OCONEE FALL LINE TECHNICAL COLLEGE

Academic Catalog & Handbook

Academic Year 2024-2025





Careers *Begin* Here





www.OFTC.edu

Oconee Fall Line Technical College (OFTC) serves Bleckley, Dodge, Glascock, Hancock, Jefferson, Laurens, Telfair, Warren, Washington, Wheeler, and Wilkinson Counties of Georgia, and is a unit of the Technical College System of Georgia (TCSG) and an Equal Opportunity Institution.

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AY25 ACADEMIC CATALOG/HANDBOOK

All policies and procedures listed within the OFTC Student Handbook and Catalog are applicable to all students and faculty regardless of location or format of instructional delivery.

GENERAL INFORMATION

President's Message

Welcome to Oconee Fall Line Technical College. We are happy that you are joining the Owl Nation. As you begin your academic career, you are embarking on a path full of hope and promise. You are joining other OFTC Owls who are bright, diverse, focused, and are soaring to success!

Our highly qualified and caring faculty and staff members are excited to serve you. Whether you are entering college directly from high school, returning to college to finish your degree, or preparing yourself for a career change, it is crucial to your success to follow a plan and make informed decisions. Get started today by contacting one of our many professionals who are dedicated to helping you achieve your academic and career goals.

We are confident that you will be pleased with your decision to enroll at Oconee Fall Line Technical College. We believe in a student-centered culture that focuses on caring for the individual. Our first-rate faculty; small class sizes; and hands-on instruction prepare our students to meet the many demands on today's workforce. OFTC graduates excel in a variety of fields, such as health care, trade and industrial technologies, computer and business fields, and many more areas of study in our service region and beyond.

So, on behalf of everyone at the college, thank you for choosing to complete your goals at OFTC. We look forward to helping you achieve your dreams at OFTC. You are now an OFTC Owl, and nothing will keep you down.

Sincerely,
Erica G. Harden
President

Campus Locations

A UNIT OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA.
EQUAL OPPORTUNITY INSTITUTION.

North Campus
1189 Deepstep Road
Sandersville, GA 31082
Phone: 478.553.2050
Toll Free: 1 (877) 399.8324

South Campus
560 Pinehill Road
Dublin, GA 31021
Phone: 478.275.6589
Toll Free: 1 (800) 200.4484

Jefferson County Center
1257 Warrior Trail
Louisville, GA 30434
Phone: 478.625.1901

OFTC Instructional Center
1735 Kaolin Road
Sandersville, GA 31082
Phone: 478.553.2408

Little Ocmulgee Instructional Center
140 N. Third Avenue
Helena, GA 31037
Phone: 229.868.7834

Accreditation

Oconee Fall Line Technical College is accredited by the Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Oconee Fall Line Technical College also offers credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Oconee Fall Line Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 3003-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Program Accreditation

Associate of Science in Nursing

The Associate Degree in Nursing Bridge program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education of Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
https://www.acensuring.org/candidacy/

Associate Degree in Nursing Bridge

The Associate Degree in Nursing Bridge program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education of Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
https://www.acensuring.org/candidacy/

Cosmetology

Georgia State Board of Cosmetology and Barbers
https://sos.ga.gove/georgia-state-board-cosmetology-and-barbers

Diagnostic Medical Sonography

The Oconee Fall Line Technical College Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
9355 113th Street North, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography (www.jrcdms.org)

Medical Assisting

The Oconee Fall Line Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

Commission on Accreditation of Allied Health Education Programs
9355 113th Street North, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Medical Assisting Education Review Board
www.maerb.org

Nurse Aide Fundamentals (NAST 1100)

Allied Health Solutions
https://www.mmis.georgia.gov

Pharmacy Technology

American Society of Health-System Pharmacists
The Pharmacy Technology program conducted by Oconee Fall Line Technical College, South Campus, Dublin Georgia is accredited by ASHP.
http://www.ashp.org

Practical Nursing

The Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing

(ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta GA 30326
404-975-5000
https://www.acenursing.org/candidacy/

Radiologic Technology

Joint Review Committee on Education in Radiologic Technology (JRCERT)
http://www.jrcert.org/

Respiratory Care

The Associate of Applied Science Degree in Respiratory Care is accredited by:
Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Boulevard
Telford, TN 37690
Phone: 817-283-2835

CoARC Program Number: 200474
Program Outcomes Data may be found at:
https://www.coarc.com/students/programmatic-outcomesdata/

Mission

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The College offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

TCSG Guarantee/Warranty

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. The TCSG guarantee to every one of our students is this:

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

This guarantee is in effect for a period of two years after graduation. To inquire or file a claim under this warranty, instructors or employers may contact the Vice President for Academic Affairs at 478-553-2097.

Statement of Equal Opportunity

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

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to manage inquiries regarding the nondiscrimination policies:

TITLE IX Coordinator
Jennifer Todd
Office: North Campus 315
478-553-2098
jtodd@oftc.edu

ADA/504 Coordinator
Saketta Brown
Office: North Campus 202-A
Office: South Campus Porter 615
478-274-7643
sdbrown@oftc.edu

EEOC Officer
Rosemary Selby
Office: North Campus 205
478-553-2055
rselby@oftc.edu

Safety, Security, and Wellness

The safety of students, employees, and visitors is of primary importance in providing an environment that is conducive to learning. The first consideration in any situation that has the potential to adversely affect security will be maintenance of a safe educational environment for all concerned. To this end, measures may be employed to promote security throughout the buildings and grounds.

Currently enrolled or prospective students, and other authorized visitors are the only persons permitted on campus, and persons not falling into these categories may be asked to leave. Students and authorized visitors should expect that security officers, staff, and faculty members will take any and all actions to preserve campus security.

Campus security at OFTC is everyone's responsibility; therefore, suspected safety violations, hazards, and suspicious activity should be reported to the nearest officer, staff, or faculty member in a timely manner. Students, visitors, and guests will be expected to comply with the OFTC official or directives. No person shall refuse to identify him/herself upon request of an authorized OFTC official who has properly identified him/herself. Refusing to do so may lead to disciplinary action.

The Maintenance Department of OFTC maintains the buildings and grounds with concern for safety. The maintenance staff inspects campus premises regularly and promptly makes repairs. The department staff also responds to reports of potential safety hazards. Students and employees are encouraged to contact the maintenance department of the respective campus or any official to report safety hazards.

Safety is the first priority of OFTC. Students should not be left unattended in the library, classroom, lab, assessment center, tutorial labs, or any other premises of the college in which learning and/or services are being provided. An OFTC instructor, specified lab assistant, or administrative staff person must be present to supervise students at all times. Faculty and staff are our first line of defense; therefore, it is the responsibility of each employee to ensure that the areas in which they work and/or teach are locked at all times when class is not in session or services are not being rendered.

Campus Security Act

In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Oconee Fall Line Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime. Statistics on the occurrence of murder, manslaughter, forcible/non-forcible sex offenses, robbery, burglary, aggravated assault, motor vehicle theft, arson and violations of drugs/alcohol/weapons, are compiled annually and made available to the public on the OFTC website and in the summary report that is filed annually. Notification of crimes that are reported to campus security authorities or local law enforcement agencies and are considered to be a threat to the campus community will be made by utilizing available means including, but not limited to, the mass notification system, email, and other forms of electronic media.

Parking and Traffic Information

Parking lots are available for student parking on all OFTC campuses. Parking along the thoroughfares, in emergency lanes, in loading and unloading zones, or on the grass is prohibited. Handicapped parking spaces are designated at all buildings. Parking in designated handicap parking spaces is authorized by decal or placard indicating a valid disability parking permit, in accordance with state and federal regulations. Unauthorized parking in a designated handicap space will subject the violator to fines in accordance with state and federal regulations.

The speed limit on all OFTC campuses is 15 mph and is posted at entrances. Please obey all stop signs. Campus parking and other campus traffic regulations will be enforced. Repeated failure to conform to the college's regulations may result in revocation of parking and driving privileges on OFTC campus(es) and/or may result in the vehicle being towed away at

the owner's expense.

Sexual Offender Information

Federal law requires educational institutions to provide students with information concerning registered sex offenders in our service area. This information is available at the Georgia Bureau of Investigation website at the following address: http://gbi.georgia.gov under Services.

Firearms, Weapons, and Explosives Policy

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

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

Bloodborne/Airborne Pathogens Exposure Plan

Oconee Fall Line Technical College maintains an approved Exposure Control Plan for occupational exposure to blood-borne and airborne pathogens/tuberculosis. The plan is updated annually and posted on the OFTC website under Safety & Security.

Hazardous Communication Program Plan

Oconee Fall Line Technical College maintains an approved Hazard Communication Program Plan for occupational and instructional exposure to hazardous materials and chemicals. The plan is updated annually and posted on the OFTC website. An inventory of all hazardous materials present on OFTC campuses can be found on 'MSDS Online,' a computer based hazardous materials management tool, available on the OFTC website.

The plan is designed to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. Training is provided to students by their respective faculty prior to performing tasks that may include exposure to hazardous materials, as well as knowledge of hazardous materials that are located/stored in their classroom area/lab/work environment and instructions for accessing and utilizing the MSDS Online system.

Emergency Procedures

The Emergency Preparedness Guide serves as a quick reference for OFTC employees, visitors, and students by providing a timely response plan to prevent injury or damage to persons or property. The guide is posted throughout each building on each campus for reference. Use this guide as a supplement for the purpose of quick notification for crisis response. In critical situations, dial 911 and speak to a public safety official.

In case of a serious accident or illness, 911 will be called for emergency care, and the victim's emergency contact will be notified. The victim or the victim's family will be responsible for the cost of such emergency care, including ambulance service.

College personnel will not, as a college representative, provide personal transportation for injured or ill persons.

Emergency Alert System

OFTC is committed to providing a safe and secure environment for its students, employees, and visitors. Students should familiarize themselves with the Emergency Preparedness Guide and evacuation procedures that are posted in each classroom. In the event of emergency, OFTC utilizes an online notification system that will send emails, texts, and phone calls to communicate emergency safety matters and/or urgent information. OFTC maintains written emergency plans for responses to various man-made and natural hazards, including a Hazard Communication Plan (hazardous materials & MSDS online) and the Exposure Control Plan (exposure to bloodborne and airborne pathogens).

In addition, OFTC complies with federal requirements relating to crime on campus, including the Clery Act and Violence Against Women Act.

Basic safety training that may be required by a specific course of study will be provided by the instructor. All information, emergency phone numbers, plans, and requirements as listed above can be found on the OFTC website under Safety & Security.

Behavioral Intervention Team

Mission Statement

The Behavioral Intervention Team is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Oconee Fall Line Technical College students, employees, and visitors.

Goals

- Provide a safe physical environment for members of the college community,
- Provide a safe emotional environment for the college community, and
- Promote peace of mind for friends and family of the college community.

OFTC has established the Behavioral Intervention Team to assist in addressing situations where students, faculty, or staff are displaying behaviors that are disruptive, threatening, or concerning in nature that potentially impede their own or others' ability to function successfully or safely. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear. However, behavioral assessment should not be confused with crises management. A crisis may be defined where a person may pose an active or immediate risk of violence to self or others. The OFTC Police Department performs security functions on our campuses. Officers may be reached at one of the phone numbers below; in the event of an emergency, contact 911 and speak to a public safety official.

CAMPUS	PHONE NUMBER
Dublin (South Campus)	478-595-6603 478-595-6596 478-595-6553
Sandersville (North Campus)	478-240-5176 478-357-0091
Jefferson County Center	478-625-1901
Little Ocmulgee Instructional Center	478-868-7834 478-868-7857

In non-emergency situations, an individual may fill out an online concern report, call, or email a member of the Behavioral Intervention Team, or submit an anonymous report. Links to submit an online concern report and to download a printable concern form (PDF) can be found on the OFTC website, under Student Resources, then Safety & Security, then select Behavioral Intervention Team from the menu on the right. The PDF form, once completed, should be emailed to a member of the Behavioral Intervention Team as noted on the form.

The team will coordinate a team response to the issue and keep the reporting individual informed. This response may include interim suspension and removal from class and/or campus until the threat can be assessed. Reporting individuals should also inform their division chair, dean, or supervisor of any ongoing issues.

Behavioral Intervention Team Membership

Saketta Brown, Director of Student Affairs, Chair

478-274-7643
sdbrown@oftc.edu

Dr. Saketha Adams, Vice President of Student Affairs
478-553-2080
sadams@oftc.edu

Tammy Bayto, Dean of Academic Affairs for Allied Health & Professional Services
478-274-7852
tbayto@oftc.edu

Dr. Jacqueline Copenny, Dean of Academic Affairs for Arts & Sciences and Business Services
478-274-7855
jcopenny@oftc.edu

Lynn McDonald, Human Resources Director
478-553-2059
ljmcdonald@oftc.edu

Demme McManus, Dean of Adult Education
478-553-2075
dmcmanus@oftc.edu

Lee Radney, Dean of Academic Affairs for T&I and Transportation
478-274-7794
lradney@oftc.edu

Marcus Rogers, Chief of Police
478-274-7871
mwrogers@oftc.edu

Rosemary Selby, Vice President of Administrative Services
478-553-2055
rselby@oftc.edu

Tremayne Smith, Student Navigator
478-274-7763
tlsmith@oftc.edu

Michele Strickland, Vice President of Academic Affairs
478-553-2097
mstrickland@oftc.edu

Inclement Weather-Emergency Closing

The conditions on all campuses and in surrounding areas are monitored very closely during inclement weather. If it becomes necessary to close or delay opening a campus during the day and/or evening, an announcement will be made via the OFTC email system, when possible, and posted on the OFTC website and through the college's alert notification system.

OFTC closures or delayed openings will be announced by area television stations and local radio stations.

Accident Insurance

All credit students are required to purchase accident insurance at registration of each academic term. Accident insurance is provided to students enrolled in the adult education program for each academic term in which they are enrolled.

In the case of an accident, the student should immediately notify his/her instructor and complete an accident form. The student is responsible for any expenses not paid by this accident insurance. Students should read the policy to understand which expenses may be out-of-pocket expenses for the student. Students are responsible for any personal medical costs incurred while enrolled at OFTC.

Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents as specified below. A copy of the insurance plan is on file in the Business Office of North and South campuses.

College-time coverage protects student while engaged in OFTC activities during the entire academic term.

- Traveling to or from the student's residence and OFTC to attend classes or as a member of a supervised group (not as a spectator) traveling in a college-furnished vehicle or chartered transportation going to or from a College-sponsored activity.
- On college premises during the hours on the days that classes are in session or any other incidences while the student is required to participate in a college-sponsored activity (not as a spectator); and
- Away from the college premises as a member of a supervised group participating in a college sponsored activity requiring the attendance of the student (not as a spectator).

Campus Sexual Violence Elimination Act - Campus SaVE

Campus SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Institutions must provide primary prevention and awareness programs for all students.

As part of OFTC's efforts to maintain a safe campus community and promote a culture of respect and understanding, the college has partnered with Get Inclusive to provide education in critical life skills such as sexual assault prevention and alcohol abuse prevention. Get Inclusive's "Voices for Change - Consent, Alcohol and Hazing" is an interactive online course that uses real-life scenarios to train students to recognize and prevent situations when someone is being disrespected, harassed, or endangered, and to encourage healthy decision making and help-seeking behaviors.

An important component of Voices for Change is a list of resources and links for students which includes information on OFTC's student code of conduct as well as a link to the state of Georgia statutes regarding relationship and sexual violence.

Voices for Change is available at no charge to all students at OFTC and is a mandatory component of the COLL 1060 course. Students should contact the Office of Student Life at 478-240-5162 or studentlife@oftc.edu for more information or for confidential access to the course.

A Brief History

On September 4, 2010, the State Board of Technical and Adult Education (SBTAE) approved the merger of Heart of Georgia Technical College and Sandersville Technical College to be effective July 1, 2011.

Oconee Fall Line Technical College has five campuses – North Campus (Sandersville), South Campus (Dublin), Jefferson County Center (Louisville), Little Ocmulgee Instructional Center (Helena), and OFTC Instructional Center (Sandersville). The college provides Adult Education services in each of the eleven counties served by the college that include Bleckley, Dodge, Glascock, Hancock, Jefferson, Laurens, Telfair, Warren, Washington, Wheeler, and Wilkinson counties.

Administrative Organization

State Board of the Technical College System of Georgia

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG). The governing board for the college is the Georgia State Board of the Technical College System of Georgia (TCSG).

Visit http://www.tcsg.edu for a complete list of current State Board Members.

Board of Directors

While the Georgia State Board of the Technical College System of Georgia (TCSG) is the governing board of Oconee Fall Line Technical College, a local board of directors operates in concert with the State Board to accomplish the mission of the college.

Visit www.oftc.edu for a complete list of current OFTC Board Members.

Program Advisory Committees

Oconee Fall line Technical College utilizes program advisory committees consisting of representatives of local industry to ensure the college maintains programs that are meeting the current training needs in each field of specialization. This enables programs to adapt to changes that occur in the field. These advisory committees, composed of members of business, industry, and education from the eleven-county service area, meet twice each year, usually in the fall and spring terms.

2024-2025 Academic Calendar

The semester system divides the year into fall and spring semesters, each with about 15 weeks of instruction, in addition to a summer session with 10 weeks of instruction. Shorter minimesters are offered within the fall and spring semesters. Fall semesters typically begin in late August and end in mid-December. Spring semesters typically begin in early January and end in late April. Summer session will begin in May and end in late July or early August.

***It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar that may occur from time to time during the year.*

Fall Semester 2024

Jul 5	Friday	College Closed – Must take leave
Jul 9 – Jul 30		Advanced Registration – Fall (AY25)
Jul 16	Tuesday	New Student Registration Begins – Fall 2024
Jul 16	Tuesday	Tech on Tuesday
Jul 16	Tuesday	NelNet Payment Plan Opens – Fall (AY25)
Jul 22	Monday	Financial Aid Priority Date – Terms A & B – Fall 2024
Jul 27	Saturday	Classes End - eCampus
Jul 30	Tuesday	Classes End – Summer 2024
Jul 30	Tuesday	Graduation Application Deadline – Fall 2024
Jul 30	Tuesday	Transient/Transfer Student Priority Date – Fall 2024
Jul 31	Wednesday	Grades Due – Summer 2024 – 12 noon
Jul 31	Wednesday	New Student Registration Day
Aug 1	Thursday	Staff Development Day – Sandersville
Aug 2 - 11		Available for Faculty Leave
Aug 9	Friday	Graduation Fee Deadline – Summer
Aug 12	Monday	Faculty Return
Aug 12	Monday	Classes Begin – Dual Enrollment Cohorts
Aug 13	Tuesday	Final Student Registration – Fall 2024
Aug 15	Thursday	New Student Orientation – Fall 2024
Aug 15	Thursday	Bookstore Day - Terms A & B – All Campuses – 8:00a – 7:00p
Aug 19	Monday	Late Registration Fee Begins – Terms A & B – Fall 2024
Aug 19	Monday	Classes Begin - Terms A & B – Fall 2024
Aug 20	Tuesday	Tech on Tuesday
Aug 21	Wednesday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore (5:00p) – Terms A & B – Fall 2024
Aug 22	Thursday	Students Purged for Non-Payment – Terms A & B – Fall 2024
Aug 27	Tuesday	No Show Deadline – Terms A & B – Fall 2024
Aug 30	Friday	No Show Reinstatement Deadline – Terms A & B – Fall 2024
Aug 30	Friday	NelNet Payment Plan Closes – Fall (AY25)
Sep 2	Monday	Student & Staff Holiday: Labor Day 2024
Sep 3	Tuesday	Pell Funds Disbursed – Terms A & B – Fall 2024
Sep 9 - 27		OAC Meetings

Sep 12	Thursday	Pell Funds Reimbursed – Terms A & B – Fall 2024
Sep 17	Tuesday	Financial Aid Priority Date – Term C – Fall 2024
Sep 17	Tuesday	Tech on Tuesday
Sep 17	Tuesday	Fire Drill (Campus wide)
Sep 18	Wednesday	Weather Drill (Campus wide)
Sep 19	Thursday	One Stop Shop Enrollment Day
Sep 23	Monday	Withdrawal Deadline – Term B – Fall 2024
Sep 23	Monday	Student Registration Begins – Term C – Fall 2024
Oct 3	Thursday	Commencement – North – 7:00p
Oct 10	Thursday	Bookstore Day, Term C – Fall 2024 – 8:00a – 6:00p
Oct 11	Friday	Classes End – Term B – Fall 2024
Oct 14	Monday	Grades Due – Term B – 12 Noon – Fall 2024
Oct 15	Tuesday	Late Registration Fee Begins – Term C – Fall 2024
Oct 15	Tuesday	Classes Begin – Term C – Fall 2024
Oct 15	Tuesday	Tech on Tuesday
Oct 17	Thursday	Last Day for Drop/Add, Refund, Pay for Class (5:00p) – Financial Aid in the Bookstore for Term C (5:00p) – Fall 2024
Oct 18	Friday	Students Purged for Non-Payment – Term C – Fall 2024
Oct 23	Wednesday	No Show Deadline – Term C – Fall 2024
Oct 25	Friday	No Show Reinstatement Deadline – Term C – Fall 2024
Oct 29	Tuesday	Pell Funds Disbursed – Term C – Fall 2024
Nov 4 – Dec 6		Advanced Registration – Spring (AY25)
Nov 7	Thursday	Withdrawal Deadline – Term A – Fall 2024
Nov 7	Thursday	Pell Funds Reimbursed – Term C – Fall 2024
Nov 7	Thursday	Summer 2024 Incomplete Deadline
Nov 18	Monday	Withdrawal Deadline – Term C – Fall 2024
Nov 18	Monday	New Student Registration Begins – Spring 2025
Nov 18	Monday	NelNet Payment Plan Opens – Spring (AY25)
Nov 25 - 29		Student Holidays: Thanksgiving 2024
Nov 28 - 29		Staff Holidays: Thanksgiving 2024
Dec 6	Friday	Graduation Application Deadline - Spring 2025
Dec 6	Friday	Transient/Transfer Student Priority Date– Spring 2025
Dec 6	Friday	Classes End – Terms A & C – Fall 2024
Dec 8	Sunday	Classes End - eCampus
Dec 9	Monday	Grades Due – Terms A & C – 12 Noon – Fall 2024
Dec 9	Monday	New Student Registration Day
Dec 10	Tuesday	Classes End – Dual Enrollment Cohorts
Dec 11	Wednesday	Staff Development Day – Dublin
Dec 16	Monday	Financial Aid Priority Date – Terms A & B – Spring 2025
Dec 12 – Jan 1		Available for faculty leave

Dec 23 - 27	Faculty & Staff State Holidays: • Dec 23—State Holiday • Dec 24—Washington's Birthday (Observed) • Dec 25—Christmas Day • Dec 26—Columbus Day (Observed) • Dec 27—Veteran's Day (Observed)
December 30 – 31	College Closed – Must take leave

Spring Semester 2025

Jan 1	Wednesday	Staff Holiday: New Year's Day Observed
Jan 2	Thursday	Faculty Return
Jan 6	Monday	Classes Begin – Dual Enrollment Cohorts
Jan 7	Tuesday	Final Student Registration – Spring 2025
Jan 9	Thursday	New Student Orientation – Spring 2025
Jan 9	Thursday	Bookstore Day – Terms A & B – All Campuses – 8:00a – 7:00p
Jan 13	Monday	Classes Begin – Terms A & B – Spring 2025
Jan 13	Monday	Late Registration Fee Begins – Terms A & B – Spring 2025
Jan 15	Wednesday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore – Terms A & B (5:00p) – Spring 2025
Jan 16	Thursday	Students Purged for Non-Payment – Terms A & B – Spring 2025
Jan 20	Monday	Student & Staff Holiday: Martin Luther King, Jr., 2025
Jan 21	Tuesday	Tech on Tuesday
Jan 22	Wednesday	No Show Deadline – Terms A & B – Spring 2025
Jan 24	Friday	No Show Reinstatement Deadline – Terms A & B – Spring 2025
Jan 24	Friday	NelNet Payment Plan Closes – Spring (AY25)
Jan 27	Monday	Pell Funds Disbursed – Terms A & B – Spring 2025
Feb 6	Thursday	Pell Funds Reimbursed – Terms A & B – Spring 2025
Feb 10	Monday	Financial Aid Priority Date – Term C – Spring 2025
Feb 17	Monday	Student Registration Begins – Term C – Spring 2025
Feb 18	Tuesday	Tech on Tuesday
Feb 24	Monday	Withdrawal Deadline – Term B – Spring 2025
Mar 6	Thursday	Bookstore Day – Term C – 8:00a – 6:00p
Mar 7	Friday	Classes End – Term B – Spring 2025
Mar 10	Monday	Grades Due – Term B – 12 Noon – Spring 2025
Mar 11	Tuesday	Classes Begin – Term C – Spring 2025
Mar 10 - 28		OAC Meetings
Mar 11	Tuesday	Late Registration Fee Begins – Term C – Spring 2025
Mar 13	Thursday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore for Term C (5:00p) – Spring 2025
Mar 14	Friday	Students Purged for Non-Payment – Term C – Spring 2025
Mar 18	Tuesday	Tech on Tuesday

Mar 19	Wednesday	No Show Deadline – Term C – Spring 2025
Mar 21	Friday	No Show Reinstatement Deadline – Term C – Spring 2025
Mar 24	Monday	Pell Funds Disbursed – Term C
Mar 31 – April 6		eCampus Classes Observe Spring Break
Apr 2 - 30		Advanced Registration – Summer (AY25)
Apr 3	Thursday	Pell Funds Reimbursed – Term C – Spring 2025
Apr 4	Friday	Graduation Fee Deadline – Fall/Spring
Apr 7 - 11		Student Holidays: Spring Break 2025
Apr 15	Tuesday	Tech on Tuesday
Apr 15	Tuesday	Withdrawal Deadline – Term A – Spring 2025
Apr 15	Tuesday	Fall 2024 Semester Incomplete Deadline
Apr 16	Wednesday	New Student Registration Begins – Summer 2025
Apr 16	Wednesday	NelNet Payment Plan Opens – Summer (AY25)
Apr 21	Monday	Financial Aid Priority Date – Summer 2025
Apr 28	Monday	Withdrawal Deadline – Term C – Spring 2025
May 5	Monday	Classes End – Terms A & C – Spring 2025
May 5	Monday	Transient/Transfer Student Priority Date – Summer 2025
May 5	Monday	Graduation Application Deadline – Summer 2025
May 6	Tuesday	Grades Due – Terms A & C – 12 Noon – Spring 2025
May 6	Tuesday	New Student Registration Day
May 7 - 11		Available for faculty leave
May 8	Thursday	Classes End – Dual Enrollment Cohorts
May 11	Sunday	Classes End - eCampus
May 12	Monday	Academic Affairs Training Day
May 12	Monday	Faculty Return
May 13	Tuesday	Final Student Registration – Summer 2025
May 15	Thursday	New Student Orientation – Summer 2025
May 15	Thursday	Bookstore Day – All Campuses – 8:00a – 7:00p

Summer Semester 2025

May 19	Monday	Classes Begin – Summer 2025
May 19	Monday	Late Registration Fee Begins – Summer 2025
May 20	Tuesday	Tech on Tuesday
May 21	Wednesday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore (5:00p) – Summer 2025
May 22	Thursday	Students Purged for Non-Payment – Summer 2025
May 26	Monday	Student & Staff Holiday: Memorial Day 2025
May 28	Wednesday	No Show Deadline – Summer 2025
May 30	Friday	No Show Reinstatement Deadline – Summer 2025
May 30	Friday	NelNet Payment Plan Closes – Summer (AY25)
Jun 2	Monday	Pell Funds Disbursed – Summer 2025

Jun 5	Thursday	Commencement – South – Fall/Spring
Jun 12	Thursday	Pell Funds Reimbursed – Summer 2025
Jun 17	Tuesday	Tech on Tuesday
Jun 18	Wednesday	Staff Development Day
Jun 19	Thursday	Student & Staff Holiday: Juneteenth
Jun 30 – Jul 4		Student Holidays: Summer Break 2025
Jul 4	Friday	Staff Holiday: Independence Day 2025
Jul 7	Monday	Advanced Registration – Fall (AY26)
Jul 15	Tuesday	Tech on Tuesday
Jul 21	Monday	New Student Registration Begins – Fall 2026
Jul 21	Monday	NelNet Payment Plans Opens – Fall (AY 2026)
Jul 21	Monday	Withdrawal Deadline – Summer 2025
Jul 21	Monday	Spring 2025 Semester Incomplete Deadline
Jul 27	Sunday	Classes End - eCampus
Aug 1	Friday	Classes End – Summer 2025
Aug 1	Friday	Transient/Transfer Student Priority Date – Fall 2025
Aug 1	Friday	Graduation Application Deadline – Fall 2025
Aug 4	Monday	Grades Due – 12 Noon – Summer 2025
Aug 4	Monday	New Student Registration Day
Aug 5 – 17		Available for Faculty Leave
Aug 18	Monday	Faculty Return

Social Media

Social media sites are communication tools that help support the college's mission, goals, programs, and sanctioned efforts and have the potential to create a significant impact on organizational and professional reputations. Therefore, OFTC has developed a procedure to properly portray, promote, and protect the institution and to ensure that any and all interactions on behalf of OFTC represent the college's best interests:

Prior to engaging in any form of social media involving OFTC, you must receive permission from the supervisor as appointed by your department head and notify the Office of Marketing.

