3
Prerequisite: TECH 1110 or TECH 1120 or permission of instructor.
This course includes principles of basic algebra, applications of algebra to geometric figures, and an introduction to principles of basic trigonometry.
This course carries no transfer credit.

TECH 1140 Communication Skills   3-0-3
Prerequisites: READ 0099, ENGL 0099
This course develops the effective use of oral and written communication skills for persons in career, occupational, or technical programs.

TECH 1150 Human Relations   3-0-3
Co-requisites: READ 0097, ENGL 0097
This course emphasizes the factors which influence the interaction between and among human beings within an occupation.

TECH 1160 Technology Internship I   0-10-5
This course provides work experience in the work environment. Topics include applications of knowledge and skill, employability skills, problem solving, adapting to the job, progressing productivity and acceptable job performance.

THEATRE

THEA 1100 Theatre Appreciation   3-0-3
Prerequisites: READ 0099
This introductory course seeks to develop appreciation of drama through preparing students to see a variety of plays and to produce historically, theoretically, and critically informed responses to the performances they experience.

WELLNESS

HWEL 1001 Contemporary Health Issues   1-0-1
Prerequisites: READ 0097
Co-requisites: READ 0099
This course investigates and discusses the health issues affecting wellbeing. Topics include but are not limited to health care, health care legislation, consumer health/wellness, environmental health concerns, violence and stress, the aging population, and death and dying.

HWEL 1002 Lifestyle Wellness   1-0-1

Prerequisites: READ 0097
Co-requisites: READ 0099
This course investigates and discusses lifestyle behaviors which relate to well-being. Topics include but are not limited to avoiding and overcoming harmful habits, preventing and combating lifestyle diseases, accidents, casual sex, infectious and noninfectious conditions.

HWEL 1003 Family Wellness   1-0-1
Prerequisites: READ 0097
Co-requisites: READ 0099
This course reviews various health issues involving relationships and family life. Discussions include sexuality, sexual behavior, family planning, pregnancy, childbirth, parenting, domestic violence, resolving conflict, aging and the grieving process.

HWEL 1004 Psychosocial Wellness   1-0-1
Prerequisites: READ 0097
Co-requisites: READ 0099
This course investigates and discusses the components of psychosocial well-being. Topics include but are not limited to achieving mental, emotional, social and spiritual well-being, factors influencing psychosocial health, common problems, and associated disorders, the mind/body connections, stress, suicide, and psychodynamic theories.

HWEL 1005 Physical Wellness   1-0-1
Prerequisites: READ 0097
Co-requisites: READ 0099
This course investigates and discusses lifestyle behaviors which relate to physical well-being. Topics include but are not limited to obtaining essential nutrients, food safety, body image and composition, managing body weight, benefits of regular physical activity, and improving health-related physical qualities.

HWEL 2000 Comprehensive Wellness   2-0-2
Prerequisites: READ 0097
Co-requisites: READ 0099
This course identifies the dimensions of wellness and presents practical information about the importance and effectiveness of preventive self-care. Content covers information on the wellness/disease process, cardiovascular disease, cancer, sexually transmitted diseases, AIDS, alcohol and drug abuse, nutrition, physical fitness and managing stress. Lifestyle changes emphasize improving quality of life and optimizing personal well-being.

PERSONNEL

Benjamin J. Tarbutton, III
Sandersville, Twelfth District

Richard L. Tucker
Lawrenceville, Seventh District

Allan Vigil, Chair
Morrow, Third District

**Erroll B. Davis, Jr.
Chancellor**

University System of Georgia
http://www.usg.edu/

FACULTY

ADAMS, Carol S., Professor of English; B.S., M.S., Troy State University; Ph.D., Florida State University.

ALLEN, Timothy, Instructor of Welding; A.A.S., Bainbridge College.

ANDREU, Rachelle, Instructor of Medical Assisting; B.S., National-Louis University.

BALDWIN, Lucinda, Instructor of Accounting; A.A., Wallace Community College; B.S., M.B.A., Troy State University.

BARSOM, Michelle, Assistant Librarian; B.A., Athens State University; M.L.S., University of Alabama.

BECK, Shirley K., Associate Professor of Administrative Office Technology; B.B.A., Valdosta State University.

BELK, Adria, Director of Instruction; B.A., University of South Carolina; M.S., Ed. D., Florida State University.

BELL, Robert Claude, Instructor of Electronics Technology; A.A.S., Wallace College; B.F.A., Valdosta State College.

BRANNEN, Ann Simmons, Assistant Professor of Technical Mathematics; B.S., Presbyterian College; M.S. Georgia Southwestern.