OFTC logos and/or visual identity cannot be used for personal social media without permission. Please contact the Office of Marketing for approval.

The OFTC Social Media Policy only applies to social media accounts created to represent OFTC groups, departments, programs, entities, etc. and does not apply to personal accounts. The college does not take responsibility for pages developed by others.

Best practices for social media accounts should be followed.

Best Practices

When using an officially-recognized social media channel, assume at all times that you are representing OFTC.

Use good judgment about content and respect privacy laws. Do not include confidential information about the college, its staff, or its students.

You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. OFTC has the right to remove any content for any reason that violates this rule.

Representation of your personal opinions as being endorsed by the college or any of its organizations is strictly prohibited. You may not use the OFTC name to promote any opinion, product, cause, or political candidate.

By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the college harmless for any claims resulting from the content.

For more information on creating and using official OFTC social media accounts, contact the Office of Marketing as follows:

Emily Raley
Director of Marketing & Public Relations
478-240-5143
eraley@oftc.edu

PROGRAM AREAS OF STUDY

Oconee Fall Line Technical College offers a variety of programs of study that can lead to an Associate Degree, Associate of Applied Science Degree, Diploma, or Technical Certificate of Credit. The purpose of these programs is to provide hands-on educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in the respective fields.

Accounting

OFTC's Accounting programs include sequences of courses that prepare students for careers in today's technology-driven workplaces. The skills students acquire in this program help them secure a job, excel, and advance in the field. Students obtaining an accounting associate of applied science degree will be able to enter the workforce as accountants with the skills necessary to handle an array of financial and managerial accounting tasks, including maintaining a set of books for business entities, current and long-term liabilities, cost behavior and cost-volume-profit analysis budgets, capital investment analysis, and many more.

PROGRAM ADVISOR:

Stan Lawson, Ed.D.
Division Chair Business Services, Accounting/Business Management Instructor
A.A., East Georgia College
B.B.A., Georgia Southern University
M.B.A., Georgia College and State University
Ed.D., University of Georgia
478-553-2122
slawson@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Accounting

Diploma

- Accounting

Technical Certificates of Credit

- Accounting Fundamentals
- Computerized Accounting Specialist
- Office Accounting Specialist
- Payroll Accounting Specialist
- Tax Preparation Specialist

Accounting Associate of Applied Science Degree

OVERVIEW

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

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.

Students may enter the Accounting degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 64 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Accounting degree program must be able to work in an office environment, work with numbers, solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic, and be responsible, discreet and trustworthy.

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting degree program are prepared for employment as bookkeepers, accounting technicians, data entry clerks, payroll technicians, accounts payable clerks, and accounts receivable clerks. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $8,155.00
Books & Supplies: $2,400.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1460	Document Production	4
COLL 1060	Introduction to College and Computers	3
XXXX XXXX	Accounting Electives	9
XXXX XXXX	Elective	9

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
BUSN 1460	Document Production	4
COLL 1060	Introduction to College and Computers	3

Semester 2

ACCT 1105	Financial Accounting II	4
ACCT 2120	Business Tax Accounting	3
ACCT 1115	Computerized Accounting	3
	Elective	3

Semester 3

ACCT 2000	Managerial Accounting	3
ENGL 1101	Composition and Rhetoric	3
ACCT 1130	Payroll Accounting	3
	Elective	3

Semester 4

ACCT 2145	Personal Finance	3
ENGL 2130	American Literature	3
MATH 1103	Quantitative Skills and Reasoning	3
PSYC 1101	Introductory Psychology	3

Semester 5

BUSN 1410	Spreadsheet Concepts and Applications	4
ACCT 2140	Legal Environment of Business	3
	Elective	3
	General Education Elective	3

Accounting Diploma

OVERVIEW

The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting diploma. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Students are accepted into the Accounting diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 42 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Accounting diploma program must be able to work in an office environment, work with numbers, solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting Diploma program are prepared for employment as bookkeepers, accounting technicians, data entry clerks, payroll technicians, accounts payable clerks, and accounts receivable clerks. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $5,524.00
Books & Supplies: $2,400.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

And one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1440	Document Production	4
COLL 1060	Introduction to College and Computers	3
XXXX XXXX	Accounting Elective	3
XXXX XXXX	Specific Occupational Guided Elective	3

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
BUSN 1460	Document Production	4
COLL 1060	Introduction to College and Computers	3

Semester 2

ACCT 1105	Financial Accounting II	4
ACCT 2120	Business Tax Accounting	3
ACCT 1115	Computerized Accounting	3
BUSN 1410	Spreadsheet Concepts and Applications	4
EMPL 1000	Interpersonal Relations & Prof Development	2

Semester 3

ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Accounting Fundamentals Technical Certificate of Credit

OVERVIEW

The Accounting Fundamentals technical certificate of credit exposes students to the most foundational topics of the accounting profession. The accounting coursework exposes students to the basic tenets of financial accounting and income tax law. Students are introduced to computers and exposed to a variety of software applications used in the business field. A separate course is devoted entirely to the mastery of spreadsheet software, which is used extensively in the field of accounting. Students may enter the Accounting Fundamentals program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 14 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Accounting Fundamentals certificate program must be able to work in an office environment, work with numbers, solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

EMPLOYMENT OPPORTUNITIES

Every organization deals with money and needs somebody to account for that money. Graduates of the Accounting Fundamentals certificate program can be employed by a wide variety of businesses and organizations. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,062.00

Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
BUSN 1410	Spreadsheet Concepts and Applications	4
COLL 1060	Introduction to College and Computers	3

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3

Semester 2

COLL 1060	Introduction to College and Computers	3
BUSN 1410	Spreadsheet Concepts and Applications	4

Computerized Accounting Specialist Technical Certificate of Credit

OVERVIEW

The Computerized Accounting Specialist technical certificate of credit provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include: principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

Students may enter the Computerized Accounting Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 21 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Computerized Accounting Specialist certificate program must be able to work in an office environment, work with numbers, solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

EMPLOYMENT OPPORTUNITIES

Every organization deals with money and needs somebody to account for that money. Graduates of the Computerized Accounting Specialist certificate program can be employed by a wide variety of businesses and organizations. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $743.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COLL 1060	Introduction to College and Computers	3
	Elective	3

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
COLL 1060	Introduction to College and Computers	3
	Elective	3

Semester 2

ACCT 1105	Financial Accounting II	4
BUSN 1410	Spreadsheet Concepts and Applications	4
ACCT 1115	Computerized Accounting	3

Office Accounting Specialist Technical Certificate of Credit

OVERVIEW

The Office Accounting Specialist technical certificate of credit provides entry-level office accounting skills. Topics include: principles of accounting, computerized accounting and basic computer skills. Students may enter the Office Accounting Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 14 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Office Accounting Specialist certificate program must be able to work in an office environment, work with numbers, solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

EMPLOYMENT OPPORTUNITIES

Graduates of the Office Accounting Specialist certificate program are prepared for entry-level employment in a variety of office settings working with accounts receivables and accounts payables. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,062.00
Books & Supplies: $743.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COLL 1060	Introduction to College and Computers	3

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
COLL 1060	Introduction to College and Computers	3

Semester 2

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

Payroll Accounting Specialist Technical Certificates of Credit

OVERVIEW

The Payroll Accounting Specialist technical certificate provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics and basic computer use. Students may enter the Payroll Accounting Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 17 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

PROGRAM COST

Tuition & Fees: $2,362.00
Books & Supplies: $743.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COLL 1060	Introduction to College and Computers	3

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
COLL 1060	Introduction to College and Computers	3

Semester 2

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3

Tax Preparation Specialist Technical Certificates of Credit

OVERVIEW

The Tax Preparation Specialist technical certificate of credit is designed to provide entry-level skills for tax preparers. Topics include: principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

Students may enter the Tax Preparation Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Tax Preparation Specialist certificate program must be able to work in an office environment, work with numbers, solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

EMPLOYMENT OPPORTUNITIES

Graduates of the Tax Preparation Specialist certificate program are prepared for entry-level employment working as tax preparers. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,262.00
Books & Supplies: $743.00

(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
COLL 1060	Introduction to College and Computers	3
XXXX XXXX	Accounting Elective	3

PROGRAM PATHWAY

Semester 1

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
COLL 1060	Introduction to College and Computers	3

Semester 2

ACCT 2120	Business Tax Accounting	3
XXXX XXXX	Accounting Elective	3

Air Conditioning Technology

OFTC's Air Conditioning Technology programs prepares students for careers in the air conditioning industry. Changing markets and technology can cause occupational uncertainty in many fields, but the need for air conditioning is constant. OFTC can provide you with the tools to start down this reliable career path, stay current with industry trends, and succeed in the field. The programs emphasize a combination of air conditioning theory and practical application necessary for successful employment.

PROGRAM ADVISOR:

Bradley Huckabee
Air Conditioning Instructor
Air Conditioning Diploma, Heart of Georgia Technical College
478-274-7870
bhuckabee@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Interdisciplinary Studies – Air Conditioning Technology

Diploma

- Air Conditioning Technology

Technical Certificates of Credit

- Air Conditioning Electrical Technician
- Air Conditioning Repair Specialist
- Air Conditioning Technician Assistant
- Heating and Air Conditioning Installation Technician

Interdisciplinary Studies - Air Conditioning Technology Associate of Applied Science Degree

OVERVIEW

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

Students are accepted into the Interdisciplinary Studies - Air Conditioning Technology degree every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam ($50.00).

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Air Conditioning Degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies - Air Conditioning Technology Degree program are prepared for employment as air conditioning technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: $1,400.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Control	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
COLL 1060	Introduction to College and Computers	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 2

ENGL 1101	Composition and Rhetoric	3
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4

Semester 3

ENGL 1102	Literature and Composition	3
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Control	4

Choose one of the following:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Semester 4

PSYC 1101	Introductory Psychology	3
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 5

AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Air Conditioning Technology Diploma

OVERVIEW

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

Students are accepted into the Air Conditioning Technology program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 51 semester credit hours. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam ($50.00).

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Air Conditioning diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Air Conditioning Technology diploma program are prepared for employment as air conditioning technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,093.00

Books & Supplies: $1,400.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Control	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4

Occupational Elective: 3 Credit Hours

COLL 1060	Introduction to College and Computers	3
EMPL 1000	Interpersonal Relations & Prof Development	2

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4

Semester 2

AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Control	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
MATH 1012	Foundations of Mathematics	3

Semester 3

AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
ENGL 1010	Fundamentals of English I	3

Air Conditioning Electrical Technician Technical Certificate of Credit

OVERVIEW

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

This program supports the needs of the area air conditioning industry by providing a reliable supply of trained electrical installers and service heating and air conditioning technicians. This program will enable participants to attain educational and practical work experience in electrical components, safety, electrical wiring, electrical diagrams, and electrical code requirements.

Students are accepted into the Air Conditioning Electrical Technician program any semester. A full-time student can complete the program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Air Conditioning Electrical Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Electrical Technician certificate program is intended to provide graduates with the knowledge for entry-level jobs as electrical installations and electrical service for heaters and air conditioning units.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $235.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AIRC 1030	HVACR Electrical Fundamentals	4

AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Control	4

PROGRAM PATHWAY

Semester 1

AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Control	4

Air Conditioning Repair Specialist Technical Certificate of Credit

OVERVIEW

The Air Conditioning Repair Specialist Technical Certificate of Credit is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

This program supports the needs of the area air conditioning industry by providing a reliable supply of trained repair heating and air conditioning technicians. This program will enable participants to learn refrigeration theory, electrical theory, refrigeration and electrical safety, refrigeration and electrical component identification, electric wiring diagrams, gas service theory and safety, code requirements, and heat pump service and theory. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam. The cost for the exam is $50.

Students are accepted into the Air Conditioning Repair Specialist program any semester. A full-time student can complete the program in 2 semesters. To graduate, students must complete a minimum of 20 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Air Conditioning Repair Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Repair Specialist certificate program is intended to provide graduates with the knowledge for entry-level jobs as installers for heaters and air conditioning units.

PROGRAM COSTS

Tuition & Fees: $2,662.00
Books & Supplies: $715.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4

PROGRAM PATHWAY

Semester 1

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4

Semester 2

AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4

Air Conditioning Technician Assistant Technical Certificate of Credit

OVERVIEW

The Air Conditioning Technician Assistant Technical Certificate of Credit is a series of courses that prepares students to hold positions as refrigeration technician assistants.

Students are accepted into the Air Conditioning Technician Assistant program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Air Conditioning Technician Assistant program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Technician Assistant program is intended to provide graduates with the knowledge for entry-level jobs to braze, charge, recover, install line sets, and help install air conditioning systems.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $250.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

PROGRAM PATHWAY

Semester 1

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

Heating and Air Conditioning Installation Technician Technical Certificate of Credit

OVERVIEW

The Heating and Air Conditioning Installation Technician TCC prepares students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment.

This program supports the needs of the area air conditioning industry by providing a reliable supply of trained heating and air conditioning technicians. This program will enable participants to attain educational and practical work experience so they may become employed as heating and air conditioning installation technicians. The program also provides safe educational facilities which support effective learning through standard curriculum, instructional materials, and equipment and promotes an atmosphere for learning so individuals will focus on opportunities for lifelong learning as a means for enhancing their opportunities for long term employment as heating and air conditioning installation technicians.

Students may enter the Heating and Air Conditioning Installation Technician program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam ($50.00).

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Heating and Air Conditioning Installation Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Heating and Air Conditioning Installation Technician certificate program is intended to provide graduates with the knowledge for entry-level jobs as installers for heaters and air conditioning units.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $550.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AIRC 1010	Refrigeration Principles and	4

	Practices			Practices	
AIRC 1030	HVACR Electrical Fundamentals	4	AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1060	Air Conditioning Systems Application and Installation	4	AIRC 1060	Air Conditioning Systems Application and Installation	4

PROGRAM PATHWAY

Semester 1

AIRC 1010	Refrigeration Principles and	4

Automotive Technology

OFTC's Automotive Technology programs include a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Graduates of OFTC's auto tech program leave the school with a diploma or certificate that certifies their readiness to contribute—from day one—to an array of automotive professions as an entry-level technician. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Automotive Technology graduates may work at car dealerships, service centers, auto parts stores, or be self-employed.

PROGRAM ADVISOR:

Gary Simpson
Automotive Instructor
Auto Mechanics Diploma – Heart of Georgia Technical Institute; ASE Certification
478-274-7867
gsimpson@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Interdisciplinary Studies – Automotive Fundamentals

Diploma

- Automotive Fundamentals
- Automotive Technology

Technical Certificates of Credit

- Automotive chassis Technical Specialist
- Automotive Climate Control Technician
- Automotive Engine Performance Technician
- Automotive Engine Repair Technician
- Automotive Transmission/Transaxle Tech Specialist

Interdisciplinary Studies - Automotive Fundamentals Associate of Applied Science Degree

OVERVIEW

The Interdisciplinary Studies – Automotive Fundamentals degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Interdisciplinary Studies – Automotive Fundamentals degree that qualifies them as entry-level technicians.

Students are accepted into the Interdisciplinary Studies – Automotive Fundamentals degree program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Upon completing the Automotive Fundamentals program, graduates may gain potential employment in the following areas: Automotive Service and Sales Associate, Automotive Technician, Automotive Trainer or Instructor, Fleet Mechanic, Power Equipment Technician, or Tools, Parts and Accessory Sales.

EMPLOYMENT OPPORTUNITIES

Upon completing the Automotive Fundamentals program, graduates may gain potential employment in the following areas: Automotive Service and Sales Associate, Automotive Technician, Automotive Trainer or Instructor, Fleet Mechanic, Power Equipment Technician, or Tools, Parts and Accessory Sales.

PROGRAM COSTS

Tuition & Fees: $7,093.00

Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3

ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

AUTT 1010	Automotive Technology Introduction	2
AUTT 1030	Automotive Brake System	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
XXXX XXXX	Occupational Electives	8
COLL 1060	Introduction to College and Computers	3

Auto Electrical Course Options (7 Credit Hours Required)

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Auto Engine Performance Course Option (7 Credit Hours Required)

Option #1:

AUTT 1040	Automotive Engine Performance	7

Option #2:

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4

PROGRAM PATHWAY

Year 1 - Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4
COLL 1060	Introduction to College and Computers	3

Year 1 - Semester 2

AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake System	4
ENGL 1101	Composition and Rhetoric	3

Year 1 - Semester 3

AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
PSYC 1101	Introductory Psychology	3

Year 2 - Semester 4

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4
MATH 1103	Quantitative Skills and Reasoning	3
	Or	
MATH 1111	College Algebra	3

Year 2 - Semester 5

ENGL 1102	Literature and Composition	3
	Elective	

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Year 2 - Semester 6

Elective

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Automotive Fundamentals Diploma

OVERVIEW

The Automotive Fundamentals program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma that qualifies them as entry-level technicians.

Upon completion of this program, students are eligible to take the 609 Automotive Air Conditioning exam. Cost is $20. Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Automotive Fundamentals program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 40 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Fundamentals diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Upon completing the Automotive Fundamentals program, graduates may gain potential employment in the following areas: Automotive Service and Sales Associate, Automotive Technician, Automotive Trainer or Instructor, Fleet Mechanic, Power Equipment Technician, or Tools, Parts and Accessory Sales.

PROGRAM COSTS

Tuition & Fees: $4,993.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 1030	Automotive Brake System	4
COLL 1060	Introduction to College and Computers	3

Auto Electrical Course Options (7 Credit Hours Required):

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Auto Engine Performance Course Options (7 Credit Hours Required):

Option #1:

AUTT 1040	Automotive Engine Performance	7

Option #2:

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4
COLL 1060	Introduction to College and Computers	3

Semester 2

AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake System	4
EMPL 1000	Interpersonal Relations & Prof Development	2

Semester 3

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4
ENGL 1010	Fundamentals of English I	3

Semester 4

AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
MATH 1012	Foundations of Mathematics	3

Automotive Technology Diploma

OVERVIEW

The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Technology diploma that qualifies them as well-rounded entry-level technicians.

Students are accepted into the Automotive Technology program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 55 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

PROGRAM COSTS

Tuition & Fees: $7,155.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Development	2

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1030	Automotive Brake System	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2020	Automotive Manual Drive	4

	Train and Axles	
AUTT 2030	Automotive Automatic Transmission and Transaxles	5
COLL 1060	Introduction to College and Computers	3

Auto Electrical Course Options (7 Credit Hours Required):

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Auto Engine Performance Course Options (7 Credit Hours Required):

Option #1:

AUTT 1040	Automotive Engine Performance	7

Option #2:

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4

Auto Engine Repair Course Options (6 Credit Hours Required):

Option #1:

AUTT 2010	Automotive Engine Repair	6

Option #2:

AUTT 2011	Automotive Engine Repair I	3
AUTT 2012	Automotive Engine Repair II	3

PROGRAM PATHWAY

Year 1 - Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4
COLL 1060	Introduction to College and Computers	3

Year 1 - Semester 2

AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake System	4
ENGL 1010	Fundamentals of English I	3

Year 1 - Semester 3

AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
EMPL 1000	Interpersonal Relations & Prof Development	2

Year 2 - Semester 4

AUTT 1041	Automotive Engine Performance I	3
AUTT 2011	Automotive Engine Repair I	3
MATH 1012	Foundations of Mathematics	3

Year 2 - Semester 5

AUTT 2012	Automotive Engine Repair II	3
AUTT 1042	Automotive Engine Performance II	4

Year 2 - Semester 6

AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmission and Transaxles	5

Auto Electrical/Electronic Systems Technician Technical Certificate of Credit

OVERVIEW

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

Students are accepted into the Auto Electrical/Electronic Systems Technician program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Auto Electrical/Electronic Systems Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to be employed as an entry-level automotive technician.

PROGRAM COSTS

Tuition & Fees: $1,231.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

PROGRAM PATHWAY

Year 1 - Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

Automotive Chassis Technician Specialist Technical Certificate of Credit

OVERVIEW

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.
Students may enter the Automotive Chassis Technician Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 17 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Chassis Technician Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to become employed as entry-level chassis technicians.

PROGRAM COSTS

Tuition & Fees: $2,362.00
Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1030	Automotive Brake System	4
AUTT 1050	Automotive Suspension and Steering Systems	4

Choose one of the following Electrical Course options:

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4
AUTT 1050	Automotive Suspension and Steering Systems	4

Semester 2

AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake System	4

Automotive Climate Control Technician Technical Certificate of Credit

OVERVIEW

The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry-level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Automotive Climate Control Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 14 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Climate Control Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to be employed as an entry-level climate control technician.

PROGRAM COSTS

Tuition & Fees: $2,062.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1060	Automotive Climate Control Systems	5

Auto Electrical Course Options (7 Credit Hours Required):

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4

Semester 2

AUTT 1022	Automotive Electrical Systems II	3
AUTT 1060	Automotive Climate Control Systems	5

Automotive Engine Performance Technician Technical Certificates of Credit

OVERVIEW

The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronics diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Automotive Engine Performance Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must complete a minimum of 16 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Engine Performance Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Grades are prepared to be employed as an entry-level engine performance technician.

PROGRAM COSTS

Tuition & Fees: $2,262.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2

Auto Electrical Course Options (7 Credit Hours Required)

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Auto Engine Performance Course Options (7 Credit Hours Required)

Option #1:

AUTT 1040	Automotive Engine Performance	7

Option #2:

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Semester 2

AUTT 1041	Automotive Engine Performance I	3
AUTT 1042	Automotive Engine Performance II	4

Automotive Engine Repair Technician Technical Certificate of Credit

OVERVIEW

The Automotive Engine Repair Technician certificate program provides the student with entry-level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.
Students are accepted into the Automotive Engine Repair Technician program any semester. Full-time students can complete this program in 2 semesters. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Engine Repair Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to be employed as an engine repair technician.

PROGRAM COSTS

Tuition & Fees: $2,162.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2

Auto Electrical Course Options (7 Credit Hours Required)

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Auto Engine Repair Course Options (6 Credit Hours Required)

Option #1:

AUTT 2010	Automotive Engine Repair	6

Option #2:

AUTT 2011	Automotive Engine Repair I	3
AUTT 2012	Automotive Engine Repair II	3

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4

Semester 2

AUTT 1022	Automotive Electrical Systems II	3
AUTT 2011	Automotive Engine Repair I	3
AUTT 2012	Automotive Engine Repair II	3

Automotive Transmission/Transaxle Tech Specialist Technical Certificates of Credit

OVERVIEW

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Students are accepted into the Automotive Transmission/Transaxle Tech Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Transmission/Transaxle Tech Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to become employed as an entry level automotive transmission/transaxle technician.