BRUNO, Harry, Albany State Coordinator for Criminal Justice Program and Assistant Professor of Criminal Justice; B.S., University of Southern California, M.S., California State University at Los Angeles, Ph.D., Waldon University.

BYRD, David L., Associate Professor of Mathematics and Statistician; B.S., Troy State University; M.M., University of South Carolina; Ed.D., Auburn University.

CARMICHAEL, Doris, Assistant Professor of Nursing and Director of LPN Program; L.P.N., Bainbridge College; A.S.N., Darton College; B.S.N., Albany State University.

COSTON, Elwanda, Instructor of Learning Support Mathematics; B.S., Hampton University; M.Ed., Georgia State University.

CRAFT, Terri, Instructor of Learning Support Reading; B.S., Athens State University; M.A., University of North Alabama.

CUNNINGHAM, Adele, Assistant Professor of Biology; B.A., Birmingham-Southern College; B.S., Ph.D., University of Alabama.

DAVIS, Cynthia M., Professor of Nursing and Wellness; B.A., Huntington College; B. S., Florida State University; M.Ed., Valdosta State University; Additional Study, Sorbonne University.

DEAN, Cindy, Instructor of Medical Office Technology; A.A., Bainbridge College; B.S., Valdosta State University.

DICKENSON, Sheree, Assistant Professor of Nursing; A.S.N., B.S.N., Georgia Southwestern University; M.S.N., Valdosta State University.

DITTMANN, Mariam, Vice President of Academic Affairs and Professor of Physics; B.S., Furman University; M.S., Ph.D., University of Georgia.

DIXON, Lugenia D., Professor of Psychology; B.A., M.Ed., Ph.D., University of Georgia.

DUENO, Eric, Assistant Professor of Chemistry; A.A., Tallahassee Community College; B.A., Florida State University; Ph.D., University of South Florida.

DUTTA, Abhirjun, Instructor of Economics; B.S., University of Calcutta; M.A., University of Nebraska.

FORDHAM, Donnie, Professor of Accounting; B.B.A., M.Ed., Armstrong State College; Ed.S., Georgia Southern College; Additional Study, Georgia State University.

GARRETT, Faith, Assistant Professor of Nursing and Director of ADN Program; LPN, Orlando Vocational Tech Center; A.S., Lake Sumter Community College, Southern College; B.S., Florida Southern College; ARNP, M.S.N., University of Central Florida.

GREEN, Wanda, Assistant Professor of Nursing; A.S., Darton College.

GRIMES, Mary Glenn, Associate Professor of Mathematics; B.S., Stetson University; M.S., Auburn University; Additional Study, Florida Southern College, Valencia Community College.

HALL, Jean, Librarian; B.S., M.S., Troy State University; Specialist Certification, Florida State University; Ed.S., Georgia Southwestern State University.

HALL, Wynton, Assistant Professor of Speech Communications; B.A., University of Florida; M.A., Texas A & M University.

HANCOCK, Lori Kuhn, Director of the Academic Resource Center; B.A., M.A., Northeastern Louisiana University, M.S., Troy State University; Additional Studies, Troy State University.

HATCHER, Lorie, Instructor of Allied Health; A.S., Darton College, B.A., LaGrange College.

HIGLEY, Natalie, Vice President of Business Affairs; B.S., M.S., Roberts Wesleyan College.

HINSON, Tammy, Instructor of Learning Support English & Reading; A.A., B.S., M.S., Florida State University; M.Ed., Florida A&M University.

HUSKEY, Betty, Instructor of Nursing; RN, Medical Center of Central Georgia School of Nursing; BSN, MSN, FNP-C, Albany State University.

HUSKEY, Donald S., Associate Professor of Electronics Technology; A.A.S., Bainbridge College; Additional Study, Valdosta State University.

HYLTON, James E. "Bo", Chair, Technical Studies Division and Associate Professor of Electronics Technology; B.S., West Virginia University; M.S., Virginia Tech.

KETTERER, Kathleen, Instructor of Business; B.A., Eckerd College; M.B.A., Argosy University.

KIRKLAND, William Michael, Interim Vice President of Student Affairs and Assistant Professor of History; B.A., University of Georgia; M.A., Valdosta State University.

LAFACE, Betty, Assistant Professor of English; B.A., M.A., Ph.D., Florida State University.

LEWIS, Clarence Jeff, Assistant Professor of Commercial Truck Driving; Class A Commercial Truck Driving License; Additional Study, Jones County Community College, Mississippi State University.

LORD, Patricia T., Associate Professor of Mathematics; A.A., Bainbridge College; B.S., Georgia Southwestern College; M.S., Troy State University.