PROGRAM COSTS

Tuition & Fees: $2,462.00
Books & Supplies: $275.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2

AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmission and Transaxles	5

Auto Electrical Course Options (7 Credit Hours Required)

Option #1:

AUTT 1020	Automotive Electrical Systems	7

Option #2:

AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

Semester 2

AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmission and Transaxles	5

Electric Vehicle Professional Technical Certificates of Credit

OVERVIEW

The Electric Vehicle Professional Technical Certificate of Credit was designed in conjunction with Hyundai subject matter experts to provide students with the knowledge and skill to prepare them for entry level employment in the electrical vehicle production industry. Emphasis is placed on safe and effective automotive shop operations, automotive electrical principles, and operation and service procedures for EV and Hybrid vehicles.

Students are accepted into the Electric Vehicle Professional certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 8 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electric Vehicle Professional certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment. They would have the skill set to work in sub-assembly shops building up components and on the floor of production facilities to put the sub-assembly together to manufacture the electric vehicle.

EMPLOYMENT OPPORTUNITIES

This certificate prepares the student to enter into the electrical vehicle production industry with basic knowledge.

PROGRAM COSTS

Tuition & Fees: $1,262.00

Books & Supplies: $250.00

(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1015	Automotive Electrical Principles	3
AUTT 2105	Introduction to EV/Hybrid Vehicles and Safety Protocols	3

PROGRAM PATHWAY

Semester 1

AUTT 1010	Automotive Technology Introduction	2
AUTT 1015	Automotive Electrical Principles	3
AUTT 2105	Introduction to EV/Hybrid Vehicles and Safety Protocols	3

Business Management

OFTC's Business Management programs include sequences of courses that prepare students for careers in today's technology-driven workplaces. The knowledge and skills students acquire in this program help them secure a job and advance in the field. Students obtaining a business management degree will be able to enter the work force with the skills necessary to supervise others, prioritize the daily tasks, delegate projects, and coordinate teams to meet the goals of the organization.

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Business Management

Diploma

- Business Management

Technical Certificates of Credit

- Small Business Management Specialist
- Supervisor/Management Specialist

Business Management Associate of Applied Science Degree

OVERVIEW

The Business Management degree program is designed to prepare students for entry into management and supervisory positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and aptitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in Human Resource Management, Small Business Management, Hospitality, or Logistics.

Students may enter the Business Management degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 63 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Management degree program should be able to supervise others, prioritize the daily tasks of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivation, determination, and sound business judgment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for professional positions within the business community, government agencies, health, and educational fields. Instruction and practical application of acquired knowledge and skills provide a broad occupational background, which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,955.00
Books & Supplies: $2,700.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 18 semester credit hours in General Core Courses, students must take an additional 6 semester credit hours

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
MGMT 1100	Principals of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules & Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3

And one of the following:

ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3

Choose one of the following Specialization:

Human Resources Management Specialization

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
XXXX xxxx	Guided Electives	3

Choose one of the following:

MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2220	Management Occupation-Based Instruction	3

Small Business Management Specialization

MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
XXXX xxxx	Guided Elective	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
MGMT 1100	Principals of Management	3
MGMT 1110	Employment Rules & Regulations	3

Human Resources Specialization:

MGMT 2130	Employee Training and Development	3

Small Business Specialization:

MGMT 2140	Retail Management	3

Semester 2

ENGL 1101	Composition and Rhetoric	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3

Semester 3

MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Choose one of the following:

ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3

Human Resources Specialization:

MGMT 2120	Labor Management Relations	3

Small Business Specialization:

MGMT 2145	Business Plan Development	3

Semester 4

MGMT 2125	Performance Management	3
PSYC 1101	Introductory Psychology	3
MGMT 2215	Team Project	3

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3

Small Business Specialization:

MGMT 2150	Small Business Management	3

Semester 5

XXXX xxxx	General Education Elective	3
XXXX xxxx	Guided Elective	3

Human Resources Specialization:

Choose one of the following:

MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2220	Management Occupation-Based Instruction	3

Small Business Specialization:

XXXX xxxx	Guided Elective	3

Business Management Diploma

OVERVIEW

The Business Management diploma is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and aptitude required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma.

Students are accepted into the Business Management diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 47 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Management diploma program should be able to supervise others, prioritize daily tasks of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivation, determination, and sound business judgment.

EMPLOYMENT OPPORTUNITIES

Graduates of program are prepared for professional positions within the business community, government agencies, health and educational fields. Instruction and practical application of knowledge and skills provide a broad occupational background, which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,024.00
Books & Supplies: $2,300.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
MGMT 1100	Principals of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules & Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3

MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
XXXX xxxx	Select guided Electives in area of concentration	6

Choose one of the following:

ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
MGMT 1100	Principals of Management	3
MGMT 1110	Employment Rules & Regulations	3
ENGL 1010	Fundamentals of English I	3

Semester 2

MATH 1012	Foundations of Mathematics	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3

Semester 3

ACCT 1100	Financial Accounting I	4
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
XXXX xxxx	Guided Elective	3

Guided Elective: Must have MGMT prefix.

Semester 4

MGMT 2125	Performance Management	3
PSYC 1010	Basic Psychology	3
XXXX xxxx	Guided Elective	3
MGMT 2215	Team Project	3

Guided Elective: Must have MGMT prefix.

Small Business Management Specialist Technical Certificate of Credit

OVERVIEW

The Small Business Management Specialist Certificate prepares individuals to manage and direct day-to-day functions of a variety of small businesses. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and aptitude required for job acquisition, retention and success in small business management. Graduates will receive a Small Business Management Specialist TCC.

Students may enter the Small Business Management certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 19 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Small Business Management Specialist certificate program should be able to supervise others, prioritize the daily tasks of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivations, determination, and sound business judgment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Small Business Management certificate program will develop the knowledge and skill set of the owner and/or manager of a small business in order to organize resources that maximize the potential for meeting business and personal goals. Instruction and practical application of acquired knowledge and skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,562.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ACCT 1100	Financial Accounting I	4
MGMT 2140	Retail Management	3
COLL 1060	Introduction to College and Computers	3
MGMT 2125	Performance Management	3
MGMT 2150	Small Business Management	3

Choose one of the following:

MGMT 1110	Employment Rules & Regulations	3
MGMT 2120	Labor Management Relations	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
MGMT 2140	Retail Management	3

Choose one of the following:

MGMT 1110	Employment Rules & Regulations	3
MGMT 2120	Labor Management Relations	3

Semester 2

ACCT 1100	Financial Accounting I	4
MGMT 2125	Performance Management	3
MGMT 2150	Small Business Management	3

Supervisor/Management Specialist Technical Certificate of Credit

OVERVIEW

The Supervisor/Management Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities.

Supervisor/Management Specialists perform the managerial function for the organization. Supervisors are the first line of management between hourly employees and management. Supervisors and managers in this field require good interpersonal skills. They must have clear and persuasive communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Dealing with people is an important part of life. Students may enter the Supervisor/Management Specialist certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Supervisor/Management Specialist certificate program should be able to supervise others, prioritize the daily tasks of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivations, determination, and sound business judgment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Supervisor/Management Specialist certificate program will develop the skill set of the owner and/or manager of a small business in order to organize resources that maximize the potential for meeting business and personal goals. Instruction and practical application of acquired knowledge and skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

MGMT 1100	Principals of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3

Choose one of the following:

MGMT 1110	Employment Rules & Regulations	3
MGMT 2120	Labor Management Relations	3

PROGRAM PATHWAY

Semester 1

MGMT 1100	Principals of Management	3
And one of the following:		
MGMT 1110	Employment Rules & Regulations	3
MGMT 2120	Labor Management Relations	3

Semester 2

MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3

Business Technology

OFTC's Business Technology programs are designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. Students learn how to locate, secure and excel in a position in the modern business environment through training in industry-standard software, accounting fundamentals, electronic communications, internet research, and electronic file management. Additionally, the programs provide opportunities to upgrade present knowledge and skills or retrain in the area of administrative technology.

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Business Technology

Diploma

- Business Technology

Technical Certificates of Credit

- Administrative Support Assistant
- Medical Billing Clerk
- Medical Front Office Assistant

Business Technology Associate of Applied Science Degree

OVERVIEW

The Business Technology degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Technology Associate of Applied Science Degree.

Students may enter the Business Technology degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Technology degree program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Technology Associate of Applied Science degree program are prepared for employment as executive secretaries, office managers, personnel managers, or human resource managers. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $8,055.00
Books & Supplies: $1,865.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
ENGL 1102	Literature and Composition	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1470	Professional Communication Skills	3
BUSN 1460	Keyboarding & Document Formatting	4
BUSN 2150	Social Media and Electronic Communication	3
BUSN 2190	Business Document Proofreading and Editing	3
COLL 1060	Introduction to College and Computers	3
MGMT 1120	Introduction to Business	3
XXXX XXXX	Guided Elective	6

Choose one of the following:

ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Choose one of the following Specialization:

Office Management

BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Processing	3
MGMT 1100	Principles of Management	3
BUSN 2290	Applied Business Technology	3

Social Media

CIST 1510	Web Design I	4
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Analyzing Social Media	3

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
COLL 1060	Introduction to College and Computers	3
XXXX xxxx	Guided Elective	2

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 2

BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding & Document Formatting	4
BUSN 2150	Social Media and Electronic Communication	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 3

BUSN 1240	Office Procedures	3
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1470	Professional Communication Skills	3
XXXX xxxx	Guided Elective	3

Semester 4

PSYC 1101	Introductory Psychology	3

Choose one of the following:

ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Office Management

BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2290	Applied Business Technology	3

Social Media

CIST 1510	Web Design I	4
MKTG 1100	Principles of Marketing	3

Semester 5

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
ENGL 1102	Literature and Composition	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Office Management

BUSN 2140	Expert Word Processing	3
MGMT 1100	Principles of Management	3

Social Media

MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Analyzing Social Media	3

Business Technology Diploma

OVERVIEW

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

Graduates of the program receive a Business Technology diploma with a specialty in Business Administrative Assistant or Medical Administrative Assistant.

Students are accepted into the Business Technology diploma program any semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 42 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Technology diploma program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work well with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Technology diploma program are prepared for employment as a data entry clerk or an administrative assistant. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,324.00
Books & Supplies: $1,265.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Occupational Courses

BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 1470	Professional Communication Skills	3
BUSN 2150	Social Media and Electronic Communication	3
BUSN 2190	Business Document Proofreading and Editing	3
COLL 1060	Introduction to College and Computers	3
XXXX xxxx	Guided Electives	6

And one of the following:

ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
XXXX xxxx	Guided Elective	3

Semester 2

BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 2150	Social Media and Electronic Communication	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Year 1 - Semester 3

BUSN 1240	Office Procedures	3
BUSN 1470	Professional Communication Skills	3
BUSN 2190	Business Document Proofreading and Editing	3
XXXX xxxx	Guided Elective	3

Choose one of the following:

ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Administrative Support Assistant Technical Certificate of Credit

OVERVIEW

The Administrative Support Assistant Technical Certificate of Credit program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

Students may enter the Administrative Support Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Administrative Support Assistant certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Administrative Support Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They schedule meetings and appointments; organize and maintain paper and electronic files; conduct research; and disseminate information by using the telephone, mail services, websites and e-mail. They may also handle travel and guest arrangements.

PROGRAM COSTS

Tuition & Fees: $2,662.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
XXXX xxxx	Specific Occupational Guided Elective	6

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
XXXX xxxx	Guided Elective	3
XXXX xxxx	Guided Elective	3

Year 1 - Semester 2

BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4

Medical Billing Clerk Technical Certificate of Credit

OVERVIEW

The Medical Billing Clerk certificate program provides instruction in medical insurance and medical billing for reimbursement purposes. Students may enter the Medical Billing Clerk certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Billing Clerk certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Medical Billing Clerks are responsible for compiling and maintaining records of charges for goods and services rendered at any health care facility. Some duties may include patient billing, reimbursement, handling follow-up questions from patients, and records management. Medical Billing Clerks must be extremely organized and detail oriented.

PROGRAM COSTS

Tuition & Fees: $2,662.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 2375	Healthcare Coding	3
XXXX XXXX	Elective	3
XXXX XXXX	Occupational Related Elective	2

Choose one of the following:

ALHS 1011	Structure and Function of the Human Body	5
BUSN 2310	Anatomy and Terminology for the Medical Admin. Assistant	3

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
XXXX xxxx	Elective	3

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

Choose one of the following:

ALHS 1011	Structure and Function of the Human Body	5
BUSN 2310	Anatomy and Terminology for the Medical Admin. Assistant	3

Semester 2

BUSN 1460	Keyboarding and Document Formatting	4
BUSN 2375	Healthcare Coding	3
XXXX xxxx	Occupational Related Elective	2

Medical Front Office Assistant Technical Certificate of Credit

OVERVIEW

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

Students may enter the Medical Front Office Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 22 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Front Office Assistant certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Receptionists and assistants are charged with a responsibility that may affect the success of an organization-making a good first impression. Persons in these positions answer telephones, route and screen calls, greet visitors/patients, respond to inquiries from the public, and provide information about the organization. In a medical office environment, receptionists and assistants may be responsible for gathering patient information and directing them to waiting rooms.

PROGRAM COSTS

Tuition & Fees: $2,862.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 2340	Healthcare Administrative Procedures	4
XXXX xxxx	Specific Occupational Guided Elective	6

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

PROGRAM PATHWAY

Year 1 - Semester 1

COLL 1060	Introduction to College and Computers	3
BUSN 1460	Keyboarding and Document Formatting	4
XXXX xxxx	Guided Elective	3

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

Year 1 - Semester 2

ENGL 1010	Fundamentals of English I	3
BUSN 2340	Healthcare Administrative Procedures	4
	Guided Elective	

Social Media Fundamentals Technical Certificate of Credit

OVERVIEW

The Social Media Fundamentals certificate prepares graduates to create and administer content on all social media platforms and to build an audience and ensure customer engagement. The specialist may also monitor site metrics and oversee creative design.

Students may enter the Social Media Fundamentals certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 13 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Social Media Fundamentals certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Social media specialists communicate with the public through platforms that allow users to create and share content online. They run their employers' social media accounts, working to build a brand's reputation. These workers post content-such as images, text, or videos-to spark interest in a topic that relates to the brand as a whole. In addition, social media specialists follow conversations and interact with the public online. These workers sometimes collaborate with others to promote their employer's cause. To track the effectiveness of their communication strategies, social media specialists set goals and then measure success against those goals.

PROGRAM COSTS

Tuition & Fees: $1,797.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

BUSN 2150	Social Media and Electronic Communication	3
CIST 1510	Web Development I	4
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

PROGRAM PATHWAY

BUSN 2150	Social Media and Electronic Communication	3
CIST 1510	Web Development I	4
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

Social Media Specialist Technical Certificate of Credit

OVERVIEW

The Social Media Specialist certificate prepares graduates to create and administer content on all social media platforms to build an audience and ensure customer engagement. The specialist may also monitor site metrics, respond to reader comments, and oversee creative design.

Students may enter the Social Media Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 19 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center (Louisville)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Social Media Fundamentals certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Social media specialists communicate with the public through platforms that allow users to create and share content online. They run their employers' social media accounts, working to build a brand's reputation. These workers post content-such as images, text, or videos-to spark interest in a topic that relates to the brand as a whole. In addition, social media specialists follow conversations and interact with the public online. These workers sometimes collaborate with others to promote their employer's cause. To track the effectiveness of their communication strategies, social media specialists set goals and then measure success against those goals.

PROGRAM COSTS

Tuition & Fees: $2,738.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

BUSN 1470	Professional Communication Skills	3
CIST 1510	Web Development I	4
COLL 1060	Introduction to College and Computers	3
MKTG 1100	Principles of Marketing	3
MKTG 2500	Exploring Social Media	3
XXXX xxxx	Guided Elective	3

PROGRAM PATHWAY

Semester 1

CIST 1510	Web Development I	4
COLL 1060	Introduction to College and Computers	3
MKTG 1100	Principles of Marketing	3

Semester 2

BUSN 147	Professional Communication Skills	3
MKTG 2550	Analyzing Social Media	3
XXXX xxxx	Guided Elective	3

Commercial Truck Driving

OFTC's Commercial Truck Driving certificate programs provides basic training in the principles and skills of commercial truck operations. These programs are based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Technical Certificates of Credit

- Commercial Truck Driving – Class A

Commercial Truck Driving - Class A Technical Certificate of Credit

OVERVIEW

The Commercial Truck Driving - Class A certificate program provides basic training in the principles and skills of commercial truck operations. This program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. Upon successful completion of the program, and upon meeting the requirements set forth by the Entry-Level Driver Training Program, the student is administered the Georgia CDL Skills Exam.

The program emphasizes specialized training in the fundamentals of CTD, basic CTD operation, and advanced CTD operation. Students are accepted into the Commercial Truck Driving - Class A program any semester. Students can complete the Commercial Truck Driving program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours. Once a student has received his/her permit, they must successfully pass the NIDA 5 drug screen.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- Jefferson County Center
- Instructional Center (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Commercial Truck Driving - Class A certificate program must be punctual, patient, safety minded, ability to manage stress and fatigue, cooperative with others, and have good organizational skills. They should also have a strong work ethic, be responsible, and trustworthy. Individuals must also be willing to be away from home often.

EMPLOYMENT OPPORTUNITIES

Graduates of the Commercial Truck Driving - Class A certificate program can find employment in local and over-the-road commercial truck driving positions. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition, Fees & Fuel Surcharge: $1,857.00
Tuition Covered by HOPE: $900.00
**If eligible, students can receive an additional $1,100 HOPE Career Grant*

Total Tuition & Fees to be paid by student or other funding sources: $0.00
Books & Supplies: $100.00

- Financial aid and payment plan opportunities are available. Speak with an Admissions Specialist at (478) 553-2064 in Sandersville or (478) 274-7837 in Dublin for more information.
- Talk with a WIA representative in your region to see if you qualify for additional financial assistance. Find your local WIOA office.

Additional Fees:
7-Year Motor Vehicle Report (MVR) from Georgia Department of Driver Services: $8.00
DOT Physical Exam: $50.00 - $200.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy

Additional Admission Requirements:

All students are admitted to the program on a first-applied, first-qualified basis. REGISTRATION FOR THE CTD PROGRAMS IS OPEN 30 DAYS PRIOR TO THE FIRST DAY OF CLASS. In order to be officially accepted into the CTD - Class A Program at Oconee Fall Line Technical College, students must complete the following step:

- Complete all Oconee Fall Line Technical College admission procedures.
- Students under 21 must complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
- After obtaining acceptable scores on the placement test or completing necessary development courses, students must obtain a 7-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services.
- Applicants must have a valid Georgia driver license and have no more than 8 points (or 5 points in one year) or 4 moving violations on the Georgia Violator Scale. Furthermore, applicants can have no more than one DUI, Controlled Substance Conviction, or Open Container, and none in the past 5 years. After the MVR is approved, the following conditions must be met:
- Applicants must pass the Department of Transportation (DOT) physical examination.
- All providers of DOT physicals for commercial drivers must be listed on the National Registry of Certified Medical Examiners. The provider must note their registration number on the physical card that the driver retains. Approved providers for your area can be found at the National Registry of Certified Medical Examiners.
- **Georgia Class A Commercial Learners Permit required prior to registration.**

Pre-existing conditions should be discussed with your physician prior to entrance into the program.
Click here to view the Georgia DDS Commercial Drivers Manual.

CURRICULUM

Occupational Courses

CTDL 1010	Fundamental of Commercial Driving	3
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
CTDL 1031	Combination Vehicle Advanced Operations	3

PROGRAM PATHWAY

Semester 1

CTDL 1010	Fundamental of Commercial Driving	3
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
CTDL 1031	Combination Vehicle Advanced Operations	3

Computer Support Specialist

OFTC's Computer Support Specialist programs are a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Technology can benefit any number of areas in nearly any setting, so OFTC's CIS programs focus on its students' understanding of practical applications of technology in a variety of areas.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Computer Support Specialist

Diploma

- Computer Support Specialist

Technical Certificates of Credit

- Help Desk Specialist
- Microsoft Excel Application Specialist
- Microsoft Word Application Specialist

Computer Support Specialist Associate of Applied Science Degree

OVERVIEW

The Computer Information Systems - Computer Support Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing.

Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking.
Students may enter the Computer Support Specialist degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 62 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Computer Support Specialist degree program must show initiative; be willing to continue education as technology advances; be interested in computer application software, hardware design, and computer development and programming; be organized; have the ability to multi-task; and possess a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Support Specialist degree program are prepared to perform many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer hardware design, computer development and programming, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,855.00
Books & Supplies: $1,780.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
XXXX xxxx	Computer Operating Systems Course	3
XXXX xxxx	CIS Database Elective	4
XXXX xxxx	CIS Guided Office Productivity Course	3
XXXX xxxx	CIS Elective	12

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1601	Information Security Fundamentals	3
CIST 1122	Hardware Installation and Maintenance	4
ENGL 1101	Composition and Rhetoric	3

Semester 2

CIST 1401	Computer Networking Fundamentals	4
XXXX xxxx	Elective	
CIST 1001	Computer Concepts	4

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 3

XXXX xxxx	Database Elective	
XXXX xxxx	Guided Elective	
XXXX xxxx	CIS Elective	
XXXX xxxx	CIS Elective	

Semester 4

CIST 1305	Program Design and Development	3
XXXX xxxx	CIS Elective	
XXXX xxxx	Guided Elective	

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 5

XXXX xxxx	CIS Elective	
CIST 2921	IT Analysis, Design, and Project Management	4
PSYC 1101	Introductory Psychology	3

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Computer Support Specialist Diploma

OVERVIEW

The Computer Support Specialist diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as a computer support specialist.

Students may enter the Computer Support Specialist diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 55 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Computer Support Specialist diploma program must show initiative; be willing to continue education as technology advances; be interested in computer application software, hardware design, and computer development and programming; be organized; have the ability to multi-task; and possess a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Support Specialist diploma program are prepared to perform many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, computer hardware design, computer development and programming, installation and repair, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,824.00
Books & Supplies: $1,785.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Basic Skills Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
XXXX xxxx	CIS Database Elective	4
CIST xxxx	CIS Elective	12
CIST xxxx	CIS Guided Office Productivity Course	3
CIST xxxx	CIS Operating Systems Course	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1305	Program Design and Development	3

Semester 2

CIST 2921	IT Analysis, Design, and Project Management	4
CIST 1401	Computer Networking Fundamentals	4
XXXX xxxx	Operating Systems Course	3
XXXX xxxx	CIS Elective	3

Semester 3

XXXX xxxx	CIS Database Elective	4
XXXX xxxx	CIS Guided Office Productivity Elective	3
XXXX xxxx	CIS Elective	3
XXXX xxxx	CIS Elective	3

Semester 4

EMPL 1000	Interpersonal Relations & Prof Development	2
MATH 1012	Foundations of Mathematics	3
CIST 1601	Information Security Fundamentals	3
ENGL 1010	Fundamentals of English I	3
XXXX xxxx	CIS Elective	3

Help Desk Specialist Technical Certificate of Credit

OVERVIEW

The Help Desk Specialist technical certificate of credit program is designed to provide on-call technology guidance and support to individuals and organizations via email, telephone, video conference, or through other technology tools. They may work during regular office times or on shifts at night or on weekends. Students may enter the Help Desk Specialist technical certificate of credit program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 25 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Help Desk Specialist certificate program must be able to work in an office setting, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, troubleshoot, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $3,162.00
Books & Supplies: $500.00

(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 2130	Desktop Support Concepts	3

XXXX xxxx	CIS Operating Systems Course	3
XXXX xxxx	CIS Elective	4

Choose one of the following Introductory-Level Networking Courses

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

PROGRAM PATHWAY

Year 1 - Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4

Year 2 - Semester 2

CIST 2130	Desktop Support Concepts	3
XXXX xxxx	Operating Systems Course	3
XXXX xxxx	CIS Elective	4

Choose one of the following Introductory-Level Networking Courses

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

Microsoft Excel Application Specialist Technical Certificate of Credit

OVERVIEW

The Microsoft Excel Application Specialist technical certificate of credit program provides students with the knowledge and skills to perform intermediate and advanced Microsoft Excel. Students are prepared with the skills necessary to obtain the expert user certification. Students may enter the Microsoft Excel Application Specialist certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Microsoft Excel Application Specialist certificate program must show initiative, be willing to continue education as technology advances, be interested in computer application software, be organized, have the ability to multi-task, possess a strong work ethic, and have a desire to work in an office setting.

EMPLOYMENT OPPORTUNITIES

Graduates of the Microsoft Excel Application Specialist certificate program are prepared for entry-level employment in the data entry/spreadsheet field. Skills include, setting up and preparing reports, letters, mailing labels and other text materials. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,231.00
Books & Supplies: See program advisor (p. 97)
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3

CIST 2128	Comprehensive Spreadsheet Techniques	3
XXXX	Computer Information	3
XXXX	System Elective	

PROGRAM PATHWAY

Year 1 - Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
XXXX xxxx	CIS Elective	9

Microsoft Word Application Specialist Technical Certificate of Credit

OVERVIEW

The Microsoft Word Application Specialist technical certificate program provides students with the knowledge and skills to perform word processing, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers. Students are accepted in the Microsoft Word Application certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Microsoft Word Application Specialist certificate program must be able to work in a business setting, type and produce business documents, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Microsoft Word Application Specialist certificate program are prepared for entry-level employment in a data entry/word processing field. Skills include setting up and preparing reports, letters, mailing labels, and other text materials. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,321.00
Books & Supplies: See program advisor (p. 97)
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3
BUSN 1460	Keyboarding and Document Formatting	4
CIST 2127	Comprehensive Word Processing Techniques	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
BUSN 1460	Keyboarding and Document Formatting	4
CIST 2127	Comprehensive Word Processing Techniques	3

Construction Management

Construction managers plan, direct, coordinate, and budget a wide variety of construction projects, including the building of all types of residential, commercial, and industrial structures, road, bridges, wastewater treatment plants, schools, and hospitals. Construction managers may supervise an entire project or just part of one. They schedule and coordinate all design and construction processes, including the selection, hiring, and oversight of specialty trade contractors, such as carpentry, plumbing, or electrical, but they usually do not do any actual construction of the structure.