MAXWELL, David C., Instructor of Communication Skills, A.A., Bainbridge College; B.A., University of Georgia.

McDONALD, J. Gregory, Director of Continuing Education; B.B.A., Valdosta State College; M.B.A., Troy State University Dothan.

McNEASE, Jerry R., Associate Professor of Drafting Technology; Certificates, Albany Technical Institute, Georgia State University; Additional Study, Georgia Southern University, University of Georgia.

MILEY, Jenna, Assistant Professor of Computer Science; A.S., Mohegan Community College; B.S., Southern Illinois University; M.A., Webster University.

MILLER, Michele, Assistant Professor of Licensed Practical Nursing; ADN, LaGrange College.

NELSON, Dave, Assistant Professor of History; A.A., Florida Community College; B.A., University of North Florida; M.A., Ph.D., Florida State University.

PASHNYAK, Tatyana, Assistant Professor of Administrative Office Technology; B.S., M.Ed., State University of West Georgia.

PAYNE, Rhonda, Assistant Professor of Nursing; B.S.N., Medical College of Georgia; M.S.N., University of Alabama.

PETERSON, Gena, Assistant Professor of Licensed Practical Nursing; A.S.N., Darton College.

RALPH, Susan, Director of Library; B.S., University of North Carolina; M.L.S., University of Kentucky.

REYNOLDS, Roland Barrett, Assistant Professor of Computer Information Systems; B.S., Troy State University at Dothan.

ROGERS, Valley, Director and Instructor of Early Childhood Care & Education; B.S., Taylor University; M.S., Indiana University**.**

ROSS, Jeffrey, Instructor of Allied Health; A.S.N., Darton College; B.S.N., Albany State University.

SCHWARTZ, Bridget, Instructor of Catering Specialist; A.A., The Art Institute of Atlanta; B.A., Georgia State University.

SELLERS, David D., Associate Professor of Industrial Maintenance Technology; A.A.S., Bainbridge College.

SHORTER, Frederick, Instructor of Learning Support English; A.S., Darton College; B.S., Troy State University-Dothan; M.Ed., American Intercontinental University Online.

SIMPSON, Joan S., Interim Director of Early County Site and Instructor of Accounting; B.B.A., Valdosta State University; M.B.A., Troy State University-Dothan.

SINCLAIR, Carol, Associate Professor of Learning Support English; B.A., LaGrange College; M.Ed., Georgia Southwestern College; Ph.D., Florida State University.

SMITH, Margaret D., Professor of English; B.S., M.A., Austin Peay State University; Ph.D., George Peabody College of Vanderbilt University.

SMITH, Patrick A., Assistant Professor of English; B.A., Penn State University; Ph.D., Ohio State University.

SNYDER, Connie, Director of Admissions and Records; A.S., Bainbridge College; B.G.S., Valdosta State University; M.S., Troy State University.

SNYDER, William H., Professor of Mathematics; B.S., Kutztown State College; M.A., M.S., Louisiana State University; Ph.D., Florida State University.

SPENCE, Renee F., Instructor of Administrative Office Technology; B.B.A., Valdosta State College.

STEPHENS, Barbara, Coordinator of Academic Affairs and Institutional Research; Certificate, A.A.S., Bainbridge College; B.S., M. Ed., Valdosta State University.

STRICKLAND, Tonya, Chair, Learning Support Division and Associate Professor of Learning Support English and Reading; B.S., M.A., University of Wyoming; Ed.D., Baylor University.

TEAL, Teresa D., Instructor of Learning Support Mathematics; B.S., Valdosta State University; M.B.A., University of Phoenix.

THOMAS, Carlton Kyle, Instructor of Business-Dual; A.A., Bainbridge College; B.A., Columbus State University.

TOOLE, Hope Beau, Assistant Professor of Technical Math; B.S., Kennesaw State University.

VANZO, John P., Assistant Professor of Political Science; B.S., M.S., Ph.D., Florida State University.

VON HIRSCH, Marina, Assistant Professor of English; B.A., Moscow State Linguistics University; M.A., Ph.D., Florida State University.

WEBB, Stanley J., Chair, Arts and Sciences and Professor of English and French; B.A., Brigham Young University; M.A., Ph.D., University of Utah.

WELLS, Amy, Instructor of Mathematics; B.S., Auburn University; M.Ed., Valdosta State University.

WHITE, Benjamin E., Associate Professor of Computer Information Systems; A.S., Bainbridge College; B.S., Florida State University; Certificate, Lively Vo-Tech.

WILKERSON, Thomas A., President; B.S. Ed., Georgia Southern; M.F.A., University of Georgia; Ed. D., University of Georgia.