PROGRAM ADVISORS:

Bill Adams
Construction Management Instructor
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- NCCER Construction Management

Diploma

- NCCER Construction Management

Technical Certificate of Credit

- NCCER Carpentry Fundamentals
- NCCER Advanced Carpentry

NCCER Construction Management Associate of Applied Science Degree

OVERVIEW

The Construction Management degree program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The program provides background skills in several areas of construction. Supervision courses, print reading, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Degree. In addition, this program will provide students with many hands on carpentry classes so that they get a full understanding of the construction industry.

Students are accepted into the Construction Management degree program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 60 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Construction Management degree program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Construction Management degree program are prepared for employment in some aspect of construction supervision as a foreman, project manager, carpenter foreman, lea carpenter, and other positions within the construction field.

PROGRAM COSTS

Tuition & Fees: $7.093.00
Books & Supplies: $1,645.00
Liability Insurance: $11.00 charged upon program entry and annually at beginning of calendar year
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
COFC 1080	Construction Trades Core	4

Commercial Specialization

CARP 1056	Advanced Commercial Carpentry	4
CCMN 1050	Commercial Building Code	2
CCMN 1060	Construction Estimating I	4

Select one of the following Drafting Courses:

CMTT 2020	Construction Drafting	3
CCMN 1030	Construction Graphics	3

Select one of the following Project Management/Legal Courses:

ACCT 2140	Legal Environment of Business	3
CCMN 2010	Construction Law	3
CCMN 2040	Construction Project Management	4

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3

Semester 2

CARP 1015	Structural Framing I	3
CCMN 1050	Commercial Building Code	2

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 3

CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5

Select one of the following Drafting Courses:

CMTT 2020	Construction Drafting	3
CCMN 1030	Construction Graphics	3

Semester 4

CARP 1056	Advanced Commercial Carpentry	4
CCMN 1060	Construction Estimating I	4

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

NCCER Construction Management Diploma

OVERVIEW

The Construction Management diploma program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The program provides background skills in several areas of construction. Supervision courses, print reading, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Diploma. In addition, this program will provide students with many hands on carpentry classes so that they get a full understanding of the construction industry.

Students are accepted into the Construction Management diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 53 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Construction Management diploma program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Construction Management diploma program are prepared for employment as a construction supervisor, construction foreman, project manager, carpenter foreman, lead carpenter, and other positions within the construction field. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7.093.00
Books & Supplies: $1,645.00
Liability Insurance: $11.00 charged upon program entry and annually at beginning of calendar year
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Basic Skills Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Select one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Occupational Courses

CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
COFC 1080	Construction Trades Core	4

Commercial Specialization

CARP 1056	Advanced Commercial Carpentry	4

CCMN 1050	Commercial Building Code	2
CCMN 1060	Construction Estimating I	4
CCMN 2020	Construction Scheduling	4
XXXX xxxx	Occupational Related Elective	6

Select one of the following Project Management/Legal Courses:

ACCT 2140	Legal Environment of Business	3
CCMN 2010	Construction Law	3

PROGRAM PATHWAY

Semester 1

ENGL 1010	Fundamentals of English I	3
CARP 1000	Fundamental Carpentry Skills	3
COFC 1080	Construction Trades Core	4
CCMN 2020	Construction Scheduling	4

Semester 2

MATH 1012	Foundations of Mathematics	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CCMN 1050	Commercial Building Code	2

Semester 3

CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5

Select one of the following Project Management/Legal Courses:

ACCT 2140	Legal Environment of Business	3
CCMN 2010	Construction Law	3

Semester 4

CARP 1056	Advanced Commercial Carpentry	4
CCMN 1060	Construction Estimating I	4
XXXX xxxx	Occupational Related Elective	6

Select one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

NCCER Advanced Carpentry Technical Certificate of Credit

OVERVIEW

The NCCER Advanced Carpentry certificate picks up where the Carpentry Fundamentals certificate ends. This program introduces the student to the more technically advanced carpentry skills. Topics include introduction to the interior finishes and trim, door and window installation, steel framing, and stair finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment.

Students may enter the Help Desk Specialist technical certificate of credit program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the NCCER Advanced Carpentry certificate program must be able to work in a strenuous work environment. Prolonged standing, climbing, bending, and kneeling often are necessary for the job.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for performing many different types of jobs. Graduates can find employment in the areas of carpentry and entry-level finish carpenter. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $3,162.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry I	5
CARP 1056	Advanced Commercial Carpentry	4

PROGRAM PATHWAY

Semester 1

CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5

Semester 2

CARP 1055	Advanced Carpentry I	5
CARP 1056	Advanced Commercial Carpentry	4

NCCER Carpentry Fundamentals Technical Certificate of Credit

OVERVIEW

The NCCER Carpentry Fundamentals certificate introduces the student to the basic levels of carpentry skills. Topics include: introduction to the trade, safety, hand and power tool usage, site layout, structural framing, building envelope systems, and exterior finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a carpentry fundamentals certificate and have the qualifications of an entry-level framing carpenter

Students may enter the NCCER Carpentry Fundamentals technical certificate of credit program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 13 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the NCCER Carpentry Fundamentals certificate program must be able to work in a strenuous work environment. Prolonged standing, climbing, bending, and kneeling often are necessary for the job.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for performing many different types of jobs. Graduates can find employment in the areas of carpentry and entry-level framing. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $3,162.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
COFC 1080	Construction Trades Core	4

PROGRAM PATHWAY

Semester 1

CARP 1000	Fundamental Carpentry Skills	3
COFC 1080	Construction Trades Core	4

Semester 2

CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3

Cosmetology

OFTC's Cosmetology program prepares students for careers related to skin, hair, and nails. This program emphasizes the theory and practical aspects of operating an efficient and effective beauty salon. Upon graduation students are eligible to sit for State of Georgia cosmetology licensure.

PROGRAM ADVISORS:

Lisa Jones
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Cosmetology Instructor
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree
- Interdisciplinary Studies - Cosmetology

Diploma
- Cosmetology

Technical Certificates of Credit
- Salon and Spa Support Specialist

Interdisciplinary Studies - Cosmetology Associate of Applied Science Degree

OVERVIEW

The Interdisciplinary Studies - Cosmetology degree program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma.

Students are accepted into the Interdisciplinary Degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cosmetology degree program must be motivated, personable, creative, and able to work independently. Appearance, punctuality, and professional attitude are only a few of the personal traits required to be successful in this profession.

EMPLOYMENT OPPORTUNITIES

Upon passing the State of Georgia licensure exam, graduates may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, manufacturer representative, hair colorist, salon owner, salon chain owner, salon manager, or retail specialist. Cosmetology offers limitless opportunities in a rapidly growing industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Students must complete the entire OFTC degree program in order for faculty to sign and approve State of Georgia board licensure application papers.

PROGRAM COSTS

Tuition & Fees: $8,557.00
Books & Supplies: $1,645.00
Liability Insurance: $12.00 charged upon program entry and annually at beginning of calendar year
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,

- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

COSM 1000	Introduction to Cosmetology	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2

PROGRAM PATHWAY

Semester 1

COSM 1000	Introduction to Cosmetology	4
COSM 1020	Hair Care and Treatment	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
PSYC 1101	Introductory Psychology	3

Semester 2

COSM 1010	Chemical Texture Services	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 3

COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1125	Skin and Nail Care	2

	Practicum	
ENGL 1101	Composition and Rhetoric	3

Semester 4

COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3

Semester 5

ENGL 1102	Literature and Composition	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Cosmetology Diploma

NOT ACCEPTING NEW STUDENTS

OVERVIEW

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma.

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

Students are accepted into the Cosmetology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 55 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cosmetology diploma program must be motivated, personable, creative, and able to work independently. Appearance, punctuality, and professional attitude are only a few of the personal traits required to be successful in this profession.

EMPLOYMENT OPPORTUNITIES

Upon passing the State of Georgia licensure exam, graduates may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, manufacturer representative, hair colorist, salon owner, salon chain owner, salon manager, or retail specialist. Cosmetology offers limitless opportunities in a rapidly growing industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Students must complete the entire OFTC diploma program in order for faculty to sign and approve State of Georgia board licensure application forms.

PROGRAM COSTS

Tuition & Fees: $6,824.00
Books & Supplies: $1,645.00
Liability Insurance: $11.00 charged upon program entry and annually at beginning of calendar year
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6

or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Core Courses

MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Development	2

Occupational Courses

COSM 1000	Introduction to Cosmetology	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2
COLL 1060	Introduction to College and Computers	3

PROGRAM PATHWAY

Semester 1

COSM 1000	Introduction to Cosmetology	4
COSM 1020	Hair Care and Treatment	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COLL 1060	Introduction to College and Computers	3

Semester 2

COSM 1010	Chemical Texture Services	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
MATH 1012	Foundations of Mathematics	3

Semester 3

COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1125	Skin and Nail Care Practicum	2
ENGL 1010	Fundamentals of English I	3

Semester 4

COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
EMPL 1000	Interpersonal Relations & Prof Development	2

Cosmetology for Licensure Technical Certificate of Credit

OVERVIEW

The Cosmetology for Licensure program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology technical certificate of credit and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Upon successful completion of the cosmetology program along with at least 1,500 training hours through the OFTC program, students will meet the requirements to sit for a licensure examination in the State of Georgia.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

Students are accepted into the Cosmetology for Licensure certificate program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 44 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cosmetology for Licensure certificate program must be motivated, personable, creative, and able to work independently. Appearance, punctuality, and professional attitude are only a few of the personal traits required to be successful in this profession.

EMPLOYMENT OPPORTUNITIES

Upon passing the State of Georgia licensure exam, graduates may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, manufacturer representative, hair colorist, salon owner, salon chain owner, salon manager, or retail specialist. Cosmetology offers limitless opportunities in a rapidly growing industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Students must complete the entire OFTC diploma program in order for faculty to sign and approve State of Georgia board licensure application forms.

PROGRAM COSTS

Tuition & Fees: $5,926.00
Books & Supplies: $960.00
Liability Insurance: $12.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,

- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COSM 1000	Introduction to Cosmetology	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2

PROGRAM PATHWAY

Semester 1

COSM 1000	Introduction to Cosmetology	4
COSM 1020	Hair Care and Treatment	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3

Semester 2

COSM 1010	Chemical Texture Services	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3

Semester 3

COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1125	Skin and Nail Care Practicum	2

Semester 4

COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3

Salon and Spa Support Specialist Technical Certificate of Credit

OVERVIEW

The Salon and Spa Support Specialist certificate program introduces courses that prepare students for careers in the field of Cosmetology as Salon and Spa Support Specialist. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, reception sales, management, employability skills, and work ethics. Graduates receive a Salon and Spa Support Specialist Technical Certificate of Credit.

Students are accepted into the Salon and Spa Support Specialist certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 13 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Salon and Spa Support Specialist certificate program must be motivated, personable, creative, and able to work independently. Appearance, punctuality, and professional attitude are only a few of the personal traits required to be successful in this profession.

EMPLOYMENT OPPORTUNITIES

Graduates of the Salon and Spa Support Specialist certificate program are prepared for employment as a receptionist, cosmetology salesperson or shampoo assistant position in a salon. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $960.00
Malpractice Insurance: $12.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COSM 1000	Introduction to Cosmetology	4
COSM 1020	Hair Care and Treatment	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1120	Salon Management	3

PROGRAM PATHWAY

Semester 1

COSM 1000	Introduction to Cosmetology	4
COSM 1020	Hair Care and Treatment	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1120	Salon Management	3

Criminal Justice Technology

OFTC's Criminal Justice Technology programs are a sequence of courses that prepare students for Criminal Justice professions with a foundation for careers in law enforcement, peacekeeping and security. These programs emphasize a combination of Criminal Justice theory and practical application, and graduates will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Additionally, graduates who are current practitioners can enhance their career potential through completion of the program.

PROGRAM ADVISORS:

Kevin Corbin
Department Chair/Criminal Justice Instructor
B.S. Criminal Justice, Georgia Southern University
M.P.A., Georgia College & State University
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kcorbin@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree
- Criminal Justice Technology

Diploma
- Criminal Justice Technology

Technical Certificates of Credit
- Criminal Justice Technician

Criminal Justice Technology Associate of Applied Science Degree

OVERVIEW

The Criminal Justice associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate of applied science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Students desiring to be employed in the public protection sector upon graduation must meet the requirements established by Georgia Code 35-8-8.

Students who intend to become certified Peace Officers or Corrections Officers in the State of Georgia should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant, "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in a federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center and a National Crime Information Center printout. Qualifications for peace officer/corrections officer may be found at the P.O.S.T. website.

Students can enter the Criminal Justice Technology degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, a student must earn a minimum of 60 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Criminal Justice degree program must be able to deal with a wide array of situations with a calm and controlled demeanor.

EMPLOYMENT OPPORTUNITIES

Graduates of the Criminal Justice Technology degree program are prepared for positions in law enforcement, corrections or security such as: Community Police Officer, Detention Officer, EMS Coordinator, Police Officer, Sheriff, Deputy Sheriff, Dispatcher, Jailer, Private Probation Officer, Game Warden and Records Manager. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. A criminal background investigation with a satisfactory determination is required of all persons working in the criminal justice field.

PROGRAM COSTS

Tuition & Fees: $7,986.00
Books & Supplies: $2,035.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
XXXX xxxx	Occupational Electives	15

Choose one of the following:

CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3

Semester 2

ENGL 1101	Composition and Rhetoric	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2070	Juvenile Justice	3
CRJU 1043	Probation and Parole	3

Semester 3

PSYC 1101	Introductory Psychology	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 1052	Criminal Justice Administration	3

Semester 4

CRJU 2050	Criminal Procedure	3
CRJU 2060	Criminology	3

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 5

CRJU 1062	Methods of Criminal Investigation	3
CRJU 2201	Criminal Courts	3

Choose one of the following:

CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Criminal Justice Technology Diploma

OVERVIEW

The Criminal Justice diploma program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Students desiring to be employed in the public protection sector upon graduation must meet the requirements established by Georgia Code 35-8-8.

Students can enter the Criminal Justice Technology diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, a student must earn a minimum of 48 semester credit hours.

NOTICE: Students who intend to become certified Peace Officers or Corrections Officers in the State of Georgia should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant, "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center and a National Crime Information Center printout. Qualifications for peace officer/corrections officer may be found at the P.O.S.T. website

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Criminal Justice diploma program must be able to deal with a wide array of situations with a calm and controlled demeanor.

EMPLOYMENT OPPORTUNITIES

The diploma program prepares students for positions in law enforcement, corrections or security such as: Community Police Officer, Detention Officer, EMS Coordinator, Police Officer, Sheriff, Deputy Sheriff, Dispatcher, Jailer, or Records Manager. A criminal background investigation with a satisfactory determination is required of all persons working in the criminal justice field.

PROGRAM COSTS

Tuition & Fees: $6,455.00
Books & Supplies: $1,610.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next

Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
XXXX xxxx	Elective	9

Choose one of the following:

CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3

Semester 2

ENGL 1010	Fundamentals of English I	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2070	Juvenile Justice	3
CRJU 1043	Probation and Parole	3
XXXX xxxx	Elective	3

CRJU 1043: Elective.

Year 1 - Semester 3

PSYC 1010	Basic Psychology	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 1052	Criminal Justice Administration	3
XXXX xxxx	Elective	3

CRJU 1052: Elective.

Year 2 - Semester 4

MATH 1012	Foundations of Mathematics	3
CRJU 2050	Criminal Procedure	3
CRJU 2060	Criminology	3
XXXX xxxx	Elective	3

CRJU 2060: Elective.

Choose one of the following:

CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

Criminal Justice Technician Technical Certificate of Credit

OVERVIEW

The Criminal Justice Technician Technical Certificate program is a sequence of courses that prepares the student for entry-level employment opportunities with regional law enforcement and correctional facility employers. The program emphasizes the principles of law enforcement, constitutional law, and criminal/corrections procedures needed for entry-level criminal justice employment. The technical certificate of credit prepares students for a position in law enforcement, corrections, or security.

Students can enter the Criminal Justice Technician certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Criminal Justice Technician program must be able to deal with a wide array of situations with a calm and controlled demeanor.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level employment opportunities with regional law enforcement and correctional facility employers.

PROGRAM COSTS

Tuition & Fees: $1,831.00
Books & Supplies: $710.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2070	Juvenile Justice	3

PROGRAM PATHWAY

Year 1 - Semester 1

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3

Year 1 - Semester 2

CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2070	Juvenile Justice	3

Cybersecurity

OFTC's Cybersecurity programs are a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Technology can benefit any number of areas in nearly any setting, so OFTC's Cybersecurity programs focus on its students' understanding of practical applications of technology in a variety of areas.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree
- Cybersecurity

Diploma
- Cybersecurity

Technical Certificates of Credit
- Advanced Cybersecurity Fundamentals
- Cyber Crime Specialist
- Cybersecurity
- Cybersecurity Fundamentals
- iOS App Development in Swift

Cybersecurity Associate of Applied Science Degree

OVERVIEW

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

Students may enter the Cybersecurity degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 72 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Outline (Distance Education)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cybersecurity degree program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Cybersecurity degree program are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer networking, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $8,855.00
Books & Supplies: $1,700.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Science

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
COLL 1060	Introduction to College and Computers	3
XXXX xxxx	CIS Networking Elective	4
XXXX xxxx	CIS Networking Elective	4
XXXX xxxx	CIS Networking Elective	4
XXXX xxxx	Elective	4

Choose one Introductory-Level Networking Class

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3

Semester 2

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	CIS Networking Elective	4

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose one Introductory-Level Networking Class

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

Semester 3

CIST 1602	Security Policies and Procedures	3
CIST 2611	Network Defense and Countermeasures	4

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 4

CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
XXXX xxxx	CIS Networking Elective	4
XXXX xxxx	Elective	4

Semester 5

CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
XXXX xxxx	CIS Networking Elective	4
PSYC 1101	Introductory Psychology	3

Cybersecurity Diploma

OVERVIEW

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

Students may enter the Cybersecurity diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 57 credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Outline (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cybersecurity diploma program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Cybersecurity diploma program are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer networking, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,024.00
Books & Supplies: $1,700.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Basic Skills Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
XXXS xxxx	CIS Networking Elective	4
XXXX xxxx	CIS Networking Elective	4
COLL 1060	Introduction to College and Computers	3

Choose one Introductory-Level Networking Class

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3

Semester 2

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
XXXX xxxx	CIS Networking Elective	4

Choose one Introductory-Level Networking Class

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

Semester 3

CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2611	Network Defense and Countermeasures	4
EMPL 1000	Interpersonal Relations & Prof Development	2

Semester 4

CIST 2602	Network Security	4
XXXX xxxx	CIS Networking Elective	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

Advanced Cybersecurity Fundamentals Technical Certificate of Credit

OVERVIEW

The Advanced Cybersecurity Fundamentals Technical Certificate program is a complementary certificate program for the Information Security and Criminal Justice students. This certificate program is designed to provide an understanding of operating systems and network security and to allow the student to further pursue coursework to prepare for a career in the Cybersecurity field.

Students can enter the Advanced Cybersecurity Fundamentals certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Advanced Cybersecurity Fundamentals certificate program must be able to demonstrate good judgment, problem solving and analytical skills.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment opportunities as entry-level Computer Forensics technicians.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $710.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

PROGRAM PATHWAY

Semester 1

CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4

Semester 2

CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

Cyber Crime Specialist Technical Certificate of Credit

OVERVIEW

The Cyber Crime Specialist Technical Certificate program is a complementary certificate program for the Information Security and Criminal Justice students. This certificate program will provide basic training in Computer Forensics and Cyber Crime. The technical certificate of credit prepares students for a position in law enforcement, corrections, or security.

Students can enter the Cyber Crime Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 21 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cyber Crime Specialist certificate program must be able to deal with a wide array of situations with a level head.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment opportunities as entry-level Computer Forensics technicians.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $710.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2612	Computer Forensics	4
CRJU 1010	Introduction to Criminal Justice	3
CRJU 2050	Criminal Procedure	3

PROGRAM PATHWAY

Semester 1

CIST 1601	Information Security Fundamentals	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4

Semester 2

CIST 2612	Computer Forensics	4
CRJU 1010	Introduction to Criminal Justice	3
CRJU 2050	Criminal Procedure	3

Cybersecurity Technical Certificate of Credit

OVERVIEW

The Cybersecurity Technical Certificate program is designed to give students the knowledge they need to understand and maintain computer information systems security.

Students can enter the Cybersecurity certificate program any semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 26 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center (Louisville)
- Online

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cybersecurity certificate program must be able to demonstrate good judgment, problem solving and analytical skills.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment opportunities as entry-level Computer Forensics technicians.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $710.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

PROGRAM PATHWAY

Semester 1

CIST 1601	Information Security Fundamentals	3

CIST 1602	Security Policies and Procedures	3

Semester 2

CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

Semester 3

CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4

Cybersecurity Fundamentals Technical Certificate of Credit

OVERVIEW

The Cybersecurity Fundamentals Technical Certificate program is a complementary certificate program for the Information Security and Criminal Justice students. This certificate program is designed to provide a fundamental understanding of Cybersecurity; allowing the student to further pursue coursework to prepare for a career in the Cybersecurity field.

Students can enter the Cybersecurity Fundamentals certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cybersecurity Fundamentals certificate program must be able to demonstrate good judgment, problem solving and analytical skills.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment opportunities as entry-level Computer Forensics technicians.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $710.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3

Choose one of the following:

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

PROGRAM PATHWAY

Semester 1

CIST 1601	Information Security Fundamentals	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4

Semester 2

CIST 1602	Security Policies and Procedures	3

Choose one of the following:

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

iOS App Development in Swift Technical Certificate of Credit

OVERVIEW

The iOS App Development in Swift technical certificate of credit program is designed to allow programming and web development majors to augment their existing programs with web application development or programming. The program emphasizes the knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode.

Students may enter the iOS App Development in Swift technical certificate of credit program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 11 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- Online (Distance Education) – eCampus

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the iOS App Development in Swift certificate program must be able to work in an office setting, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, troubleshoot, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates can find employment in app development for the Apple iPad, iPhone, and Apple Watch series. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $3,162.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CIST 1306	Programming Foundations - Swift	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4

PROGRAM PATHWAY

Semester 1

CIST 1306	Programming Foundations - Swift	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4

Diesel Equipment Technology

Diesel equipment technicians work in a variety of different types of repair shops or in the field performing repairs on heavy trucks or diesel equipment and engines for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computers diagnostic equipment is used in virtual all facets of the repair process. Diesel technicians are often paid an hourly wage and overtime hours are readily available. As a result, diesel technicians can make a higher annual wage than their hourly rate would indicate.

PROGRAM ADVISORS:

Brent Redfern
Department Chair, Diesel Equipment Technology Instructor
AAS, Abraham Baldwin Agricultural College
478-274-7864
bredfern@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Interdisciplinary Studies – Diesel Equipment Technology

Diploma

- Diesel Equipment Technology

Technical Certificates of Credit

- Diesel Electrical/Electronic Systems Technician
- Diesel Engine Service Technician
- Diesel Equipment HVAC and Maintenance Technician
- Diesel Truck Maintenance Technician
- Transport Temperature Control Technician

Interdisciplinary Studies - Diesel Equipment Technology Associate of Applied Science Degree

OVERVIEW

The Interdisciplinary Studies – Diesel Equipment Technology Associate Degree of Applied Science program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology degree that qualifies them as entry-level Diesel Equipment technicians.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Interdisciplinary Studies – Diesel Equipment Technology degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies – Diesel Equipment Technology degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Interdisciplinary Studies – Diesel Equipment Technology degree program is intended to prepare graduates for entry-level jobs in truck service and repair or heavy equipment service and repair.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: $1,550.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $30.00
This fee will be assessed when a student registers for DIET 1000.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1020	Preventive Maintenance	5
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3

Electrical Course Options (7 credit hours required)

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Engines Course Options (6 credit hours required)

DIET 1030	Diesel Engines	6
DIET 1031	Diesel Engine Repair	3
DIET 1032	Diesel Engine Support Systems	3

Medium/Heavy Truck Specialization

DIET 2000	Truck Steering and Suspension Systems	4
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	7

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3

Electrical Course Options (7 credit hours required)

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Semester 2

ENGL 1101	Composition and Rhetoric	3
DIET 2020	Truck Drive Trains	7

Engines Course Options (6 credit hours required)

DIET 1030	Diesel Engines	6
DIET 1031	Diesel Engine Repair	3
DIET 1032	Diesel Engine Support Systems	3

Semester 3

PSYC 1101	Introductory Psychology	3
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 2000	Truck Steering and Suspension Systems	4
ENGL 1102	Literature and Composition	3

Semester 4

DIET 2010	Truck Brake Systems	4
DIET 1020	Preventive Maintenance	5

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 5

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Diesel Equipment Technology Diploma

OVERVIEW

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Students are accepted into the Diesel Equipment Technology program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 47 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Diesel Equipment Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Diesel Equipment Technology program is intended to prepare graduates for entry-level jobs in truck service and repair or heavy equipment service and repair.

PROGRAM COSTS

Tuition & Fees: $6,024.00
Books & Supplies: $1,550.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $40.00
EPA609 Testing Fee: $12.00
These fees will be assessed when a student registers for DIET 1000.

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1020	Preventive Maintenance	5
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3

Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Engines Course Options: 6 Credit Hours Required

DIET 1030	Diesel Engines	6
DIET 1031	Diesel Engine Repair	3
DIET 1032	Diesel Engine Support Systems	3

Medium/Heavy Truck Specialization

DIET 2000	Truck Steering and Suspension Systems	4
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	7

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3

Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Semester 2

MATH 1012	Foundations of Mathematics	3
DIET 2020	Truck Drive Trains	7

Engines Course Options: 6 Credit Hours Required

DIET 1030	Diesel Engines	6
DIET 1031	Diesel Engine Repair	3
DIET 1032	Diesel Engine Support Systems	3

Semester 3

DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 2000	Truck Steering and Suspension Systems	4
EMPL 1000	Interpersonal Relations & Prof Development	2

Semester 4

ENGL 1010	Fundamentals of English I	3
DIET 2010	Truck Brake Systems	4
DIET 1020	Preventive Maintenance	5

Diesel Electrical/Electronic Systems Technician Technical Certificate of Credit

OVERVIEW

The Diesel Electrical/Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronic systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

Students may enter the Diesel Electrical/Electronic Systems Technician program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Diesel Electrical/Electronic Systems Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as a diesel electrical/electronic systems technician.