WILLIAMS, Stanley, Instructor of Commercial Truck Driving.

ZHANG, YU, Assistant Professor of Engineering Technology and Webmaster; B.S., M.S., Ph.D., Northeastern University.

TEMPORARY FULL-TIME FACULTY

JENNINGS, David, Instructor of Drafting; A.A.S., Bainbridge College.

MCLENDON, Sheila, Instructor of Technical Mathematics; B.S., Troy State University.

MOCK, Tommy, Instructor of Industrial Maintenance; B.S., M.S., Troy State University.

SARRETTE, David, Instructor of Health, Physical Education, and Wellness; B.S., University of Massachusetts; M.Ed., Georgia State University.

WHITE, William Charles, Instructor of Allied Health; A.F.A., Young Harris College; B.S.N., Valdosta State University.

WILLIAMS, Gordon Randy, Instructor of EMT; Certificate, Diploma, Albany Technical.

PART-TIME FACULTY

ABDO, Salam, Instructor of Allied Health; A.S., A.A., Florida Community College; B.S., University of North Florida; M.D., Ross University School of Medicine.

BAILEY, JOYE, Instructor of Algebra; A.A., Bainbridge College; B.S., Georgia Southwestern State University; M.Ed., Albany State University.

BAILEY, Ken, Instructor of Physical Education; B.A., Berea College.

BARBER, Tommie, Instructor of Learning Support Reading and English; B.S., M.Ed., Albany State University; Ed. S., Ed. D., Argosy University.

BARRON, Vicki, Instructor of Allied Health; ADN, Albany Junior College; BSN, Troy State University.

BAULKMAN, Angela, Instructor of Technical Studies; A.A.S., A.A., Bainbridge College; B.A., Valdosta State University, M.B.A., Troy State University.

BLAND, Neva, Instructor of Learning Support English; A.A., Bainbridge College; B.S., M.S., Troy State University.

BROOKS, Kay, Instructor of Vocational Math; B.S., M.S., Troy State University.

CARVER, Janet, Instructor of Allied Health; A.D.N., George C. Wallace Community College.

CATT, Don, Instructor of Learning Support Math; B.S., Auburn University.

CHAMBERS, Raymond, Instructor of Political Science; B.A., University of Michigan; M.A., Ph.D., Emory University.

CHESSER, Anita, Instructor of Allied Health; A.S., Brunswick Jr. College; B.S.N., Florida State University.

CLENDINEN, James, Instructor of Religion; A.A., Brevard Community College; B.A., M.S.P.A., Florida State University; M.T.S., Candler School of Theology, Emory University.

CLOUD, Natalie, Instructor of Early Childhood Care & Education; A.A.S., Bainbridge College; B.S., Valdosta State University; M.Ed., Troy State University.

COFER, Wendell, Instructor of Criminal Justice; A.A., Bainbridge College; B.S., Thomas University; M.S., Columbus State University.

COLLIER, Michael, Instructor of Psychology; B.S., Valdosta State University; M.S., Troy State University.

COLLINS, Donnie, Instructor of Computer Information Systems; B.B.A., Valdosta State University; MBA, University of South Florida.

COWART, Kay, Instructor of Learning Support Reading; B.S., University of Georgia; M.Ed., Georgia Southwestern.

DOLLAR, Nikki, Instructor of Nursing; A.S.N., Darton College.

DUBAY, Linda, Instructor of Secretarial Science; B.S., M.Ed., University of Mississippi.

*DUBAY, Robert W., Professor of History; A.A., Manatee Junior College; B.A., University of South Florida; M.S., Ph.D., University of Southern Mississippi.

DUDLEY, Kristi, Instructor of English; B.A., University of Florida; M.S., Troy State University.

EIDSON, Delores, Instructor of Nurse's Assistant; B.S., Evangel College; A.D., Darton College.

FAIRCLOTH, Beverley, Instructor of Medical Coding; CCS, RHIT, AHIMA.

FORREST, Sharon, Instructor of Technical Studies; B.S., Valdosta State University.

GADSON, Melvin, Instructor of Life/Earth Science and Physics; B.S., Albany State University; M.A., Fisk University, Ed.D., American University.

GARRETT, Michael, Instructor of Paralegal Studies; B.S., Auburn University. Juris Doctorate, Hamline School of Law.

GIANNARS, Jeannie, Instructor of Nursing; A.D., George C. Wallace College; BSN, Troy State University.

GRAHAM, Jacqueline, Instructor of Allied Health; RN, Jinks School of Practice Nursing; ADN, Darton College; BSN, Albany State College.

GRANTHAM, Bradley, Instructor of Bookkeeping; A.A., Chipola College; B.S., Troy State University.

GRANTHAM, Rebecca, Instructor of Allied Health; ADN, Wallace Community College.

GRIFFIN, Neil, Instructor of Computer Fundamentals; A.S., Vincennes University, A.A., Indian Hills Community College, B.A., Northeast Missouri State University; M.A., University of Northern Iowa.

GUNTER, BEN, Instructor of Theatre; B.A., Ph.D., Florida State University.

HACKER, Steven, Instructor of Computer Information Systems; A.A., Andrew College.

HALADA, Jeanine, Instructor of English; B.A. M.S., Florida State University.

HARRELL, Belle, Instructor of History; B.S. Ed., University of Georgia; M.A., Florida State University.

HARRELL, Jeanne, Instructor of Learning Support English; B.S., M.S., Troy State University.

HARRELL, Jessica, Instructor of Bookkeeping; A.A., Bainbridge College; A.A., Florida State University; B.S., Troy State University.

HARRELL, Melissa, Instructor of Criminal Justice; B.S., M.S., Albany State University.

HARRELL, Robert K., Instructor of Electrical.

HICKMAN, A. Katy, Instructor of History; B.S., Florida State University; M.A., College of Charleston.

HODGES, Barbara, Instructor of Human Relations; A.A., Andrew College; B.S., M.S., Troy State University.

HORNE, Frederick, Instructor of Commercial Driver's License; B.S., University of Georgia.

INGRAM, Belinda, Instructor of Psychology; B.S., Valdosta State University; M.S., Troy State University.

JACKSON, Christina, Instructor of Psychology; B.S., Florida A&M University.

JOHNSON, Treisha, Instructor of Medical Coding; B.S.H.S., Touro University International.

JONES, Debra, Instructor of English; B.S., M.S., Valdosta State University; M.A., Ph.D., Florida State University.

JONES, Regenia, Instructor of Allied Health; A.D.N., Darton College; B.S.N., Thomas University.

LAMBERT, Dorinda, Instructor of Health and Physical Education; B.S., West Point; M.S., University of Delaware.

LANGLEY, Sandra, Instructor of Learning Support English; B.S., Auburn University; M.S., Troy State University.

LYNN, Melanie, Instructor of Learning Support Mathematics; B.F.A., B.S., M.S., University of Southern Mississippi.

LOVERING, Gail, Instructor of Teacher Education; B.S. Florida State University; M.S., Valdosta State University; Ph.D., Florida State University.

MACDONNELL, Grant, Instructor of Biology; B.A., California State University; M.S., Azuza Pacific University.

MCINTOSH, Nanette, Instructor of Learning Support Reading & English; B.B.A., Saint Leo University; M.Ed., University of North Florida.

MCMILLAN, Teresa, Instructor of Allied Health; ADN, Darton College; BSN, Albany State University; MSN, Troy State University.

MCRAE, John, Instructor of Education; A.A. Middle College; B.S., M.Ed., Ed.S., Valdosta State University.

MEEKS, A. Randall, Instructor of Law Enforcement; B.G.S., Valdosta State University; M.P.A., Columbus State University.

MELTON, Marilyn, Instructor of Human Relations; A.A.S., Bainbridge College; B.A., Albany State University; M.S., Nova Southeastern University.

MORGAN, Polly, Instructor of Health, Safety and Nutrition; B.S., General Appalachian State University.

MOSELEY, David, Instructor of Law Enforcement; A.A., Middle Georgia College; B.B.A., University of Georgia; Juris Doctorate, Cumberland School of Law.

MOYE, H. Hugh, Jr., Instructor of Environmental Science; B.S., Valdosta State University; M.S., Georgia Southern University.

O'NEAL, Bertha, Instructor of Learning Support Reading & English; B.S., Alabama State University, B.C.E., National Bible College, A.M.S., Gupton-Jones College of Funeral Services.

POLLOCK, Beverly, Instructor of Learning Support English; B.S., M.Ed., Valdosta State University.

PUGH, Christine, Instructor of Certified Customer Service Specialist; B.S., M.S., Troy State University.

PULLEN, Renee, Instructor of Education; A.S., Abraham Baldwin Agricultural College; B.A., M.Ed., Ed.S., Troy State University.

RANDALL, Joseph, Instructor of Certified Customer Service; A.A., Bainbridge College; B.A., Fort Valley State University.

RICHARDS, Walter, Instructor of Humanities; B.A., M.A., Ph. D., Florida State University.

RODDY, Yolanda, Instructor of Learning Support Math; B.S., Mercer University.