PROGRAM COSTS

Tuition & Fees: $1,331.00
Books & Supplies: $575.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $40.00
This fee will be assessed when a student registers for DIET 1000.
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3

Diesel Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

PROGRAM PATHWAY

Semester 1

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7

Diesel Engine Service Technician Technical Certificate of Credit

OVERVIEW

The Diesel Engine Service Technician certificate program provides the student with training to become an entry level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Diesel Engine Service Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Diesel Engine Service Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as a diesel engine service technician.

PROGRAM COSTS

Tuition & Fees: $2,262.00
Books & Supplies: $800.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $40.00
This fee will be assessed when a student registers for DIET 1000.

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

DIET 1000	Introduction to Diesel Technology, Tools, and	3

	Safety	

Diesel Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Engines Course Options: 6 Credit Hours Required

DIET 1030	Diesel Engines	6
DIET 1031	Diesel Engine Repair	3
DIET 1032	Diesel Engine Support Systems	3

PROGRAM PATHWAY

Semester 1

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3

Diesel Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Semester 2

Engines Course Options: 6 Credit Hours Required

DIET 1030	Diesel Engines	6
DIET 1031	Diesel Engine Repair	3
DIET 1032	Diesel Engine Support Systems	3

Diesel Equipment HVAC and Maintenance Technical Certificate of Credit

OVERVIEW

The Diesel Equipment HVAC and Maintenance certificate program introduces systems used in medium/heavy-duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety; HVAC system theory and operation; A/C system component diagnosis and repair; HVAC system diagnosis and repair; HVAC operating systems and related controls; and refrigeration recovery, recycling, and handling procedures. This program will also introduce preventive maintenance procedures pertaining to medium/heavy-duty trucks and heavy equipment. Topics include: engine systems maintenance; cab and hood inspections; electrical and electronics inspections; frame and chassis service and maintenance. Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Diesel Equipment HVAC and Maintenance certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 18 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Diesel Equipment HVAC and Maintenance certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment in auto repair shops servicing diesel vehicles, fleet operations, and local government operations.

PROGRAM COSTS

Tuition & Fees: $2,262.00
Books & Supplies: $800.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $40.00
This fee will be assessed when a student registers for DIET 1000.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1020	Preventative Maintenance	5
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3

PROGRAM PATHWAY

Semester 1

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1020	Preventative Maintenance	5
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3

Diesel Truck Maintenance Technician Technical Certificate of Credit

OVERVIEW

The Diesel Truck Maintenance Technician certificate program provides training in the essential knowledge, skills and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers or other diesel equipment. The topics covered include diesel shop safety, tools and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.
Students may enter the Diesel Truck Maintenance Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 23 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Diesel Truck Maintenance Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level jobs in the truck maintenance field.

PROGRAM COSTS

Tuition & Fees: $2,962.00
Books & Supplies: $660.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $40.00
This fee will be assessed when a student registers for DIET 1000.
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

DIET 1000	Introduction to Diesel Technology, Tools, and	3

	Safety	
DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	7

Diesel Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

PROGRAM PATHWAY

Semester 1

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1020	Preventive Maintenance	5

Diesel Electrical Course Options: 7 Credit Hours Required

DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1011	Diesel Electrical and Electronic Systems I	4
DIET 1012	Diesel Electrical and Electronics Systems II	3

Semester 2

DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	7

Transport Temperature Control Technician Technical Certificate of Credit

OVERVIEW

The Transport Temperature Control Technician technical certificate of credit program is designed to prepare individuals for entry-level positions in the Temperature Control Industry. The individual should be capable of installing, repairing and servicing mobile refrigeration, heating, cooling and temperature control units.

Students may enter the Temperature Control Technician technical certificate of credit program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 30 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Transport Temperature Control Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates can find employment in the Temperature Control industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $3,662.00
Books & Supplies: $1,000.00
(Costs are estimated and are subject to change.)

Additional Fees:
ASE Student Certifications Exams: $40.00
This fee will be assessed when a student registers for DIET 1000.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 2140	Introduction to Mobile Temperature Control	3
DIET 2141	Transport Temperature Control Certification	3

Select one of the following DC Courses:

IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3

Select one of the following AC Courses:

IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3

PROGRAM PATHWAY

Semester 1

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
AIRC 1005	Refrigeration Fundamentals	4

Choose one of the following:

IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3

Semester 2

AIRC 1010	Refrigeration Principles and Practices	4
DIET 2140	Introduction to Mobile Temperature Control	3
DIET 2141	Transport Temperature Control Certification	3

Choose one of the following:

IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3

Early Childhood Care and Education

OFTC's Early Childhood Care and Education (ECCE) programs are a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. Few careers offer the chance to shape the future in the way that ECCE careers do. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree
- Early Childhood Care/Education

Diploma
- Early Childhood Care/Education

Technical Certificates of Credit
- Child Development Specialist
- Early Childhood Care and Education Basics
- Early Childhood Exceptionalities

Early Childhood Care and Education Associate of Applied Science Degree

OVERVIEW

The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates of this program will receive one of two areas of specialization: exceptionalities or paraprofessional.

The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early childhood care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Prior to practicums and internships, students must submit to a GAPS fingerprint check.

Students are accepted into the Early Childhood Care/Education degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 72 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood degree program must be caring, dependable, reliable, flexible, patient, and positive.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Care/Education degree program are prepared for employment as Preschool Teachers, Paraprofessionals, Child Life Specialists, Tutors, Nannies, or Military Preschool Teachers or Preschool Directors. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $8,855.00
Books & Supplies: $3,000.00

Additional Fees
Heartsaver Pediatric First Aid CPR AED: $22.00
Malpractice Insurance: $11.00
Fingerprinting: $47.75
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and	3

Composition

Area II - Social/Behavioral

PSYC 1101	Introductory Psychology	3

Area III - Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 18 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2245	Early Childhood Care and Education Internship I	6
ECCE 2246	Early Childhood Care and Education Internship II	6

Choose one of the following Specializations

Paraprofessional Specialization

ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3

Exceptionalities Specialization

ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your role in the Exceptional Environment	3

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
COLL 1060	Introduction to College and Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

Semester 2

ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 2115	Language and Literacy	3

Choose one of the following:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 3

ENGL 1102	Literature and Composition	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
PSYC 1101	Introductory Psychology	3
ECCE 2202	Social Issues and Family Involvement	3

Semester 4

ECCE 2203	Guidance and Classroom Management	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2245	Early Childhood Care and Education Internship I	6

Paraprofessional Specialization

ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3

Semester 5

ECCE 2246	Early Childhood Care and Education Internship II	6

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Exceptionalities Specialization

ECCE 2362	Exploring Your role in the Exceptional Environment	3
ECCE 2360	Classroom Strategies for Exceptional Children	3

Early Childhood Care and Education Diploma

OVERVIEW

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early childhood care and education settings including child care centers, Head Start and Georgia Pre-K programs.

Students are accepted into the Early Childhood Care and Education diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 53 semester credit hours.

Prior to practicums or internships, students must submit to a GAPS fingerprint check. Students in the ECCE program are also required to obtain CPR and first aid certifications while enrolled in the program.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood diploma program must be caring, dependable, reliable, flexible, patient, and positive.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Care/Education diploma are prepared for employment as an early childhood care and education provider. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,624.00
Books & Supplies: $1,700.00

Additional Fees

Heartsaver Pediatric First Aid CPR AED: $22.00
Malpractice Insurance: $12.00
Fingerprinting: $47.75
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2245	Early Childhood Care and Education Internship I	6
ECCE 2246	Early Childhood Care and Education Internship II	6

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ENGL 1010	Fundamentals of English I	3

Semester 2

ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 2115	Language and Literacy	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Semester 3

MATH 1012	Foundations of Mathematics	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2116	Math and Science	3
ECCE 2245	Early Childhood Care and Education Internship I	6

Semester 4

ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2246	Early Childhood Care and Education Internship II	6

Child Development Specialist Technical Certificate of Credit

OVERVIEW

The Child Development Specialist technical certificate of credit program is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers, Pre-K programs and Head Start.

Students are accepted into the Child Development Specialist certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 14 semester credit hours. If students choose the option of taking the practicum, they must submit to a GAPS fingerprint check.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Child Development Specialist certificate program must be caring, dependable, reliable, flexible, patient, positive.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Child Development Specialist TCC would be ideal candidates to work for a day care facility or even open their own day care facility. This program is not a requirement for working in a day care facility, but it will better prepare students for a career working with small children. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,062.00
Books & Supplies: $530.00

Additional Fees
Malpractice Insurance: $12.00
Heartsaver Pediatric First Aid CPR AED: $22.00
Fingerprinting: $47.75

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6

or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3

Choose one of the following:

ECCE 1121	Early Childhood Care and Education Practicum	3
EMPL 1000	Interpersonal Relations & Prof Development	2

PROGRAM PATHWAY

Semester 1

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1103	Child Growth and Development	3

Semester 2

ECCE 1112	Curriculum and Assessment	3

Choose one of the following:

ECCE 1121	Early Childhood Care and Education Practicum	3
EMPL 1000	Interpersonal Relations & Prof Development	2

Early Childhood Care and Education Basics Technical Certificate of Credit

OVERVIEW

The Early Childhood Care and Education (ECCE) Basics technical certificate of credit program includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and a health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be employed in a child care center or family day care center.

Students are accepted into the Early Childhood Care and Education Basics certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood Care and Education Basics program must be caring, dependable, reliable, flexible, patient, positive.

EMPLOYMENT OPPORTUNITIES

Employment potential exists in the child care center classroom (must be 18 years old to be the lead teacher), or to open and operate a family child care home (must be 21 years old).

PROGRAM COSTS

Tuition & Fees: $1,231.00
Books & Supplies: $450.00

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

Additional Fees
Heartsaver Pediatric First Aid CPR AED: $22.00

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

PROGRAM PATHWAY

Semester 1

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

Early Childhood Exceptionalities Technical Certificate of Credit

OVERVIEW

The Early Childhood Exceptionalities technical certificate of credit program is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low and high achieving students). Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and primary schools.

Students are accepted into the Early Childhood Exceptionalities certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood Exceptionalities certificate program must be caring, dependable, reliable, flexible, patient, positive.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Exceptionalities certificate program are prepared for employment as child care providers of children with special needs, in school systems in a special needs classroom, for families with special needs children, and with children and adults that may be severely or profoundly disabled. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,562.00
Books & Supplies: $630.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ECCE 2201	Exceptionalities	3
ECCE 2360	Classroom Strategies for	3

	Exceptional Children	
ECCE 2362	Exploring Your role in the Exceptional Environment	3

PROGRAM PATHWAY

Semester 1

ECCE 2201	Exceptionalities	3
ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your role in the Exceptional Environment	3

Electrical Control Technology

Electrical Control Systems technicians inspect, maintain, check, install, service and repair the electrical systems and controls that are used in commercial and industrial applications, mostly in the manufacturing arena. These technicians are involved in the maintenance and repair of both electrical and electronic systems and components. Business and other organizations depend on complex electronic and electrical equipment for a variety of functions, and cannot allow machinery to sit idle, and thus a good amount of the work is centered around removing the defective parts and replacing with new ones.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree
- Interdisciplinary Studies – Electrical Control Systems

Diploma
- Electrical Control Systems

Technical Certificates of Credit
- Industrial Electrician
- Industrial Motor Control
- Process Control Technician I
- Process Control Technician II
- Programmable Control Technician

Interdisciplinary Studies - Electrical Control Systems Associate of Applied Science Degree

OVERVIEW

The Associate of Applied Science Degree in Interdisciplinary Studies – Electrical Control Systems program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLC's, electrical controls, and instrumentation. Graduates of the program receive an Interdisciplinary Studies – Electrical Control Systems degree that qualifies them for employment as industrial electricians or industrial control technicians.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies – Electrical Control Systems degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies – Electrical Controls degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to work with construction companies, facility maintenance, and industrial sites. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: $1,760.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
XXXX xxxx	Occupational Electives	6

Choose one of the following DC courses:

IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
IDSY 1130	Industrial Wiring	4

Choose one of the following:

IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Semester 2

ENGL 1101	Composition and Rhetoric	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1210	Industrial Motor Controls II	4
PSYC 1101	Introductory Psychology	3

Semester 3

IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4
ENGL 1102	Literature and Composition	3

And one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 4

IDSY 1230	Industrial Instrumentation	4

Choose one of the following:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3

POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 5

PSYC 1101	Introductory Psychology	3
XXXX xxxx	Elective	
XXXX xxxx	Elective	

Electrical Control Systems Diploma

OVERVIEW

The Electrical Control Systems diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLC's, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Students are accepted into the Electrical Control Systems diploma program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 44 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electrical Controls diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to work with construction companies, facility maintenance, and industrial sites. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $5,693.00
Books & Supplies: $1,760.00

(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of	3

	Mathematics	
IDSY 1230	Industrial Instrumentation	4

Occupational Courses

IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4

Choose one of the following DC courses:

IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Occupational Elective Requirement - 6 Credit Hours

COLL 1060	Introduction to College and Computers	3
XXXX xxxx	Occupational Elective	3

PROGRAM PATHWAY

Year 1 - Semester 1

COLL 1060	Introduction to College and Computers	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1130	Industrial Wiring	4

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Semester 2

ENGL 1010	Fundamentals of English I	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1210	Industrial Motor Controls II	4
EMPL 1000	Interpersonal Relations & Prof Development	2
XXXX XXXX	Occupational Elective	3

Semester 3

MATH 1012	Foundations of Mathematics	3
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

Industrial Electrician Technical Certificate of Credit

OVERVIEW

The Industrial Electrician Technical Certificate of Credit program prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Students are accepted in the Industrial Electrician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Electrician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, and problem solving skills.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level employment positions in the residential and commercial electrical industries. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,331.00
Books & Supplies: $250.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1130	Industrial Wiring	4
Choose one of the following DC courses:		
ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
Choose one of the following AC courses:		
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

IDSY 1105	AC Circuit Analysis	3

PROGRAM PATHWAY

Semester 1

IDSY 1130	Industrial Wiring	4

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Industrial Motor Control Technician Technical Certificate of Credit

OVERVIEW

The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Students are accepted in the Industrial Motor Control Technician certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Motor Control Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment in the industrial maintenance field at manufacturing facilities nationwide. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: See program advisor (p. 172)
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1110	Industrial Motor Controls	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4

PROGRAM PATHWAY

Semester 1

IDSY 1110	Industrial Motor Controls	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4

Process Control Technician I Technical Certificate of Credit

OVERVIEW

The Process Control Technician I certificate program offers instruction in the theory and practical application of motor and variable speed controls, industrial PLCs, and industrial fluid power systems. Completion of the program is profitable for entry-level employment or for upgrading technical skills.

Students are accepted into the Process Control Technician I certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Process Control Technician I certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Modern manufacturing relies on automated processes to deliver quality products in a timely fashion. Graduates of the Process Control Technician I certificate are prepared to install and program these systems for first time quality and reliability. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,831.00
Books & Supplies: $435.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4

PROGRAM PATHWAY

Semester 1

IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4

Process Control Technician II Technical Certificate of Credit

OVERVIEW

The Process Control Technician II Technical Certificate of Credit provides instruction continuing the offerings in the Process Control Technician I certificate. Topics include industrial computer applications, intermediate PLCs, industrial instrumentation, and solid state devices.

Students are accepted into the Process Control Technician II certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 11 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Process Control Technician II certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Modern manufacturing relies on automated processes to deliver quality products in a timely fashion. Graduates of the Process Control Technician II certificate are prepared to install and program these systems for first time quality and reliability. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,431.00
Books & Supplies: $570.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Must have completed Process Control Technician I TCC.

CURRICULUM

Occupational Courses

IDFC 1013	Solid State Devices I	3
IDSY 1220	Intermediate Industrial PLCs	4

IDSY 1230	Industrial Instrumentation	4

PROGRAM PATHWAY

Semester 1

IDFC 1013	Solid State Devices I	3
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4

Programmable Control Technician Technical Certificate of Credit

OVERVIEW

The Programmable Control Technician certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Students are accepted into the Programmable Control Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Programmable Control Technician certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Programmable Control Technician program prepares graduates to work in the rapidly expanding field of industrial controls. A Programmable Control Technician I works with electrical controls typically found in an industrial environment. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $400.00

(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

PROGRAM PATHWAY

Semester 1

IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

Electronics Technology

OFTC's Electronics Technology programs are a sequence of courses designed to prepare students for careers in electronics technology professions. Electronics are the backbone of our society and permeate nearly every aspect of every day. OFTC's electronics program gives students the tools to understand electronics and take advantage of the numerous opportunities available in the field. The programs emphasize a combination of electronics technology theory and practical application necessary for successful employment.

PROGRAM ADVISORS:

James Scarborough
Electronics Instructor
B.S., Information Technology, Middle Georgia State University
478-274-7862
jscarborough@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Electronics Technology
- Interdisciplinary Studies – Electronics Fundamentals

Diploma

- Electronics Fundamentals
- Electronics Technology

Technical Certificates of Credit

- Basic Electricity Technician
- Basic Electronics Assembler
- Electricians Assistant

Electronics Technology Associate of Applied Science Degree

OVERVIEW

The Electronics Technology Associate of Applied Science Degree program is a sequence of courses designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Associate of Applied Science Degree, which qualifies them as electronics technicians with a specialization in communications electronics, or industrial electronics.

Students can enter the Electronics degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electronics Technology degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

The Electronics Technology program is intended to produce graduates who are prepared for employment as entry-level technicians in the electronics field.

PROGRAM COSTS

Tuition & Fees: $7,755.00
Books & Supplies: $1,965.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in

General Core Courses, students must take an additional 3 semester credit hours.		
ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
MATH 1103	Quantitative Skills and Reasoning	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

Complete one of the following Specializations:

Communication Electronics Technology Specialization

ELCR 2210	Analog communications	5
ELCR 2220	Digital Communications	3
ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communications and Radar	3
ELCR 2250	Optical Communications Techniques	3

Industrial Electronics Technology Specialization

ELCR 2110	Process Control	3
ELCR 2120	Motor Controls	3
ELCR 2130	Programmable Controllers	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
ELCR 2160	Advanced Microprocessor and Robotics	3

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
COLL 1060	Introduction to College and Computers	3

Semester 2

ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7

Semester 3

ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

Semester 4

ELCR 1005	Soldering Technology	1

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
MATH 1103	Quantitative Skills and Reasoning	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Communication Electronics Technology Specialization

ELCR 2210	Analog communications	5

Industrial Electronics Technology Specialization

ELCR 2110	Process Control	3

Semester 5

Communication Electronics Technology Specialization

ELCR 2220	Digital Communications	3
ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communications and Radar	3
ELCR 2250	Optical Communications Techniques	3

Industrial Electronics Technology Specialization

ELCR 2120	Motor Controls	3
ELCR 2130	Programmable Controllers	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
ELCR 2160	Advanced Microprocessor and Robotics	3

Interdisciplinary Studies - Electronics Fundamentals Associate of Applied Science Degree

OVERVIEW

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

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Electronics Fundamentals degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Electronics Fundamentals degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Interdisciplinary Studies - Electronics Fundamentals degree which prepares them for entry-level positions in the electronics field and qualifies them for admission in the Electronics Technology program. Continuation into the Electronics Technology program is recommended and encouraged.

Co-op Opportunity

Oconee Fall Line Technical College participates in a cooperative agreement with Warner Robins Air Force Base. For students to be eligible to compete for the co-op program, a student must be in regular admit status. No provisional or learning support students will be accepted for co-op interviews. For additional information, contact the program instructor.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: $1,150.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next

Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Science

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
XXXX xxxx	Occupational Electives	10

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
COLL 1060	Introduction to College and Computers	3

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 2

ENGL 1102	Literature and Composition	3

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 3

ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7

Semester 4

ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

Semester 5

ELCR 1005	Soldering Technology	1
XXXX xxxx	Elective	

Electronics Fundamentals Diploma

OVERVIEW

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

Students are accepted into the Electronics Fundamentals program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 38 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electronics Fundamentals diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronics Fundamentals diploma which prepares them for entry-level positions in the electronics field and qualifies them for admission in the Electronics Technology program. Continuation into the Electronics Technology program is recommended and encouraged.

Co-op Opportunity

Oconee Fall Line Technical College participates in a cooperative agreement with Warner Robins Air Force Base. For students to be eligible to compete for the co-op program, a student must be in regular admit status. No provisional or learning support students will be accepted for co-op interviews. For additional information, contact the program instructor.

PROGRAM COSTS

Tuition & Fees: $4,793.00
Books & Supplies: $1,150.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for

occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3

Choose one of the following:

MATH 1012	Foundations of Mathematics	3
MATH 1111	College Algebra	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

PROGRAM PATHWAY

Semester 1

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
COLL 1060	Introduction to College and Computers	3
ELCR 1005	Soldering Technology	1

Choose one of the following:

MATH 1012	Foundations of Mathematics	3
MATH 1111	College Algebra	3

Semester 2

ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7

Semester 3

ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

Electronics Technology Diploma

OVERVIEW

The Electronics Technology Diploma program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communications electronics, or industrial electronics.

Students are accepted in the Electronics Technology diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electronics Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as an electronic technician.

Co-op Opportunity

Oconee Fall Line Technical College participates in a cooperative agreement with Warner Robins Air Force Base. For students to be eligible to compete for the co-op program, a student must be in regular admit status. No provisional or learning support students will be accepted for co-op interviews. For additional information, contact the program instructor.

PROGRAM COSTS

Tuition & Fees: $6,724.00
Books & Supplies: $1,625.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible

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ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for

occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3

Choose one of the following:

MATH 1012	Foundations of Mathematics	3
MATH 1111	College Algebra	3

Occupational Courses

ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

Occupational Elective

COLL 1060	Introduction to College and Computers	3

Complete one of the following Specializations:

Communications Electronics Technology Specialization

ELCR 2210	Analog communications	5
ELCR 2220	Digital Communications	3
ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communications and Radar	3
ELCR 2250	Optical Communications Techniques	3

Industrial Electronics Technology Specialization

ELCR 2110	Process Control	3
ELCR 2120	Motor Controls	3
ELCR 2130	Programmable Controllers	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
ELCR 2160	Advanced Microprocessor and Robotics	3

PROGRAM PATHWAY

Semester 1

EMPL 1000	Interpersonal Relations & Prof Development	2
COLL 1060	Introduction to College and Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1020	Alternating Current Circuits	7

Choose one of the following:

MATH 1012	Foundations of Mathematics	3
MATH 1111	College Algebra	3

Semester 2

ELCR 1010	Direct Current Circuits	6
ENGL 1010	Fundamentals of English I	3
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

Semester 3

ELCR 1030	Solid State Devices	5

Communications Electronics Technology Specialization

ELCR 2210	Analog communications	5
ELCR 2220	Digital Communications	3
ELCR 2230	Antenna and Transmission Lines	3

Industrial Electronics Technology Specialization

ELCR 2110	Process Control	3
ELCR 2120	Motor Controls	3
ELCR 2130	Programmable Controllers	3

Semester 4

ENGL 1010	Fundamentals of English I	3

Communications Electronics Technology Specialization

ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communications and Radar	3
ELCR 2250	Optical Communications Techniques	3

Industrial Electronics Technology Specialization

ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
ELCR 2160	Advanced Microprocessor and Robotics	3

Basic Electricity Technician Technical Certificate of Credit

OVERVIEW

The Basic Electrical Technician Technical Certificate of Credit provides a basic knowledge of direct current and alternating current circuits and their components. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Students are accepted into the Basic Electricity Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 13 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Electrical Technician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Basic Electricity Technician certificate program are prepared for employment as an electrical technician. Electricians install, repair and maintain all the electrical and power systems for homes, businesses and industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,631.00

Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7

PROGRAM PATHWAY

Semester 1

ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7

Basic Electronic Assembler Technical Certificate of Credit

OVERVIEW

The Basic Electronic Assembler certificate program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Students are accepted into the Basic Electronic Assembler certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Electronic Assembler certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Basic Electronic Assembler certificate program work as entry level personnel working under qualified supervision to assemble all types of electronic equipment in various workplace environments to include manufacturing, electronic, service operations and telecommunications services industries. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,331.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

Choose one of the following courses:

MATH 1012	Foundations of Mathematics	3
MATH 1111	College Algebra	3
MATH 1013	Algebraic Concepts	3

Occupational Courses

ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3

PROGRAM PATHWAY

Semester 1

ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3

Choose one of the following:

MATH 1012	Foundations of Mathematics	3
MATH 1111	College Algebra	3
MATH 1013	Algebraic Concepts	3

Electricians Assistant Technical Certificate of Credit

OVERVIEW

This program is an introductory presentation of the fundamental skills and knowledge needed for employment as an electrician's assistant. The program is heavily focused toward lab exercises and places great emphasis on applied or practical learning experiences that will enable students with limited preparation to successfully complete the program. Graduates of this program are prepared for entry-level employment as electrician's assistants.

Students are accepted into the Electricians Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 21 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electricians Assistant program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as an electrician's assistant working with construction companies and residential builders. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
IDFC 1000	Principles of Electricity I	4
IDFC 1005	Principles of Electricity II	5

And one of the following

ELTR 2600	Electrician's Assistant Internship	8
IDSY 1130	Industrial Wiring	4

PROGRAM PATHWAY

Semester 1

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
IDFC 1000	Principles of Electricity I	4

Semester 2

IDFC 1005	Principles of Electricity II	5

Choose one of the following:

ELTR 2600	Electrician's Assistant Internship	8
IDSY 1130	Industrial Wiring	4

Health Care Assistant/Nurse Aide

OFTC's Health Care Assistant Technical Certificate of Credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals of basic health care delivery. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Interdisciplinary Studies – Allied Health

Technical Certificates of Credit

- Geriatric Care Assistant
- Health Care Assistant
- Nurse Aide
- Nurse Aide Accelerated

Interdisciplinary Studies - Allied Health Associate of Applied Science Degree

OVERVIEW

The Associate of Applied Science Degree in Interdisciplinary Studies allows customization of the program of study based on each student's academic and professional goals. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education.