SKIDMORE, Linda, Instructor of Psychology; B.S., University of Michigan-Ann Arbor; M.A., Northern Michigan University; Ed.S., Valdosta State University.

SLATON, Beverly, Instructor of Allied Health; A.A.S., George C. Wallace Community College, LPN, Thomas Technical College, ADN, George C. Wallace Community College.

SMART, Lisa, Instructor of Certified Customer Service Specialist; A.A., Bainbridge College; B.S., Valdosta State University; M.B.A., Troy State University.

SMITH, Linda, Instructor of Learning Support Reading and Education; B.A., Adams State College; M.A., Troy State University.

SPOONER, James, Instructor of Criminal Law; A.S., Darton College.

STRICKLAND, Charles, Instructor of Music; B.A., M.Ed., Georgia Southern University.

THOMAS, Amy, Instructor of Vocational Math; B.Ed., Columbus State University; M.Ed., Troy State University.

THOMAS, Cory, Instructor of Management; A.A., Bainbridge College; B.B.A., Valdosta State College;M.B.A., Troy State University.

THOMAS, D. Troy, Instructor of Security/Fire Alarm.

THOMAS, Rebecca, Instructor of Business Administration; B.S., Troy State University.

THOMPSON, Beverly, Instructor of Education; B.S., Bob Jones University.

TINSON, Aretha, Instructor of CNA; A.S., Darton College; B.S., Albany State University.

TRULOCK, Franklin Ward, Instructor of Accounting; B.B.A., Georgia Southern University.

VOWELL, Glenn, Instructor of Bowling; A.A., Gadsden State.

WALSINGHAM, Michael, Instructor of Criminal Justice; B.S., Thomas University.

WARREN, Olivia, Instructor of Physical Education; B.S., University of Georgia.

WELCH, Hazel, Instructor of Algebra; A.S., Andrew College, B.S., M.Ed., Ed. S., Valdosta State University.

WELLS, Gail, Instructor of Communication; B.S., Valdosta State University; M.Ed., Georgia State.

WELLS, Heidi, Instructor of Allied Health; BSN, Medical College of Georgia.

WHALEY, Elizabeth, Instructor of Early Childhood Care & Education; B.S., University of Georgia.

WHITEHEAD, Wesley, Instructor of Learning Support Math; B.S., Auburn University; B.S., Troy State University.

WHITEHURST, Janice, Instructor of Wellness; B.S., Troy State University; M.S., Georgia Southwestern University; Ed.S., Troy State University.

WIDENER, Juanita, Instructor of Nursing; B.S.N., M.A. Ed., Eastern Kentucky University.

WILCOX, Ralph, Instructor of Theater.

WINSTON, John, Instructor of Computer Information Systems; B.S., U.S. Naval Academy; MS., University of Southern California.

WRIGHT, Susan, Instructor of Human Relations; B.A., Florida State University; M.A., Western State College of Colorado.

RETIRED FACULTY

BOYD, Marjean G., Retired Director of Institutional Research and Development and Assistant Professor of Secretarial Science; B.S., Valdosta State University; M.Ed., Ed.S, University of Georgia; Ed.D., Florida State University.

CARTER, Naomi, Retired Assistant Librarian; A.A., Florida Junior College at Jacksonville; Bachelor of Liberal Studies, St. Edward's University; Masters of Library Science, Florida State University; Additional Study, Oxford University and University of North Carolina Chapel Hill.

*CHAMBERS, Raymond L., Chair, Division of Arts and Sciences Emeritus and Professor of Political Science Emeritus; B.A., University of Michigan; M.A., Ph.D., Emory University; Additional Study, Florida State University, Georgia State University, St. Francis College, New York University.

CHAPIN, Lawrence L., Retired Associate Professor of Computer Information Systems and Business Education; A.A.S., Rock Valley College; B.S., University of Illinois; M.Ed., University of Illinois.

COKER, Robert U., Chair, Division of Technical Studies Emeritus and Professor of Technical Studies Emeritus; B.A., Georgetown College; M.S., University of Tennessee; Ph.D., Ohio State University, Additional Study, University of Tennessee.

*DUBAY, Robert W., Professor of History; A.A., Manatee Junior College; B.A., University of South Florida; M.S., Ph.D., University of Southern Mississippi.

ECKARD, Eldon E., Retired Professor of Chemistry and Physics; B.S., Lenoir-Rhyne College; M.S., Ph.D., Wake Forest University; Additional Study, University of Tennessee, University of North Carolina, University of Georgia.

FRAZIER, E. Lynn, Retired Professor of Technical Studies and Instructional Coordinator; B.S., Southwest Missouri State; M.E., Ph.D., University of Missouri.

GOODYEAR, Nancy L., Retired Professor of Biology; B.A., MacMurray College; M.S., University of Wisconsin; Ed.D., Auburn University.

HARTSFIELD, Mariella G., Division Chair of Humanities Emerita and Professor of English and Humanities Emerita; B.A., Georgia College; M.A., Ph.D., Florida State University; Additional Study, University of Utah.

HOLMES, Charles W., Retired Professor of Economics; A.A., University of Florida; B.G.E., University of Nebraska; M.S., Ph.D., Florida State University.

IVY, Roger, Professor Marketing and Management; B.S., Jacksonville University; M.B.A., Columbus College; Ph.D., Florida State University; Additional Study, Valdosta State University.

KNIGHT, Eunice E., Professor of English and Humanities Emerita; B.A., Georgia College; M.A., Ph.D., Florida State University; Additional Study, Oxford University.

*LANE, Robert L., Professor of Biology Emeritus; A.A., Georgia Southwestern College; B.S., Valdosta State University; Ph.D., University of Georgia

LORD, W. Scott, Retired Associate Professor of Computer Information Systems; B.S., North Georgia College; M. Min., D.B.S., Atlantic Baptist College and Seminary; Additional Study, University of Georgia and University of Oklahoma.

*MOBLEY, Edward D., President Emeritus and Professor of Music and Humanities Emeritus; B.F.A., M. Mus.Ed., University of Georgia; Ph.D., Florida State University; Additional Study, Harvard University, Goethe Institute.

MYRICK, Steve, Retired Vice President of Business Affairs and Assistant Professor of Marketing and Management; B.Ch.E., M.B.A., Ed.D, University of Florida.

PETERS, Marlene H., Retired Professor of Reading; B.S., Florida State University; M.Ed., Florida A & M University; Ph.D., Florida State University; Additional Study, Landmark College and University of Georgia.

RENTZ, Betty J., Retired Assistant Professor of Nursing; A.A., George C. Wallace State College; B.S., Albany State College; M.Ed., Valdosta State College.

STORY, Lloyd W., Jr., Retired Associate Professor of Automotive Technology; Certificates, National Institute for Automotive Service Excellence, General Motors Training Center, Master Automobile Technician; Additional Study, Ford Motors.

USHER, Mildred M., Retired Professor of Physical Education; B.S., M.Ed., University of Southern Mississippi; Ph.D., Florida State University.

*WHITE, Bettye L., Retired Professor of Secretarial Science; B.S., M.Ed., Ed. S., Mississippi State University; Post-Masters Certificate, Valdosta State University.

WIDENER, Juanita, Instructor of Nursing; Diploma, Birmingham Baptist Hospital; B.S.N, M.Ed., Eastern Kentucky University.

*YOUNG, James R., Professor of History Emeritus; B.A., University of South Florida; M.A., Ph.D., University of North Carolina.

*Indicates charter faculty

STAFF

Adams, Stephanie	Financial Aid Assistant
Akins, Brenda	Senior Secretary
Anderson-Casteel, Chandra	Library Assistant
Ansley, Selena	Accountant I
Barlow, Ruby	ADN Program Assistant
Barron, Jan	Library Assistant
Baulkman, Angela	Job Placement & Follow-up Coordinator
Benefield, Enoch, Jr.	Auto Mechanic I
Brown, Bobby	Security Guard
Brown, William David	Skilled Trades Worker
Burrell, Joy	Program Coordinator
Cantley, A.J.	Skilled Trades Worker
Cantley, Gretchen	HR Generalist
Causey, Nina	Custodian I
Chandler, Jeffrey	Utility Worker I
Clark, Tammy	Systems Support III
Cochran, Herman	Skilled Trades Worker
Cook, Arlene	Counselor
Dean, Leonard	Director of Plant Operations
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Gadson, Jeanette	Enrollment Services Specialist
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Griffin, Neil	Educational Technology Services Coordinator
Guterman, Kaye	Library Associate
Haddock, Lori	Admissions Specialist
Hall, Philip	Mail Clerk
Hamilton, Kenneth	Security Guard
Harrell, Shannon	Groundskeeper III
Harrington, Tracy	Coordinator for International Education Programs
Harrison, K. Dawn	Registration Specialist II
Hayes, Steven	Assistant Director of Financial Aid
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Herndon, Darlene	Accountant I
Higdon, Annette	Program Assistant
Hudson, Natasha	Financial Aid/Admissions Specialist
Jackson, Christina	Admissions Counselor
Jackson, Latasha	Program Assistant
Jacobs, John	Accountant I
Johns, Sonya	Custodian I
Jones, Tom	Security Guard
Kelly, Mark	System Support III
Kelly, Tim	Utility Worker
Kent, David Bo	Security Guard
King, Josephine	Custodian I
Livingston, Kay	Controller
Long, Jessica	Coordinator of Testing & Disabilities
Marshall, Kathy	Accountant I
Mathis, Katie	Admissions Specialist
McClain, James	Custodian I
McConnell, Larry	Assistant Director of Plant Operations
McEntyre, LaShawn	Accountant I
McLendon, Bruce	Groundskeeper II
McRae, Marcia	Director of Communications
Mejia, Ami	Family Connections Coordinator
Messersmith, Alicia	Administrative Secretary, Technical Studies
Messersmith, Rich	Admissions Client Support
Miller, Jerry	Custodian I
Mitchell, Martha	Cataloging Librarian
Murphy, Melanie	Procurement Assistant
Nix, Grace	Registration Specialist I, Continuing Education
Odom, H. Wayne	Utility Worker
Owens, Kay	Bursar
Penhallegon, Berry	Instructional Resources Coordinator
Perry, Jerrie	Secretary to the Vice President of Student Affairs
Peterson, Sabrina	Custodian I
Price, David	Director of Student Activities, Clubs and Sports
Rackley, Kari	Custodial Supervisor