Students are accepted into the Interdisciplinary Studies – Allied Health degree program every semester. Program graduates are trained in the underlying fundamentals of health care delivery. A student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies – Allied Health degree program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: See program advisor (p. 203)

Additional Fees
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $45.00
Nurse Aide Certification Test: $130.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM	Survey of Inorganic	1

1151L	Chemistry Lab	
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3
NAST 1100	Nurse Aide Fundamentals	6
XXXX xxxx	Occupational Electives	19

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
COLL 1060	Introduction to College and Computers	3

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 2

ENGL 1102	Literature and Composition	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 3

ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Semester 4

NAST 1100	Nurse Aide Fundamentals	6
XXXX xxxx	Occupational Electives	6

Semester 5

XXXX xxxx	Occupational Electives	13

Geriatric Care Assistant Technical Certificate of Credit

ONLY Open to Dual Enrollment High School Cohorts

OVERVIEW

The Geriatric Care Assistant Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services.

Students are accepted into the Geriatric Care Assistant certificate program every fall semester. A student can complete this program in 1 1/2 years during the high school academic year. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Geriatric Care Assistant certificate program must have good work ethics, be people oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Geriatric Care Assistant certificate program would be ideal candidates for a job as a nursing assistant in a nursing home, hospital, home health care, or hospice.

PROGRAM COSTS

Tuition & Fees: $1,962.00
Books & Supplies: $225.00
Uniform & Supplies: $300.00

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $45.00
Nurse Aide Certification Test: $112.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
GERT 1000	Understanding the Gerontological Client	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
NAST 1100	Nurse Aide Fundamentals	6

Choose one of the following:

ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2

Health Care Assistant Technical Certificate of Credit

OVERVIEW

The Health Care Assistant Technical Certificate of Credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students are accepted into the Health Care Assistant certificate program every semester. A student can complete this program in 3 semesters. To graduate, students must earn a minimum of 30 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Health Care Assistant certificate program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

EMPLOYMENT OPPORTUNITIES

Students in the Health Care Assistant TCC will complete NAST 1100 - Nurse Aide Fundamentals which prepares them to take the National Nurse Aide Assessment Program (NNAAP) examination. Students must pass the national examination to be credentialed as Certified Nursing Assistants.

PROGRAM COSTS

Tuition & Fees: $3,993.00

Books & Supplies: See program advisor (p. 203)

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $45.00
Nurse Aide Certification Test: $130.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible for HOPE Career Grant.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3

Nurse Aide Specialization

ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

PROGRAM PATHWAY

Semester 1

ENGL 1010	Fundamentals of English I	3
COLL 1060	Introduction to College and Computers	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 2

MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2

Semester 3

ALHS 1011	Structure and Function of the Human Body	5
NAST 1100	Nurse Aide Fundamentals	6

Nurse Aide Technical Certificate of Credit

OVERVIEW

The Nurse Aide Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

Students enrolled in the Nurse Aide Technical Certificate of Credit will be required to successfully pass both criminal background checks and drug screening procedures to participate in clinical experiences with patients in licensed facilities.

Students are accepted into the Nurse Aide certificate program every semester. A student can complete this program in 2 semesters. To graduate, students must earn a minimum of 13 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Nurse Aide certificate program must have good work ethics, be people oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Nurse Aide certificate program would be ideal candidates for a job as a nursing assistant in a nursing home, hospital, home health care, or hospice.

PROGRAM COSTS

Tuition & Fees: $1,962.00
Books & Supplies: $225.00
Uniform & Supplies: $300.00

ADDITIONAL FEES

Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $45.00
Nurse Aide Certification Test: $130.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible for HOPE Career Grant.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

PROGRAM PATHWAY

Semester 1

ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1040	Introduction to Health Care	3

Semester 2

ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

Nurse Aide Accelerated Technical Certificate of Credit

****ONLY Available Upon Request of Healthcare Facilities****

OVERVIEW

The Nurse Aide Accelerated Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services.

Students enrolled in the Nurse Aide Accelerated Technical Certificate of Credit will be required to successfully pass both criminal background checks and drug screening procedures to participate in clinical experiences with patients in licensed facilities.

Students are accepted into the Nurse Aide certificate program every semester with OFTC approval of a healthcare facility request. A student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center
- Little Ocmulgee Instructional Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Nurse Aide Accelerated certificate program must have good work ethics, be people oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Nurse Aide certificate program would be ideal candidates for a job as a nursing assistant in a nursing home, hospital, home health care, or hospice.

PROGRAM COSTS

Tuition & Fees: $1,962.00
Books & Supplies: $225.00
Uniform & Supplies: $300.00

ADDITIONAL FEES

Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $45.00
Nurse Aide Certification Test: $130.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

NAST 2100	Nurse Aide Accelerated	7
And one of the following:		
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

PROGRAM PATHWAY

Year 1 - Semester 1

NAST 2100	Nurse Aide Accelerated	7
And one of the following:		
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Industrial Systems Maintenance

Industrial system maintenance personnel, technicians, electricians, millwrights, and other related jobs are charged with inspecting, maintaining, troubleshooting, and repairing commercial and install mechanical and electrical systems. The complex machinery found in each of these situations need technicians to install, service, troubleshoot, maintain, and repair the machinery in order for the companies to maintain a high level of productivity.

PROGRAM ADVISORS:

Mark Stewart
Division Chair T & I / Industrial Systems Instructor
M.Ed., Troy State University
B.S., Southern Illinois University
Industrial Systems Technology Diploma, Heart of Georgia Technical College
Mechanical Control Systems Diploma, Sandersville Technical College
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Interdisciplinary Studies – Industrial Mechanical Systems
- Interdisciplinary Studies – Industrial Systems Technology

Diploma

- Industrial Mechanical Systems
- Industrial Systems Technology

Technical Certificates of Credit

- Industrial Maintenance Technician
- Industrial Pumping and Piping Technician
- Mechanical Maintenance Technician
- Robotic Technician

Interdisciplinary Studies - Industrial Mechanical Systems Associate of Applied Science Degree

OVERVIEW

The Associates of Applied Science Degree in Interdisciplinary Studies – Industrial Mechanical Systems program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies – Industrial Mechanical Systems degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies – Industrial Mechanical Systems degree program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies – Industrial Mechanical Systems degree program are prepared for employment as an industrial maintenance mechanic. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: $1,450.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose 3 credit hours:

MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills and Reasoning	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1240	Maintenance for Reliability	4
XXXX XXXX	Occupational Related Elective	5

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

PROGRAM PATHWAY

Semester 1

IDSY 1020	Print Reading and Problem Solving	3
ENGL 1101	Composition and Rhetoric	3
COLL 1060	Introduction to College and Computers	3

Choose one of the following:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Semester 2

PSYC 1101	Introductory Psychology	3
IDSY 1110	Industrial Motor Controls	4
XXXX xxxx	Elective	

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 3

IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	4

Choose one of the following:

MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills and	3

	Reasoning	
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Semester 4

IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Elective	

Semester 5

PSYC 1101	Introductory Psychology	3
IDSY 1240	Maintenance for Reliability	4
And one of the following:		
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Interdisciplinary Studies - Industrial Systems Technology Associate of Applied Science Degree

OVERVIEW

The Associates of Applied Sciences Degree in Interdisciplinary Studies – Industrial Systems Technology program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The degree program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies – Industrial Systems Technology degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies – Industrial Systems Technology degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies – Industrial Systems Technology degree program are prepared for employment as industrial electricians or industrial systems technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,093.00
Books & Supplies: $1,175.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other

courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Science/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX XXXX	Occupational Electives	7

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
IDSY 1130	Industrial Wiring	4
ENGL 1101	Composition and Rhetoric	3

Choose one of the following:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Semester 2

PSYC 1101	Introductory Psychology	3
IDSY 1110	Industrial Motor Controls	4
XXXX xxxx	Elective	

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 3

IDSY 1120	Basic Industrial PLCs	4
IDSY 1170	Industrial Mechanics	4

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose one of the following:

CHEM 1151	Survey of Inorganic Chemistry	3

CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Semester 4

IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Elective	
ENGL 1102	Literature and Composition	3

Semester 5

XXXX xxxx	Elective	

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Industrial Mechanical Systems Diploma

OVERVIEW

The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Students are accepted into the Industrial Mechanical Systems diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Mechanical Systems diploma program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Industrial Mechanical Systems diploma program are prepared for employment as an industrial maintenance mechanic. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,393.00
Books & Supplies: $1,450.00

(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1240	Maintenance for Reliability	4
XXXX	Occupational Related	11
XXXX	Electives	

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1160	Mechanical Laws and Principles	4
XXXX xxxx	Elective	

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Semester 2

ENGL 1010	Fundamentals of English I	3
IDSY 1110	Industrial Motor Controls	4
XXXX xxxx	Elective	
IDSY 1170	Industrial Mechanics	4

Semester 3

MATH 1012	Foundations of Mathematics	3
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Elective	
EMPL 1000	Interpersonal Relations & Prof Development	2
IDSY 1240	Maintenance for Reliability	4

Industrial Systems Technology Diploma

OVERVIEW

The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers.

Students are accepted into the Industrial Systems Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 46 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Systems Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Industrial Systems Technology diploma program are prepared for employment as industrial electricians or industrial systems technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $5,924.00
Books & Supplies: $1,175.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Basic Skills Courses

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Occupational Electives	6

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
IDSY 1110	Industrial Motor Controls	4

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following AC courses:

ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

Semester 2

ENGL 1010	Fundamentals of English I	3
XXXX xxxx	Elective	
EMPL 1000	Interpersonal Relations & Prof Development	2
IDSY 1170	Industrial Mechanics	4

Semester 3

IDSY 1190	Fluid Power Systems	4
MATH 1012	Foundations of Mathematics	3
XXXX xxxx	Elective	

Semester 4

IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Elective	

Automated Manufacturing Basics Technical Certificate of Credit

OVERVIEW

The Automated Manufacturing Basics Technical Certificate of Credit provides a foundational knowledge in many areas associated with manufacturing. Students are introduced to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities. Students will have a variety of job opportunities that are expected to see above average job growth according to Georgia's Hot Careers and Georgia's Short-Term Employment Projections.

To graduate, students must earn a minimum of 3 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automated Manufacturing Basics certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Automated Manufacturing Basic certificate program will find employment in manufacturing or industrial settings. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $727.00
Books & Supplies: $150.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUMF 1580	Automated Manufacturing Skills	3

PROGRAM PATHWAY

Semester 1

AUMF 1580	Automated Manufacturing Skill	3

Industrial Maintenance Technician Technical Certificate of Credit

OVERVIEW

The Industrial Maintenance Technician Technical Certificate of Credit introduces dual enrollment students to industrial maintenance concepts including safety, print reading and industrial mechanics. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Maintenance Technician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Industrial Mechanical Systems diploma program are prepared for employment as an industrial maintenance mechanic. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,231.00
Books & Supplies: $1,450.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1170	Industrial Mechanics	4
IDSY 1020	Print Reading and Problem Solving	3
IDFC 1007	Industrial Safety Procedures	2

PROGRAM PATHWAY

Semester 1

IDSY 1170	Industrial Mechanics	4
IDSY 1020	Print Reading and Problem Solving	3
IDFC 1007	Industrial Safety Procedures	2

Industrial Pumping and Piping Technician Technical Certificate of Credit

OVERVIEW

The Industrial Pumping and Piping Technician technical certificate of credit program is designed to introduce students to industrial safety, power systems, and pumps and piping systems. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The technical certificate program is an introductory technical certificate of credit within the Industrial Systems Technology diploma program.

Students are accepted into the Industrial Pumping and Piping Technician technical certificate of credit program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Pumping and Piping Technician technical certificate of credit program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Industrial Pumping and Piping Technician technical certificate of credit program are prepared for employment as industrial electricians or industrial systems technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,331.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDFC 1007	Industrial Safety Procedures	2
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3

PROGRAM PATHWAY

Semester 1

IDFC 1007	Industrial Safety Procedures	2
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3

Mechanical Maintenance Technician Technical Certificate of Credit

OVERVIEW

The Mechanical Maintenance Technician Technical Certificate of Credit introduces students to industrial maintenance concepts including industrial mechanics, introduction to machine tool, and welding. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

To graduate, students must earn a minimum of 29 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechanical Maintenance Technician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Mechanical Maintenance Systems diploma program are prepared for employment as an industrial maintenance mechanic. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COST

Tuition & Fees: $9,799.00

Books & Supplies: $2,000.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3

MCHT 1011	Introduction to Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1330	Metal Welding and Cutting Techniques	2

PROGRAM PATHWAY

Semester 1

IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
MCHT 1011	Introduction to Machine Tool	4

Semester 2

MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1330	Metal Welding and Cutting Techniques	2

Robotic Technician Technical Certificate of Credit

OVERVIEW

The Robotic Technician technical certificate of credit program is designed for the students who wish to enhance their automation skills for employment at companies who have robots. The Robotic Technician certificate of credit provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of robotic technology. Graduates of the program receive a Robotic Technician Technical Certificate of Credit.

Students are accepted into the Robotic Technician certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Robotic Technician certificate program must have good work ethics, be people oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

Graduates of the Robotic Technician certificate program can find employment assisting manufacturing, mechanical, and electronics engineers in all phases of robotic design, development, production, testing and operations. Classroom instruction and practical application of learned skills provide a solid background, which appeals to prospective employers.

PROGRAM COST

Tuition & Fees: $2.662.00
Books & Supplies: $700.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUMF 1150	Introduction to Robotics	3

AUMF 2060	Work Cell Design Laboratory	2
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1220	Intermediate Industrial PLCs	4

PROGRAM PATHWAY

Semester 1

IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
AUMF 1150	Introduction to Robotics	3

Semester 2

IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4
AUMF 2060	Work Cell Design Laboratory	2

Machine Tool Technology

Machinists use machine tools such as lathes, milling machines, and grinders to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a kind items. They use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make products that meet precise specifications.

PROGRAM ADVISORS:

Jeffrey Frady
Machine Tool Technology Instructor
Welding & Joining Technology Diploma, Oconee Fall Line Technical College
CNC Diploma, Oconee Fall Line Technical College
AAS Precision Machining and Manufacturing, Oconee Fall Line Technical College
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Precision Machining and Manufacturing

Diploma

- CNC Technology
- Precision Machining and Manufacturing

Technical Certificates of Credit

- Advanced General Machinist
- Basic CNC Technician
- Basic Machining Operator
- Basic Machinist
- CNC Specialist
- Lathe Operator
- Metals Technician
- Mill Operator

Precision Machining and Manufacturing Associate of Applied Science Degree

OVERVIEW

The Precision Machining and Manufacturing degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing degree and have the qualifications of a machine tool technician.

Students may enter the Precision Machining and Manufacturing degree program any semester. To graduate, students must earn a minimum of 66 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Precision Machining and Manufacturing degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Precision Machining and Manufacturing program are prepared to enter professional positions as metal workers and machinists in manufacturing firms, private industry and government projects. There is a vital need for trained individuals to keep industry machinery in good working order and to produce the parts necessary to keep industry moving. Classroom instruction and practical application of learned skills provide a sound background, which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $8,586.00
Books & Supplies: $1,220.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
MCHT 1013	Machine Tool Math	3

Occupational Related Elective - 3 Credit Hours:

COLL 1060	Introduction to College and Computers	3

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
COLL 1060	Introduction to College and Computers	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3

Semester 2

PSYC 1101	Introductory Psychology	3
MCHT 1119	Lathe Operations I	4
MCHT 1013	Machine Tool Math	3
MCHT 1219	Lathe Operations II	4

Semester 3

MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 4

AMCA 2110	CNC Fundamentals	4
AMCA 2150	CNC Lathe Programming	5

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 5

AMCA 2130	CNC Mill Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1020	Heat Treatment and Surface Grinding	4

CNC Technology Diploma

OVERVIEW

The CNC Technology diploma program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualifications of a CNC technician.

Students are accepted into the CNC Technology program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 51 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the CNC Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as a CNC technician.

PROGRAM COSTS

Tuition & Fees: $7,055.00
Books & Supplies: $1,220.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2190	CAD/CAM Programming	4
COLL 1060	Introduction to College and Computers	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

PROGRAM PATHWAY

Semester 1

ENGL 1010	Fundamentals of English I	3
COLL 1060	Introduction to College and Computers	3
MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4

Semester 2

EMPL 1000	Interpersonal Relations & Prof Development	2
MCHT 1119	Lathe Operations I	4
MCHT 1013	Machine Tool Math	3
MCHT 1012	Print Reading For Machine Tool	3

Semester 3

AMCA 2110	CNC Fundamentals	4
AMCA 2150	CNC Lathe Programming	5
MCHT 1120	Mill Operations I	4

Semester 4

AMCA 2130	CNC Mill Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1020	Heat Treatment and Surface Grinding	4

Precision Machining and Manufacturing Diploma

OVERVIEW

The Precision Machining and Manufacturing diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing diploma and have the qualifications of a machine tool technician.

Students are accepted into the Precision Machining and Manufacturing diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 45 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Precision Machining and Manufacturing diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Precision Machining and Manufacturing Diploma program are prepared to enter professional positions as metal workers and machinists in manufacturing firms, private industry and government projects. There is a vital need for trained individuals to keep industry machinery in good working order and to produce the parts necessary to keep industry moving. Classroom instruction and practical application of learned skills provide a sound background, which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,424.00
Books & Supplies: $1,120.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

AMCA 2110	CNC Fundamentals	4
COLL 1060	Introduction to College and Computers	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4

Semester 2

MCHT 1119	Lathe Operations I	4
MCHT 1012	Print Reading For Machine Tool	3
EMPL 1000	Interpersonal Relations & Prof Development	2
MCHT 1013	Machine Tool Math	3

Semester 3

MCHT 1219	Lathe Operations II	4
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

Semester 4

AMCA 2110	CNC Fundamentals	4
MCHT 1020	Heat Treatment and Surface Grinding	4

Advanced General Machinist Technical Certificate of Credit

OVERVIEW

The Advanced General Machinist technical certificate of credit provides training for graduates to gain employment as machine tool technicians. Emphasis is placed on advanced grinding, milling, and lathe operations.

Students are accepted into the Advanced General Machinist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Advanced General Machinist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive an Advanced General Machinist technical certificate of credit for advanced placement in the machining field.

PROGRAM COSTS

Tuition & Fees: $6,424.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AMCA 2010	Advanced Milling I	4
AMCA 2030	Advanced Milling II	4
AMCA 2050	Advanced Lathe Operations I	4
AMCA 2070	Advanced Lathe Operations II	4
AMCA 2080	Advanced Grinding I	2
AMCA 2090	Advanced Grinding Operations II	2

PROGRAM PATHWAY

Semester 1

AMCA 2010	Advanced Milling I	4
AMCA 2050	Advanced Lathe	4

	Operations I	
AMCA 2080	Advanced Grinding I	2

Semester 2

AMCA 2030	Advanced Milling II	4
AMCA 2070	Advanced Lathe Operations II	4
AMCA 2090	Advanced Grinding Operations II	2

Basic CNC Technician Technical Certificate of Credit

OVERVIEW

The Basic CNC Technician Certificate of Credit program will provide training for graduates to gain employment as entry level CNC machine tool technicians. This TCC will offer introductory courses in CNC fundamentals, CNC mill and lathe manual programming, as well as the practical applications for CNC. Additionally, this TCC will ensure a basic foundation knowledge is present before any CNC curriculum is undertaken by requiring students to successfully complete coursework in both Machine Tool Math and Blueprint for Machine Tool. The program emphasizes a combination of CNC theory and practical application necessary for gainful employment.

Students may enter the Basic CNC Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 24 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic CNC Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a Basic CNC Technician technical certificate of credit for placement in the machining field.

PROGRAM COSTS

Tuition & Fees: $6,424.00
Books & Supplies: $20.00

(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

MATH 1012	Foundations of Mathematics	3

Occupational Courses

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4
MCHT 1012	Print Reading For Machine Tool	3

PROGRAM PATHWAY

Semester 1

MATH 1012	Foundations of Mathematics	3
MCHT 1012	Print Reading For Machine Tool	3
AMCA 2110	CNC Fundamentals	4

Semester 2

AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4

Basic Machining Operator Technical Certificate of Credit

OVERVIEW

The Basic Machining Operator technical certificate of credit prepares students for entry level machine shop employment by providing the knowledge and skills in basic machining operations. Instruction is provided in blueprint reading, lathe, mill, and surface grinder operation, mathematical functions, and an introduction to the machine tool industry.

Students are accepted into the Basic Machining Operator certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 22 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Machining Operator certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a Basic Machining Operator technical certificate of credit for placement in the machining field.

PROGRAM COSTS

Tuition & Fees: $6,424.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

PROGRAM PATHWAY

Semester 1

MCHT 1012	Print Reading For Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1011	Introduction to Machine Tool	4

Semester 2

MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

Basic Machinist Technical Certificate of Credit

OVERVIEW

The Basic Machinist technical certificate of credit prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading

Students are accepted into the Basic Machinist program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Machinist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a Basic Machinist technical certificate of credit for advanced placement in the machining field.

Program Costs
Tuition & Fees: $6,424.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

MATH 1012	Foundations of Mathematics	3

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3

PROGRAM PATHWAY

Semester 1

MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3

CNC Specialist Technical Certificate of Credit

OVERVIEW

The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Students may enter the CNC Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 22 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the CNC Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a CNC Specialist technical certificate of credit for advanced placement in the machining field.

PROGRAM COSTS

Tuition & Fees: $2,862.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

PROGRAM PATHWAY

Semester 1

AMCA 2110	CNC Fundamentals	4
AMCA 2150	CNC Lathe Programming	5

Semester 2

AMCA 2130	CNC Mill Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

Lathe Operator Technical Certificate of Credit

OVERVIEW

The Lathe Operator technical certificate of credit program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

Students are accepted into the Lathe Operator certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mill Operator program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a Mill Operator technical certificate of credit for placement in the machining field.

PROGRAM COSTS

Tuition & Fees: $2,862.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

PROGRAM PATHWAY

Semester 1

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

Metals Technician Technical Certificate of Credit

OVERVIEW

The Metals Technician technical certificate of credit program is a series of courses that prepare a student for general knowledge of maintenance and repair of machinery by combining machine shop courses with welding courses. A student will learn to operate lathes and milling machines, as well as basic welding theory, safety, and operating procedures, and advanced techniques required for successful gas metal arc welding.

Students are accepted into the Metals Technician certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 20 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Metals Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a Metals Technician technical certificate of credit for entry level job placement in the maintenance and machinery repair.

PROGRAM COSTS

Tuition & Fees: $2,862.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements

- Students must have completed the Machine Tool Technology degree or diploma program, or with Program Advisor approval.

CURRICULUM

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
WELD 1000	Introduction to Welding Technology	4
WELD 1090	Gas Metal Arc Welding	4

PROGRAM PATHWAY

Semester 1

MCHT 1011	Introduction to Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
WELD 1000	Introduction to Welding Technology	4
WELD 1090	Gas Metal Arc Welding	4

Mill Operator Technical Certificate of Credit

OVERVIEW

The Mill Operator technical certificate of credit program teaches student to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.
Students are accepted into the Mill Operator certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mill Operator program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a Mill Operator technical certificate of credit for placement in the machining field.

PROGRAM COSTS

Tuition & Fees: $2,862.00
Books & Supplies: $20.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

PROGRAM PATHWAY

Semester 1

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading For Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

Mechatronics Technology

OFTC's Mechatronics programs include sequences of courses that prepare students for careers in today's technology-driven workplaces. The skills students acquire in this program helps them secure a job, excel, and advance in the field. Students obtaining a Mechatronics Technology associates degree will be capable of inspecting, maintaining, troubleshooting, and repairing commercial and industrial mechanical and electrical systems. These systems are found in manufacturing applications, assembly lines, and production facilities. The complex machinery found in each of these situations needs technicians to install, service, troubleshoot, maintain and repair machinery in order for the companies to maintain a high level of productivity.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Mechatronics

Diploma

- Mechatronics

Technical Certificates of Credit

- Mechatronics Specialist
- Mechatronics Technician

Mechatronics Technology Associate of Applied Science Degree

OVERVIEW

The Mechatronics Technology degree program is designed for the student who wishes to prepare for a career as a Mechatronics technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The Degree program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers.

Students are accepted into the Mechatronics Technology degree program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 63 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechatronics degree program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Mechatronics Technology degree program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,624.00
Books & Supplies: $1,600.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

AUMF 1150	Introduction to Robotics	3
COLL 1060	Introduction to College and Computers	3
IDFC 1013	Solid State Devices I	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
MCTX 2250	Mechatronics Capstone	3

Choose 6 credit hours from the following course prefixes: **IDSY, AIRC, MCHT, WELD, ELCR, AUMF, BUAS**

XXXX XXXX	Occupational Electives	6

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
COLL 1060	Introduction to College and Computers	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 2

PSYC 1101	Introductory Psychology	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 3

IDSY 1190	Fluid Power Systems	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 4

AUMF 1150	Introduction to Robotics	3
IDFC 1013	Solid State Devices I	3
IDSY 1230	Industrial Instrumentation	4
XXXX xxxx	Elective	

Mechatronics Technology Diploma

OVERVIEW

The Mechatronics Technology diploma program is designed for the student who wishes to prepare for a career as a Mechatronics technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention and advancement.

Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The diploma program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers.

Students are accepted into the Mechatronics Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 50 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechatronics diploma program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Mechatronics Technology diploma program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $5,993.00
Books & Supplies: $1,600.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for

occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
IDFC 1013	Solid State Devices I	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
MCTX 2250	Mechatronics Capstone	3
AUMF 1150	Introduction to Robotics	3

PROGRAM PATHWAY

Semester 1

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COLL 1060	Introduction to College and Computers	3
IDSY 1101	DC Circuit Analysis	3

Choose one of the following:

EMPL 1000	Interpersonal Relations & Prof Development	2
PSYC 1010	Basic Psychology	3

Semester 2

IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4

Semester 3

IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4

Semester 4

MCTX 2250	Mechatronics Capstone	3
AUMF 1150	Introduction to Robotics	3
IDFC 1013	Solid State Devices I	3

Mechatronics Specialist Technical Certificate of Credit

OVERVIEW

The Mechatronics Specialist certificate program is designed for the student who wishes to prepare for a career as a Mechatronics Technician The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention and advancement. This program provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power and Robotics.

Students are accepted into the Mechatronics Specialist certificate program every semester. A full-time student can complete this program in 1 semester.

To graduate, students must earn a minimum of 11 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechatronics Specialist certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Mechatronics Specialist certificate program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,624.00
Books & Supplies: $1,600.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other

courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

AUMF 1150	Introduction to Robotics	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
IDSY 1160	Mechanical Laws and Principles	4

PROGRAM PATHWAY

Semester 1

AUMF 1150	Introduction to Robotics	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
IDSY 1160	Mechanical Laws and Principles	4

Mechatronics Technician Technical Certificate of Credit

OVERVIEW

The Mechatronics Technician certificate program is designed for the student who wishes to prepare for a career as a Mechatronics Technician The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention and advancement. This program provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power and Robotics.

Students are accepted into the Mechatronics Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechatronics Technician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Mechatronics Technician certificate program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,500.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other

courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

IDSY 1005	Introduction to Mechatronics	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4

PROGRAM PATHWAY

Semester 1

IDSY 1005	Introduction to Mechatronics	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4

Medical Assisting

Programs in this category prepare students for employment in a variety of positions in both the clinical and administrative areas of today's medical offices. Skills utilized can be widely varied and depend on the office protocol. Students will be provided with learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Employees entering these fields must have excellent communication skills, be compassionate, and possess organization skills.

PROGRAM ADVISORS:

Brenda Gurr
Medical Assisting Instructor
Associate Science Pre-Medical Laboratory Technology, Middle Georgia College
Associate Arts Secondary Education, Middle Georgia College
478-274-7885
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Health Care Management

Diploma

- Medical Assisting

Technical Certificates of Credit

- Medical Office Support Specialist
- Phlebotomy Technology

Health Care Management Associate of Applied Science Degree

OVERVIEW

The Health Care Management degree program provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting.

Health care managers organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Students are accepted into the Health Care Management program each semester. To graduate, students must earn a minimum of 60 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Health Care Management degree program must have good work ethics, be detail oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

Graduates of the Health Care Management degree program can find employment as health care managers in a physician's office or outpatient clinics. Classroom instruction and practical application of learned skills provide a solid background, which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,655.00
Books & Supplies: $1,700.00

Additional Fees

Science Lab Fees: $75.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Science

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in

General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Occupational Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3
MAST 1060	Medical Office Procedures	4
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1110	Administrative Practice Management	3
MGMT 1100	Principals of Management	3

Student must take an additional 8 semester credit hours from the following:

ALHS 1140	Health Care Communication	3
MAST 2100	Electronic Medical Office Technology	2
MAST 2108	Physician's Practice Management	6
MGMT 2115	Human Resource Management	3
PSYC 2103	Human Development	3

PROGRAM PATHWAY

Semester 1

PSYC 1101	Introductory Psychology	3
ENGL 1101	Composition and Rhetoric	3
MAST 1060	Medical Office Procedures	4

Choose one of the following:

MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills and Reasoning	3

Semester 2

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
ACCT 1100	Financial Accounting I	4
COLL 1060	Introduction to College and Computers	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 3

BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
ACCT 1105	Financial Accounting II	4
MAST 1010	Legal and Ethical Concerns in the Medical Office	2

Choose one of the following:

ENGL 2130	American Literature	3
ENGL 2110	World Literature	3

Semester 4

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
MAST 1110	Administrative Practice Management	3
MGMT 2115	Human Resource Management	3
MGMT 1100	Principals of Management	3

Semester 5

Student is required to take 5 additional credit hours that are not offered at OFTC. Must take as a transient through GVTC. Registrar at OFTC needs to be contacted in advance regarding these courses. These courses are listed below.

MAST 2108	Physician's Practice Management	6

Or two of the courses listed below

PSYC 2103	Human Development	3
MAST 2100	Electronic Medical Office Technology	2
ALHS 1140	Health Care Communication	3

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Medical Assisting Diploma

OVERVIEW

The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting diploma provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting.

Graduates of the program receive a Medical Assisting diploma. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 53 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Assisting diploma program must have good work ethics, be people oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Assisting diploma program can find employment as a medical assistant in a physician's office or outpatient clinics. Classroom instruction and practical application of learned skills provide a solid background, which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,724.00
Books & Supplies: $1,700.00
Uniform & Supplies: $300.00
Liability Insurance (per year): $11.00

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
Testing Fees: $125.00
BLS for Healthcare Provider: $7.00
First Aid Card: $22.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible for HOPE Career Grant.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy

ACCREDITATION

The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs 9355 - 113th St. N, #7709 Seminole, FL 33775 Phone: 727-210-2350 Fax: 727-210-2354

The Medical Assisting Diploma program at Oconee Fall Line Technical College (Dublin, GA) has a retention rate of 95% for the admission cohort that entered in 2016 and 73.7% for the admission cohort that entered in 2017. The Medical Assisting Diploma program at Oconee Fall Line Technical College (Dublin, GA) has a job placement rate of 86.67% for the 2020 graduates.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	4
MAST 1180	Medical Assisting Seminar	4

PROGRAM PATHWAY

Semester 1

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COLL 1060	Introduction to College and Computers	3
PSYC 1010	Basic Psychology	3

Semester 2

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 3

MAST 1060	Medical Office Procedures	4
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1080	Medical Assisting Skills I	4

Semester 4

MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1090	Medical Assisting Skills II	4

Semester 5

MAST 1170	Medical Assisting Externship	4

MAST 1180	Medical Assisting Seminar	4

Medical Office Support Specialist Technical Certificate of Credit

OVERVIEW

The Medical Office Support Specialist program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required in today's medical offices. Medical Office Support Specialists answer the telephone and keep records of callers, schedule appointments, greet patients, and interview patients to gain needed information.

Students may enter the Medical Office Support Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 13 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Office Support Specialist certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, be a multi-tasker, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Office Support Specialist certificate program are prepared for employment as office assistants in many different types of office environments with emphasis placed on computers, office procedures, word processing, and accounting. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,962.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible for HOPE Career Grant.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1060	Medical Office Procedures	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3

PROGRAM PATHWAY

Semester 1

ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1010	Legal and Ethical Concerns in the Medical Office	2

Semester 2

MAST 1060	Medical Office Procedures	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3

Phlebotomy Technology Technical Certificate of Credit

OVERVIEW

The Phlebotomy Technology Specialist program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

Students may enter the Phlebotomy Technology Specialist certificate program any semester. PHLT courses are offered each fall term. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 17 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Phlebotomy Technology Specialist certificate program must have a strong work ethic, be people oriented, and process great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Phlebotomy Technology Specialist certificate program are prepared for employment in neighborhood health centers, medical group practices, HMOs, public health facilities, and hospitals. The field of Phlebotomy has dramatically expanded in the past several years. The role of this integral member of the health care team has recently been brought into much sharper focus.

PROGRAM COSTS

Tuition & Fees: $2,336.00
Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $7.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4

PROGRAM PATHWAY

Semester 1

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 2

PHLT 1050	Clinical Practice	4
PHLT 1030	Introduction to Venipuncture	3

Networking Specialist

OFTC's Networking Specialist programs are a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Technology can benefit any number of areas in nearly any setting, so OFTC's Networking Specialist programs focus on its students' understanding of practical applications of technology in a variety of areas.

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Networking Specialist

Diploma

- Networking Specialist

Technical Certificates of Credit

- CompTIA A+ Certified Preparation
- CompTIA A+ Certified Technician Preparation
- Microsoft Network Administrator

Networking Specialist Associate of Applied Science Degree

OVERVIEW

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

Students may enter the Networking Specialist degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 66 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)
- Online (Distance Education)

Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Networking Specialist degree program must show initiative; be willing to continue education as technology advances; be interested in operating systems and applications, networking theory and solutions, configuring, and troubleshooting; be organized; have the ability to multi-task; and possess a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Networking Specialist degree program are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer networking, system design and analysis, security, troubleshooting, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $8,255.00
Books & Supplies: $2,300.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Science/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Course Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
COLL 1060	Introduction to College and Computers	3
XXXX xxxx	Guided Elective	14
XXXX xxxx	CIS Operating Systems Course	3
XXXX xxxx	CIS Security Course	3

Microsoft Specialization

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
XXXX XXXX	MS Elective	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
XXXX xxxx	Elective	

Semester 2

CIST 1401	Computer Networking Fundamentals	4
ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Elective	

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 3

XXXX xxxx	Elective	
XXXX xxxx	Elective	

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 4

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
XXXX xxxx	Elective	

Semester 5

CIST 2413	Microsoft Server Infrastructure	4

PSYC 1101	Introductory Psychology	3
XXXX xxxx	Elective	
XXXX xxxx	Elective	

Networking Specialist Diploma

OVERVIEW

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

Students may enter the Networking Specialist diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Networking Specialist diploma program must show initiative; be willing to continue education as technology advances; be interested in operating systems and applications, networking theory and solutions, configuring, and troubleshooting; be organized; have the ability to multi-task; and possess a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Information Systems-Networking Specialist diploma program are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer networking, system design and analysis, security, troubleshooting, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,055.00
Books & Supplies: $1,900.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,

- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Basic Skills Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Prof Development	2

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
COLL 1060	Introduction to College and Computers	3
XXXX xxxx	CIS Operating Systems Course	3
XXXX xxxx	CIS Security Course	3
XXXX xxxx	Guided Elective	9

Microsoft Specialization

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
XXXX xxxx	MS Elective	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
XXXX xxxx	Elective	

Semester 2

CIST 1401	Computer Networking Fundamentals	4
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
XXXX xxxx	Elective	

Semester 3

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
XXXX xxxx	Elective	
XXXX xxxx	Elective	

Semester 4

CIST 2413	Microsoft Server Infrastructure	4
XXXX xxxx	Elective	
EMPL 1000	Interpersonal Relations & Prof Development	2
XXXX xxxx	Elective	

CompTIA A+ Certified Preparation Technical Certificate of Credit

OVERVIEW

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

Students may enter the CompTIA A+ Certified Technician Preparation program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)
- Jefferson County Center (Louisville)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the CompTIA A+ Certified Preparation certificate program must be able to work in an office setting, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, troubleshoot, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,462.00
Books & Supplies: $794.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CIST 1122	Hardware Installation and Maintenance	4
XXXX xxxx	CIS Operating Systems Course	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1122	Hardware Installation and Maintenance	4
XXXX xxxx	Elective	

CompTIA A+ Certified Technician Preparation Technical Certificate of Credit

OVERVIEW

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

Students may enter the CompTIA A+ Certified Technician Preparation program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)
- Jefferson County Center (Louisville)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the CompTIA A+ Certified Technician Preparation certificate program must be able to work in an office setting, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, troubleshoot, and have a strong work ethic.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,462.00
Books & Supplies: $794.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
XXXX xxxx	CIS Operating Systems Course	3
XXXX xxxx	CIS Elective	4

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4

Semester 2

XXXX xxxx	Elective	3
XXXX xxxx	Elective	4

Microsoft Network Administrator Technical Certificate of Credit

OVERVIEW

The Microsoft Network Administrator certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

Students may enter the Microsoft Network Administrator certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- North Campus (Sandersville)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Microsoft Network Administrator certificate program must show initiative, be willing to continue education as technology advances, be interested in computer networking, be organized, have the ability to multi-task, possess a strong work ethic, and have a desire to work in an office setting.

EMPLOYMENT OPPORTUNITIES

Graduates of the Microsoft Network Administrator certificate program are prepared for entry-level computer networking positions. As a computer service technician, you would design, install, maintain and repair computer systems and equipment. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $2,262.00
Books & Supplies: See program advisor (p. 268)
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for

occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4

Choose one of the following:

CIST 2414	Microsoft Server Administration	4
CIST 2420	Microsoft Exchange Server	4

PROGRAM PATHWAY

Semester 1

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4

Semester 2

CIST 2413	Microsoft Server Infrastructure	4

Choose one of the following:

CIST 2414	Microsoft Server Administration	4
CIST 2420	Microsoft Exchange Server	4

Nursery/Greenhouse Technician

"This program is only offered at the Eastman Youth Development Center."

OFTC's Nursery/Greenhouse Technician certificate program prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

PROGRAMS BY TYPE OF AWARD

Technical Certificates of Credit

- Nursery/Greenhouse Technician

Nursery/Greenhouse Technician Technical Certificate of Credit

This program is only taught at Eastman Youth Development Center.

OVERVIEW

The Nursery/Greenhouse Technician certificate program prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

Students are accepted into the Nursery/Greenhouse Technician program every semester. To graduate, students must earn a minimum of 17 semester credit hours.

EMPLOYMENT OPPORTUNITIES

Graduates of the Nursery/Greenhouse Technician certificate program are employable as entry-level positions in the nursery, landscape, or agricultural industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1030	Greenhouse Management	4
HORT 1050	Nursery Production and Management	4

Nursing

OFTC's Nursing programs are designed to prepare students to pass the NCLEX Exam for their program. The programs prepare graduates to give competent nursing care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates have the qualifications of an entry-level nurse.

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PROGRAMS BY TYPE OF AWARD

Associate Science Degree

- Associate Degree in Nursing Bridge
- Associate of Science in Nursing

Diploma

- Practical Nursing

Associate of Applied Science Degree in Allied Health Professions

OVERVIEW

The Associate of Applied Science Degree in Allied Health Professions (AHP) offers flexibility in tailoring the curriculum to suit the individual academic and career objectives of each student. This program entails the completion of a range between 61-64 semester credit hours, comprising 15 hours of general education requirements and 49 hours allocated to healthcare-related occupation courses. These areas of concentration encompass comprehensive healthcare programs that underscore both the theoretical foundations and practical applications crucial for successful entry into the healthcare workforce. Upon graduation, students will possess a solid foundation and relevant skills to excel in various healthcare roles. By working closely with a faculty advisor, students can strategically select courses from specific areas of concentration that align with their desired career trajectory in the healthcare field.

A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

EMPLOYMENT OPPORTUNITIES

As the demand for healthcare positions rises, the necessity of customizing coursework to match a student's academic and career objectives grows more significant. The Associate of Applied Science degree in Health Professions offers a foundational education suitable for various roles across diverse healthcare fields. These may encompass practical nursing, neuromuscular studies, and other health-related programs that can supplement a student's occupational interests. This degree is designed to concentrate on key high-demand areas within the state's healthcare sector.

PROGRAM COSTS

Tuition & Fees: $7,604.00
Books & Supplies: $1,500.00
Uniform & Supplies: $300.00
Liability Insurance (per year): $11.00

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
ATI Fees: $1,975.00
Navicent Clinical Fee: $169.50
HCA Clinical Fee: $59.50
Science Lab Fee: $75.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Unencumbered license to practice in Georgia as an LPN or paramedic.
2. Work Experience Form completed showing at least one year current experience infield.

3. Current CPR certification documentation due first day of class.
4. TEAS Requirement - Minimum 65.
5. GPA Requirement - Minimum 3.0.

Competitive Admission Requirements
Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has completed or will complete the designated courses,
2. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

Students must complete the following designated courses that will be used toward the GPA ranking: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101, ENGL 1102, ENGL 2130, MATH 1111 or MATH 1103, and PSYC 1101. In addition, a state-approved general education course such as HIST 2111, HIST 2112, POLS 1101, or SOCI 1101 will also be used toward the GPA ranking.

STUDENT/GRADUATE ACHIEVEMENT

Associate Degree in Nursing Bridge Program Outcomes

NCLEX-RN success rates for first time test takers:
Graduation Year 2020 – 91.55% Pass Rate
Graduation Year 2021 – 94.44% Pass Rate
Graduation Year 2022 – 91.48% Pass Rate

Program Completion Rate (3 Semesters):
Year 2020 – 97.72%
Year 2021 – 97.91%
Year 2022 – 97.91%

Job Placement Rates:
Year 2020 – 98%
Year 2021 – 100%
Year 2022 – 95.74%

ACCREDITATION

The Associate Degree in Nursing Bridge program is approved by the Georgia Board of Nursing.

Effective July 15, 2020, this ADN Bridge program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/candidacy/

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3
SOCI	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

Associate Degree in Nursing Bridge

OVERVIEW

The Associate Degree in Nursing Bridge (ADN Bridge) curriculum is designed to produce highly-trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The nurse is viewed as a caring, holistic person who possesses critical thinking/problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning. Graduates are eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 60 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)

EMPLOYMENT OPPORTUNITIES

The Associate Degree in Nursing Bridge program provides the graduate with the necessary knowledge, skills, and attitudes to practice competently and safely as a beginning Registered Nurse (RN) in a variety of healthcare settings. The program graduate will receive an Associate of Science in Nursing degree. A program graduate who meets exit requirements will be eligible to apply to the Georgia Board of Nursing to write the national licensure examination (NCLEX) to become registered.

PROGRAM COSTS

Tuition & Fees: $7,986.00
Books & Supplies: $1,650.00
Uniform & Supplies: $300.00
Liability Insurance (per year): $11.00

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
ATI Fees: $1,975.00
Navicent Clinical Fee: $169.50
HCA Clinical Fee: $59.50
Science Lab Fee: $75.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Unencumbered license to practice in Georgia as an LPN or paramedic.
2. Work Experience form completed by the employer showing at least one year experience infield by competitive deadline
3. Current CPR certification documentation due first day of class.
4. TEAS Requirement - Minimum 65.
5. GPA Requirement - Minimum 3.0.

Competitive Admission Requirements
Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that

the student:

1. has completed or will complete the designated courses,
2. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

Students must complete the following designated courses that will be used toward the GPA ranking: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101, ENGL 1102, ENGL 2130, MATH 1111 or MATH 1103, and PSYC 1101. In addition, a state-approved general education course such as HIST 2111, HIST 2112, POLS 1101, or SOCI 1101 will also be used toward the GPA ranking.

STUDENT/GRADUATE ACHIEVEMENT

Associate Degree in Nursing Bridge Program Outcomes

NCLEX-RN success rates for first time test takers:
Graduation Year 2020 – 91.55% Pass Rate
Graduation Year 2021 – 94.44% Pass Rate
Graduation Year 2022 – 91.48% Pass Rate

Program Completion Rate (3 Semesters):
Year 2020 – 97.72%
Year 2021 – 97.91%
Year 2022 – 97.91%

Job Placement Rates:
Year 2020 – 98%
Year 2021 – 100%
Year 2022 – 95.74%

ACCREDITATION

The Associate Degree in Nursing Bridge program is approved by the Georgia Board of Nursing.

Effective July 15, 2020, this ADN Bridge program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/candidacy/

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Occupational Courses

RNSG 1170	Foundations of Nursing	4
RNSG 2070	Maternal Child Nursing	8
RNSG 2170	Adult Health Bridge	8
RNSG 2280	Leadership Transition	2
RNSG 2330	Adult Health Bridge II	8

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 2

ENGL 1102	Literature and Composition	3
PSYC 1101	Introductory Psychology	3
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Semester 3

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Choose one of the following:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 4

RNSG 1170	Foundations of Nursing	4
RNSG 2070	Maternal Child Nursing	8

Semester 5

RNSG 2170	Adult Health Bridge	8
RNSG 2280	Leadership Transition	2

Semester 6

RNSG 2330	Adult Health Bridge II	8

Associate of Science in Nursing

OVERVIEW

The Associate of Science in Nursing degree program is designed to prepare students for positions in the nursing profession. The curriculum is designed to produce highly-trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The nurse is viewed as a caring, holistic person who possesses critical thinking/problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning.

A full-time student can complete this program in 7 semesters. To graduate, students must earn a minimum of 72 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

EMPLOYMENT OPPORTUNITIES

The Associate of Science in Nursing (ASN) degree program provides the graduate with the necessary knowledge, skills, and attitudes to practice competently and safely as a beginning Registered Nurse (RN) in a variety of healthcare settings. Program graduates receive an Associate of Science in Nursing (ASN) degree. Graduates are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

PROGRAM COSTS

Tuition & Fees: $8,500.00
Books & Supplies: $2,000.00
Uniform & Supplies: $300.00
Liability Insurance (per year): $11.00

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
ATI Fees: $1,975.00
Navicent Clinical Fee: $169.50
HCA Clinical Fee: $59.50
Science Lab Fee: $75.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Current CPR certification documentation due first day of class.
2. TEAS Requirement - Minimum 65.
3. GPA Requirement - Minimum 3.0.

Competitive Admission Requirements

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has completed or will complete the designated

courses,
2. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

Students must complete the following designated courses that will be used toward the GPA ranking: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101, ENGL 1102, ENGL 2130, MATH 1111 or MATH 1103, and PSYC 1101. In addition, a state-approved general education course such as HIST 2111, HIST 2112, POLS 1101, or SOCI 1101 will also be used toward the GPA ranking.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Occupational Courses

RNSG 1151	Pharmacology and Drug Calculations	4
RNSG 1170	Foundations of Nursing	4
RNSG 2051	Medical Surgical Nursing I	8
RNSG 2070	Maternal Child Nursing	8
RNSG 2151	Medical Surgical Nursing II	8
RNSG 2251	Medical Surgical Nursing III	8
RNSG 2280	Leadership Transition	2

Practical Nursing Diploma

NOT ACCEPTING NEW STUDENTS

OVERVIEW

The Practical Nursing program is designed to prepare students for the NCLEX-PN and licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 60 semester credit hours.

All candidates for the Practical Nursing program will be required to take the TEAS test (Test of Essential Academic Skills).

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

EMPLOYMENT OPPORTUNITIES

Graduates can find employment at hospitals, doctors' offices, school nurse clinics, nursing homes, home health agencies, and other public and healthcare agencies.

PROGRAM COSTS

Tuition & Fees: $7,655.00
Books & Supplies: $1650.00
Uniform & Supplies: $300.00
Liability Insurance (per year): $11.00

ADDITIONAL FEES
PN Skills Pack: $175.00
Malpractice Insurance: $11.00
Drug Screen: $50.00
Criminal Background Check: $51.50
ATI Testing Fees: $1,975.00
BLS for Healthcare Provider: $7.00
HCA Clinical Fee: $59.50
Navicent Clinical Fee: $169.50
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approve programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next

Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:
Completion of Health Care Assistant Technical Certificate of Credit.

Competitive Admission Requirements
Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has completed or will complete the designated courses,
2. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

ACCREDITATION

Effective July 15, 2020, this Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/candidacy/

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
ALHS 1011	Structure and Function of the Human Body	5
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2320	Medical-Surgical Nursing Clinical II	2
PNSG 2330	Medical-Surgical Nursing Clinical III	2
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

PROGRAM PATHWAY – FALL START

Semester 1

ENGL 1010	Fundamentals of English I	3
COLL 1060	Introduction to College and Computers	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 2

PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2

Semester 3

ALHS 1011	Structure and Function of the Human Body	5
NAST 1100	Nurse Aide Fundamentals	6

Semester 4

PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4

Semester 5

PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2320	Medical-Surgical Nursing Clinical II	2
PNSG 2330	Medical-Surgical Nursing Clinical III	2

Semester 6

PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

PROGRAM PATHWAY – SPRING START

Semester 1

ENGL 1010	Fundamentals of English I	3
COLL 1060	Introduction to College and Computers	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 2

PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2

Semester 3

ALHS 1011	Structure and Function of the Human Body	5
NAST 1100	Nurse Aide Fundamentals	6

Semester 4

PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4

Semester 5

PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2230	Medical-Surgical Nursing III	4

PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2320	Medical-Surgical Nursing Clinical II	2

Semester 6

PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2330	Medical-Surgical Nursing Clinical III	2
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

Practical Nursing Technical Certificate of Credit

OVERVIEW

The Practical Nursing Technical Certificate of Credit is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. The nursing program covers all theoretical content areas outlined in Georgia Board Rule 410-9-06 (5a & 5b). A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor.

Students enrolled in the Practical Nursing certificate program will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

Students are accepted into the Practical Nursing certificate program every fall and spring semester. A student can complete this program in 3 semesters. To graduate, students must earn a minimum of 49 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

EMPLOYMENT OPPORTUNITIES

Graduates can find employment at hospitals, doctors' offices, school nurse clinics, nursing homes, home health agencies, and other public and healthcare agencies.

PROGRAM COSTS

Tuition & Fees: $5.673.00
Books & Supplies: $1,000.00
Uniform & Supplies: $300.00
Liability Insurance (per year): $12.00

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $7.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Current BLS documentation must be provided on the first day of class.
2. TEAS score 58.7

Competitive Admission Requirements

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,

2. understands the competitive process including deadlines for work experience forms and official college transcripts.

If additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

ACCREDITATION

Effective July 15, 2020, this Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/candidacy/

CURRICULUM

Occupational Courses

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

PROGRAM PATHWAY – FALL START

Semester 1

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6

Semester 2

PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4

Semester 3

PNSG 1625	Adult Health Nursing IV	6
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

PROGRAM PATHWAY – SPRING START

Semester 1

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6

Semester 2

PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1630	Mental Health Nursing	4

Semester 3

PNSG 1625	Adult Health Nursing IV	6
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

Pharmacy Technology

OFTC's Pharmacy Technology diploma program is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences are designed to integrate theory and practice.

PROGRAM ADVISORS:

Amanda Drew
Pharmacy Technology Instructor
ASN, Oconee Fall Line Technical College
478-274-7743
adrew@oftc.edu

PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Pharmacy

Diploma

- Pharmacy

Technical Certificate of Credit

- Basic Pharmacy Technology

Pharmacy Associate of Applied Science Degree

OVERVIEW

The Pharmacy Technology degree program is designed to provide an individual with the entry level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and replacement. Graduates are prepared to function as pharmacy technicians in positions requiring preparations of medications according to prescription under the supervision of a pharmacist.