Rambo, Tiffany	Financial Aid Clerk
Randall, Joseph	Georgia Fatherhood Program Coordinator
Register, Joyce	Information Analyst I
Roberts, Nicole	Administrative Assistant/Cashier
Robinson, Lashawn	IT Systems Support I
Rogers, Sandra	Clerical Support
Shephard, Amy	Buyer
Shiver, Dewayne	Education and Career Manager
Smith, Eugene	Groundskeeper II
Reyes-Smith, Lisa	Financial Aid Clerk
Smith, Pamela	Administrative Assistant
Smith, Tara	Custodian I
Snipes, Barbara	Secretary to the President
Spade, Joyce	Custodian I
Spooner, Mike	Groundskeeper I
Stephens, Raymond	Groundskeeper I
Stewart, Spencer	Assistant Director of Admissions
Stovall, Vincent	Security Guard
Thompson, Beverly	Special Populations Coordinator
Webb, Mindy	Program Assistant, Academic Resource Center
Whaley, Dean	Environmental and Safety Coordinator/Security Director
White, J. Stacy	Network Administrator
Widener, Beverly	Administrative Secretary/Data Collections Specialist
Williford, Janet	Custodian I
Worsley, David	Skilled Trades Worker

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Organized in the 1973-74 academic year, the first year of the college's history, the Foundation provides general support for the institution and its varied programs. All gifts and bequests to the Foundation are tax deductible. An elected Executive Committee and Board of Trustees administer the disposition of funds contributed to the Foundation.

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DIRECTIONS & MAPS

Driving Directions to Main Campus

From Dothan: Travel east on U.S. 84. Take the U.S. 84 Bypass exit. After it merges with U.S 84, turn right into the front entrance after traffic light. (Approx. 1 hour travel time)

From Albany: Travel south on U.S. 19 to Camilla. Turn west onto GA 97. Cross Big Slough, then turn left onto Whigham Dairy Rd. At traffic light at intersection with U.S. 84, turn left — College will be immediately on your right. (Approx. 1 hour & 15 minutes of travel time)

From Tallahassee: Travel north on U.S. 27. Turn right onto U.S. 84 Bypass until it merges with U.S 84. After traffic light, turn right into the BC front entrance. (Approx. 1 hour travel time)

From Thomasville: Travel west on U.S. 84 until you reach Bainbridge city limits sign. Turn into left turn lane across from Action GM dealership. Turn left into front entrance of the College. (Approx. 40 minutes of travel time)

Directions to Early County Site

Bainbridge College Early County Site: Entering Blakely on U.S. 27 North, after Blakely city limits sign turn right onto U.S. 27 Bypass and travel 2.9 miles. The site is on the right at 40 Harold Ragan Drive.

MAIN CAMPUS

Campus Directory

Shotwell Street (U.S. Highway 84 East)

College Road

A. Charles H. Kirbo Regional Center
B. Arts & Sciences Rooms - 200s
C. Library
D. Student Center
E. Center Stage
F. Administration
G. Maple Center Rooms - 1200s
H. Tennis Courts
I. SWGYSTC Rooms - 1100s
J. Oak Center Rooms - 900s
K. Technical Studies Building A 600s
L. Technical Studies Building B 600s
M. Technical Studies Building C 800s
N. Pine Center Rooms - 1000s
O. Continuing Education Rooms - 400s
P. Pool
Q. Ball Field
R. Plant Operations