The mission of the Pharmacy Technology degree program is to produce caring, competent, trustworthy and certified Pharmacy Technology graduates.

Students will be accepted into the Pharmacy Technology degree program each fall semester. A full-time student can complete this program in 6 semesters. To graduate, a student must earn a minimum of 65 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Pharmacy Technology degree program must have good work ethics, be people-oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology degree program are prepared for responsible employment positions in hospitals, nursing homes, long-term care facilities, infusion centers, doctors' offices, and retail pharmacies.
Additional information regarding employment, regulations, certification, job outlook and salary may be found at: Bureau of Labor Statistics (BLS) Pharmacy Technician Certification Board Georgia Board of Pharmacy Registration Information

PROGRAM COSTS

Tuition & Fees: $8,155.00
Books & Supplies: $2,00.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES

Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
PTCE Application Fee: $129.00
BLS for Healthcare Provider: $7.00
Georgia State Board of Pharmacy Registration: $100.00
GAPS Background Check: $36.25
HCA Clinical Fee: $59.50
Science Lab Fee: $50.00
Uniforms: $175.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Competitive Admission Requirements
Students must complete an application to compete for their name to be placed on the list of potential program students. Students without an application on file will NOT be considered for program competition.

Applications signify that the student has completed or will complete the designated courses by the designated deadline and understands the deadlines for official college transcripts. The competitive process is followed with the exception of TEAS testing.

Students must successfully complete the following designated courses (ENGL 1101, ENGL 2130, MATH 1111 or MATH 1103, PSYC 1101, COLL 1060, ALHS 1040, ALHS 1090, BIOL 2113/2113L, and BIOL 2114/2114L) prior to taking pharmacy technology occupational classes. In addition, a state-approved general education course must be completed.

STUDENT/GRADUATE ACHIEVEMENT

For the years 2020-2024, 88% of OFTC graduates passed the Pharmacy Technician Certification exam.

ACCREDITATION

The Pharmacy Technology degree program offered by Oconee Fall Line Technical College is accredited by ASHP (American Society for Health System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education) upon recommendation of the ASHP and ACPE Boards of Directors. More information on this accrediting body can be found at www.ashp.org.

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Occupational Courses

ALHS 1040	Introduction to Health Care	3
COLL 1060	Introduction to College and Computers	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principals of Dispensing Medications	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1040	Pharmacology	4
PHAR 1050	Pharmacy Technology Clinical	5
PHAR 2060	Advanced Pharmacy Technology Principals	3
PHAR 2070	Advanced Pharmacy	5

	Technology Clinical	

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
COLL 1060	Introduction to College and Computers	3

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

Semester 2

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
PSYC 1101	Introductory Psychology	3
ENGL 1102	Literature and Composition	3

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 3

BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Semester 4

PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1040	Pharmacology	4

Semester 5

PHAR 1020	Principals of Dispensing Medications	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1050	Pharmacy Technology Clinical	5

Semester 6

PHAR 2060	Advanced Pharmacy Technology Principals	3
PHAR 2070	Advanced Pharmacy Technology Clinical	5

Pharmacy Diploma

OVERVIEW

The Pharmacy Technology diploma program is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences are designed to integrate theory and practice.

The mission of the Pharmacy Technology program is to produce caring, competent, trustworthy and certified Pharmacy Technology graduates.

Students will be accepted into the Pharmacy Technology diploma program each fall semester. A full-time student can complete this program in 4 semesters. To graduate, a student must earn a minimum of 56 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Pharmacy Technology diploma program must have good work ethics, be people-oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology program are prepared for responsible employment positions in hospitals, nursing homes, long-term care facilities, and retail pharmacies.

Additional information regarding employment, regulations, certification, job outlook and salary may be found at: Bureau of Labor Statistics (BLS) Pharmacy Technician Certification Board Georgia Board of Pharmacy Registration Information

PROGRAM COSTS

Tuition & Fees: $6,925.00
Books & Supplies: $2,000.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
PTCE Application Fee: $129.00
BLS for Healthcare Provider: $7.00
Georgia State Board of Pharmacy Registration: $100.00
GAPS Background Check: $36.25
HCA Clinical Fee: $59.50
Uniforms: $175.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible for HOPE Career Grant.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Competitive Admission Requirements

Students must complete an application to compete for their name to be placed on the list of potential program students. Students without an application on file will NOT be considered for program competition. Applications signify that the student has completed or will complete the designated courses by the designated deadline and understands the deadlines for official college transcripts. The competitive process is followed with the exception of TEAS testing.

Students must successfully complete the following designated courses (ALHS 1011, ALHS 1040, ALHS 1090, COLL 1060, ENGL 1010, MATH 1012, and PSYC 1010) prior to taking pharmacy technology occupational classes.

STUDENT/GRADUATE ACHIEVEMENT

For the years 2020-2024, 88% of OFTC graduates passed the Pharmacy Technician Certification exam.

ACCREDITATION

The Pharmacy Technology diploma program offered by Oconee Fall Line Technical College is accredited by ASHP (American Society for Health System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education) upon recommendation of the ASHP and ACPE Boards of Directors. More information on this accrediting body can be found at www.ashp.org.

CURRICULUM

General Education Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

COLL 1060	Introduction to College and Computers	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principals of Dispensing Medications	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1040	Pharmacology	4
PHAR 1050	Pharmacy Technology Clinical	5
PHAR 2060	Advanced Pharmacy Technology Principals	3
PHAR 2070	Advanced Pharmacy Technology Clinical	5
And one of the following:		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2300	Medical Terminology	2

PROGRAM PATHWAY

Semester 1

ENGL 1010	Fundamentals of English I	3
COLL 1060	Introduction to College and Computers	3
ALHS 1090	Medical Terminology for	2

Allied Health Sciences

Semester 2

PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
ALHS 1011	Structure and Function of the Human Body	5

Semester 3

ALHS 1040	Introduction to Health Care	3

Semester 4

PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1040	Pharmacology	4

Semester 5

PHAR 1020	Principals of Dispensing Medications	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1050	Pharmacy Technology Clinical	5

Semester 6

PHAR 2060	Advanced Pharmacy Technology Principals	3
PHAR 2070	Advanced Pharmacy Technology Clinical	5

Basic Pharmacy Technology Technical Certificate of Credit

OVERVIEW

The Basic Pharmacy Technology Certificate is designed to provide an individual with the entry level skills for success in a retail pharmacy setting. Learning opportunities develop academic and professional knowledge and skill required as a retail Pharmacy Technician. Graduates are prepared to function and perform basic skills expected for a retail Pharmacy Technician. Skills will include gathering, preparing, inputting, and other requirements according to a prescription under the supervision of a licensed Pharmacist.

Students are accepted into the Basic Pharmacy Technology certificate program every semester. A student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Pharmacy Technology certificate program must have good work ethics, be people oriented and possess great organizational skills.

EMPLOYMENT OPPORTUNITIES

The Basic Pharmacy Technician will assist a Licensed Pharmacist with gathering/collecting patient information, inputting and processing prescription information, providing customer service, and other administrative duties within a retail pharmacy. Basic Pharmacy Technicians practicing in a retail pharmacy setting are also responsible of counting, preparing, and labeling various medications utilizing basic pharmacy counting methods and technology if available.

PROGRAM COSTS

Tuition & Fees: $1,901.00
Books & Supplies: $200.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES
Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
PTCE Application Fee: $129.00
BLS for Healthcare Provider: $7.00
Georgia State Board of Pharmacy Registration: $100.00
GAPS Background Check: $36.25
HCA Clinical Fee: $59.50
Uniforms: $175.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology	5

	Fundamentals	
PHAR 1020	Principals of Dispensing Medications	4

And one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
MATH 1012	Foundations of Mathematics	3

PROGRAM PATHWAY

Semester 1

PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principals of Dispensing Medications	4

Semester 2

Choose one of the following:

ALHS 1090	Medical Terminology for Allied Health Sciences	2
MATH 1012	Foundations of Mathematics	3

Radiologic Technology

Students in this program grouping serve as a critical link between the radiologist and the patient. They work with specialized imaging techniques to assist the physician in diagnosing patient conditions. The technologist must be an effective communicator in the health care process and must be very thorough while keeping the patient comfortable during a sometimes frightening and uncomfortable series of events. They must be able to manage stress well, express compassion, and remain calm all while doing an accurate job during the imaging process.

PROGRAM ADVISORS:

McKinsey Bray
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B.S. Radiologic Sciences, Georgia Southern University
A.S. Radiologic Technology, Oconee Fall Line Technical College
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Diagnostic Medical Sonography
- Radiologic Technology

Technical Certificates of Credit

- Computed Tomography Specialist
- Imaging Science Assistant
- Magnetic Resonance Imaging Specialist

Diagnostic Medical Sonography Associate of Applied Science Degree

OVERVIEW

The Diagnostic Medical Sonography (DMS) associate of applied science degree program is a sequence of courses that provide didactic and clinical instruction designed to provide the skills, knowledge, and attitudes necessary to graduate and become successful entry-level DMS professionals. Sonographers use high frequency sound waves to produce dynamic visual pictures of internal body structures. The images are evaluated by physicians to make a medical diagnosis.

Graduates will receive an associate of science degree in Diagnostic Medical Sonography. Upon completion of the program, students are eligible to apply to the American Registry of Diagnostic Medical Sonography (ARDMS) or the American Registry of Radiologic Technologists (ARRT) testing in the specialty areas of their program to become Diagnostic Medical Sonographers.

Students may compete to enter the DMS program each fall semester. A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 77 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Applicants for the program must possess critical thinking skills, excellent communication capabilities, and the ability to provide health care services with compassion and patience.

EMPLOYMENT OPPORTUNITIES

Successful completion of this program should enable graduates to pursue job opportunities in one of several diagnostic imaging areas such as hospitals, imaging centers, and physician offices.

PROGRAM COSTS

Tuition & Fees: $9,786.00
Books & Supplies: $2,000.00
(Costs are estimated and are subject to change.)

Additional Fees:
Uniform Costs: $250.00
Malpractice Insurance: $12.00 per academic year
Drug Screen: $50.00
Criminal Background Check: $62.90
Clinical Onboarding Fees: Varies by site
BLS for HCP: $7.00
Trajecsys: $150.00
Science Lab Fees: $75.00
Ergonomic Cable Brace: $25.00
Butterfly IQ+: $83.50 (last three program semesters)
SDMS Student Membership: $45.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET, SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Competitive Admission Requirements

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has completed or will complete the designated courses,
2. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

Students must complete the following designated courses that will be used toward the GPA ranking: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, ENGL 2130, MATH 1111, PHYS 1110, PHYS 1110L, and PSYC 1101. Students may compete for program seats for each fall semester cohort.

PROGRAM EFFECTIVENESS DATA

The Diagnostic Medical Sonography program shares its program effectiveness data (student retention, job placement, test takers rate, and credential success rate) with all communities of interest by publishing it on the program's webpage.

To view the program effectiveness data, please visit the Diagnostic Program Associate of Applied Science Degree page on OFTC's website. https://oftc.smartcatalogiq.com/2024-2025/ay25-academic-catalog-handbook/program-areas-of-study/radiologic-technology/diagnostic-medical-sonography-associate-of-applied-science-degree/

ACCREDITATION

The Oconee Fall Line Technical College Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (https://www.caahep.org) upon the recommendation of the JRC-DMS.

Commission on Accreditation of Allied Health Education Programs (https://www.caahep.org)
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

MATH 1111	College Algebra	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Area IV - Humanities/Fine Arts

ENGL 2130	American Literature	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
DMSO 1010	Foundations of Sonography	3
DMSO 1020	Sectional Anatomy and	3

	Normal Sonographic Appearance	
DMSO 1040	Sonographic Physics and Instrumentation	3
DMSO 1050	Abdominal Sonography	3
DMSO 1060	Clinical Sonography I	4
DMSO 1070	Pelvic Sonography and first Trimester Obstetrics	2
DMSO 1080	Sonographic Physics and Instrumentation Registry Review	1
DMSO 1090	Introduction to Vascular Sonography	1
DMSO 1100	Clinical Sonography II	6
DMSO 2010	OB Second and Third Trimesters	3
DMSO 2020	Specialized Sonographic Procedures	2
DMSO 2031	Clinical Sonography III (Part A)	1
DMSO 2032	Clinical Sonography III (Part B)	7
DMSO 2040	Comprehensive ABD and OB/GYN Registry Review	2
DMSO 2050	Clinical Sonography IV	10

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Semester 2

PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PSYC 1101	Introductory Psychology	3
ENGL 2130	American Literature	3
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Semester 3

DMSO 1010	Foundations of Sonography	3
DMSO 1020	Sectional Anatomy and Normal Sonographic Appearance	3
DMSO 1040	Sonographic Physics and Instrumentation	3
DMSO 1060	Clinical Sonography I	4

Semester 4

DMSO 1050	Abdominal Sonography	3
DMSO 1070	Pelvic Sonography and first Trimester Obstetrics	2
DMSO 1080	Sonographic Physics and Instrumentation Registry Review	1
DMSO 1090	Introduction to Vascular Sonography	1
DMSO 1100	Clinical Sonography II	6

Semester 5

DMSO 2010	OB Second and Third Trimesters	3
DMSO 2020	Specialized Sonographic Procedures	2
DMSO 2032	Clinical Sonography III (Part B)	7

Semester 6

DMSO 2031	Clinical Sonography III (Part A)	1
DMSO 2040	Comprehensive ABD and OB/GYN Registry Review	2
DMSO 2050	Clinical Sonography IV	10

Radiologic Technology Associate Degree of Applied Science

OVERVIEW

The Radiologic Technology associate of applied science degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment.

Program graduates will have satisfied the didactic and clinical education requirements set forth by the American Registry of Radiologic Technologists and may apply for ARRT certification and registration upon meeting the ethics requirements of the profession.

Students may compete to enter the Radiologic Technology degree program prior to each spring semester. To graduate, students must earn a minimum of 77 semester credit hours.

Students are required to complete the Imaging Science Assistant certificate program prior to competing for the Radiologic Technology degree program.

Students interested in the Radiologic Technology program must understand that there is a potential to being exposed to a Magnetic Resonance Imaging (MRI) environment. The MRI environment consists of strong magnetic fields and radiofrequency waves which may be contraindicated for individuals that have devices implanted in or on their body that should not be subjected to an MRI environment. As such, students will complete an MRI Screening Form annually to ensure their health and safety are properly monitored. Additional information regarding MRI safety can be found on the internet and at the following web site: www.mrisafety.com.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

The radiologic technology profession requires individuals to possess a combination of technical skills, personal qualities, and educational qualifications. Traits and requirements commonly associated with the profession include strong technical and analytical skills, effective communication and interpersonal skills, attention to detail, stress management, compassion and empathy, adherence to ethical standards, continuous learning, teamwork and collaboration.

EMPLOYMENT OPPORTUNITIES

Graduates of the Radiologic Technology program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

PROGRAM COSTS

Tuition & Fees: $9,024.00
Books & Supplies: $2,550.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES

Malpractice Insurance: $11.00
Drug Screen: $50.00
Criminal Background Check: $51.50
Dosimeter Scanner (each semester): $11.75
Left/Right Marker (RADT 1320): $30.00
Corectec (RADT 2260): $80.00
HCA Clinical Fee: $59.50
Navicent Clinical Fee: $169.50
Peidmont Medical Fee: $150.00
Trajecsys Fee: $150.00
Science Lab Fee: $75.00
RADT Tech Boot Camp Fee: $170.00
ASRT Student Membership: $35.00
Kettering Seminar: $245.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Competitive Admission

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has completed or will complete the designated courses,
2. has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

Students will be required to take the following designated core classes that will be used toward the GPA ranking: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COLL 1060, ENGL 1101, ENGL 2130, IMSA 1100, MATH 1111 or MATH 1103, PSYC 1101, and RADT 1010. These students may compete for program course slots each spring semester. Students are required to complete the Imaging Science Technical Certificate of Credit prior to competition.

MISSION, GOALS, & OUTCOMES

Mission Statement

The mission of the OFTC Radiologic Technology Program is to provide quality instruction for radiography students that will enable them to become competent registered technologists (ARRT) and contribute to the economic development of the community.

Program Goals

The radiologic technology program prepares students for employment in radiologic technology and encourages personal and professional development. In support of this mission, the Radiography Program has the following goals:

- GOAL 1: Students will be clinically competent.
- GOAL 2: Students will communicate effectively.
- GOAL 3: Students will use critical thinking and problem-solving skills.
- • The program will graduate entry-level technologists.

Student Learning Outcomes

The following student learning outcomes are assessed annually:

- Students will apply positioning skills.
- Students will select appropriate technical factors.
- Students will practice radiation protection.
- Students will practice written communication skills.

- Students will use effective oral communication skills with clinical staff and patients.
- Students will manipulate technical/positioning factors for non-routine examinations.
- Students will properly evaluate radiographic images.
- Graduates will pass the ARRT national certification exam on the first attempt.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.
- Students will complete the program within 17 months.
- Graduates will be satisfied with their education.
- Employers will be satisfied with the performance of newly hired technologists.

ACCREDITATION

The Radiologic Technology program maintains compliance with the Standards for an Accredited Educational Program in Radiography (2021). As such, the program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and has a minimum accreditation award of eight years (2020-2028).

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300, Fax: (312) 704-5304
mail@jrcert.org
www.jrcert.org

PROGRAM EFFECTIVENESS DATA

The Radiologic Technology program shares its program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) with all communities of interest by publishing it on the program's webpage.

Additionally, the JRCERT makes available the program effectiveness data of all its accredited programs on an annual basis. This information is self-reported by the program via the annual report.
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CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

ENGL 2130	American Literature	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
RADT 1010	Introduction to Radiology	4
RADT 1030	Radiographic Procedures I	3
RADT 1060	Radiographic Procedures II	3

RADT 1065	Radiologic Science	2
RADT 1075	Radiographic Imaging	4
RADT 1085	Radiologic Equipment	3
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 1320	Clinical Radiography I	4
RADT 1330	Clinical Radiography II	7
RADT 2090	Radiographic Procedures III	2
RADT 2260	Radiologic Technology Review	3
RADT 2340	Clinical Radiography III	6
RADT 2360	Clinical Radiography V	9

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3

Semester 2

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

Choose one of the following:

MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills and Reasoning	3

Semester 3

BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3

Semester 4

RADT 1010	Introduction to Radiology	4
IMSA 1100	Clinical Practice	2

Imaging Science Technical Certificate of Credit awarded upon completion

Semester 5

RADT 1030	Radiographic Procedures I	3
RADT 1065	Radiologic Science	2
RADT 1075	Radiographic Imaging	4
RADT 1320	Clinical Radiography I	4

Semester 6

RADT 1060	Radiographic Procedures II	3
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 1330	Clinical Radiography II	7

Choose one of the following:

ENGL 1102	Literature and Composition	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Semester 7

RADT 1085	Radiologic Equipment	3
RADT 2090	Radiographic Procedures III	2
RADT 2340	Clinical Radiography III	6

Semester 8

RADT 2260	Radiologic Technology Review	3
RADT 2360	Clinical Radiography V	9

Computed Tomography Specialist Technical Certificate of Credit

OVERVIEW

The Computed Tomography Specialist technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist, and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The structured education and clinical experiences are designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements.

Students may enter the Computed Tomography technical certificate program every other fall semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 21 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals enrolling in the Computed Tomography (CT) program must be a registered Radiologic Technologist, registered Radiation Therapist, or registered Nuclear Medicine Technologist in good standing.

Applicants should possess excellent attention to detail, empathetic patient interaction abilities, detailed understanding of human anatomy, and an understanding of scientific principles.

EMPLOYMENT OPPORTUNITIES

CT Technologists perform specialized radiograph exams for diagnostic purposes. They primarily work in hospitals, physicians' offices, imaging centers, medical and diagnostic laboratories, and outpatient care centers.

PROGRAM COSTS

Tuition & Fees: $2,762.00
Books & Supplies: $1,000.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES

Criminal Background Check: $62.90
Drug Screening: $50.00
Malpractice Fee: $11.00
Dosimeter Scanners: $14.00 per semester
Facility Clinical Fees: Varies by facility

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one-time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Competitive Admission Requirements
Students competing for the Computed Tomography technical certificate of credit program must hold a current certification in good standing with: (1) ARRT as either a registered Radiologic Technologist or Radiation Therapist, or (2) NMTCB as a registered nuclear medicine technologist. OFTC Radiologic Technology graduates will receive first option for available seats. However, if additional seats remain after OFTC graduates/students are accommodated, other credentialed professionals in good standing with ARRT or NMTCB will be placed on a first-come, first-served basis.

CURRICULUM

Occupational Courses

RADT 2201	Introduction to Computed Tomography	2
RADT 2210	Computed tomography Physics and Instrumentation	5
RADT 2220	Computed Tomography Procedures I	3
RADT 2230	Computed Tomography Procedures II	3
RADT 2250	Computed Tomography Clinical I	4
RADT 2265	Computed Tomography Clinical II	4

PROGRAM PATHWAY

Semester 1

RADT 2201	Introduction to Computed Tomography	2
RADT 2220	Computed Tomography Procedures I	3
RADT 2250	Computed Tomography Clinical I	4

Semester 2

RADT 2210	Computed tomography Physics and Instrumentation	5
RADT 2230	Computed Tomography Procedures II	3
RADT 2265	Computed Tomography Clinical II	4

Imaging Science Assistant Technical Certificate of Credit

OVERVIEW

The Imaging Science Assistant technical certificate of credit program will prepare students for positions in imaging departments and related industry as a tech aide, transporter, or radiology office assistant. The imaging specialization area includes an introduction to radiography, and a lab component.

Students can enter the Imaging Science Assistant certificate program any semester. To graduate, a student must earn a minimum of 31 semester credit hours.

The Imaging Science Assistant technical certificate of credit program is designed to prepare student for entrance into the Radiologic Technology degree program. Completion of the Imaging Science Assistant technical certificate program is required for entrance in the Radiologic Technology degree program.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Imaging Science Assistant certificate program must have good work ethics, be people oriented and possess great organizational skills. Classroom instruction and practical application of learned skills provide a sound background, which appeals to prospective employers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Imaging Science Assistant certificate program may find employment as an imaging science assistant.

PROGRAM COSTS

Tuition & Fees: $4,093.00
Books & Supplies: See program advisor (p. 308)

Additional Fees
BLS for Healthcare Provider: $7.00
Science Lab Fee: $50.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Core Classes

ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Non-General Education Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3
IMSA 1100	Clinical Practice	2
RADT 1010	Introduction to Radiology	4

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COLL 1060	Introduction to College and Computers	3

Semester 2

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 3

PSYC 1101	Introductory Psychology	3
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
ENGL 2130	American Literature	3

Semester 4

IMSA 1100	Clinical Practice	2
RADT 1010	Introduction to Radiology	4

Magnetic Resonance Imaging Specialist Technical Certificate of Credit

OVERVIEW

The Magnetic Resonance Imaging (MRI) technical certificate program provides educational opportunities for those who are currently certified and registered with ARRT and would like to pursue an additional credential. This pathway may also be used by those who hold a credential from ARDMS or NMTCB in good standing. It provides students with the knowledge needed to perform advanced imaging exams in MRI. The education requirement for earning a credential using the post-primary eligibility pathway includes meeting the structured education and clinical experience requirements, as well as providing for continuing educational requirements, as well as the ethics requirement.

Students may enter the Magnetic Resonance Imaging technical certificate program every other fall semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 24 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)
- Online (Distance Education)

CAREER TRAITS/REQUIREMENTS

Individuals enrolling in the Magnetic Resonance Imaging program must be a registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, or registered Nuclear Medicine Technologist in good standing.

Applicants should possess excellent attention to detail, composed patient interaction abilities, outstanding math skills, and an understanding of scientific principles.

EMPLOYMENT OPPORTUNITIES

MRI Technologists perform diagnostic imaging exams using MRI scanners. They primarily work in hospitals, physicians' offices, imaging centers, medical and diagnostic laboratories, and outpatient care centers.

PROGRAM COSTS

Tuition & Fees: $3,062.00
Books & Supplies: $743.00
(Costs are estimated and are subject to change.)

ADDITIONAL FEES

Malpractice Fee: $11.00
Criminal Background Check: $51.50
Drug Screen: $50.00
HCA Clinical Fee: $59.50
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the approved programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible for HOPE Career Grant.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Competitive Admission Requirements
Students must complete an application to compete for their name to be placed on the list of potential program students. Check program pages for entry dates. Access links and forms for Competitive Admissions Programs.

CURRICULUM

Occupational Courses

MRIM 2300	Orientation and Introduction to MRI	3
MRIM 2320	MRI Procedures and Cross Sectional Anatomy	3
MRIM 2330	MRI Physics and Instrumentation	3
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3

PROGRAM PATHWAY

Semester 1

MRIM 2300	Orientation and Introduction to MRI	3
MRIM 2330	MRI Physics and Instrumentation	3
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6

Semester 2

MRIM 2320	MRI Procedures and Cross Sectional Anatomy	3
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3

Respiratory Care

OFTC's Respiratory Care associate degree of applied science program is a sequence of courses that prepares students for careers in the field of respiratory care. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care.

PROGRAM ADVISORS:

Kelley Braxton
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Natalie Smith
Program Chair/Instructor, Respiratory Care
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M.S. health Sciences – Independence University
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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Respiratory Care

Respiratory Care Associate of Applied Science Degree

OVERVIEW

The Respiratory Care associate degree of applied science program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care.

Program graduates receive a Respiratory Care Associate of Applied Science degree which qualifies them to take the National Board for Respiratory Care (NBRC) examinations to become a Registered Respiratory Therapist. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license. The only way to obtain a license is to successfully pass NBRC board exams.

Students may enter the Respiratory Care degree program every semester. A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 81 semester credit hours.

For more information on Respiratory Care professions, please visit the following websites:
National Board for Respiratory Care
American Association for Respiratory Care
Georgia Society for Respiratory Care
Georgia Composite Medical Board

Completion of Oconee Fall Line Technical College's CoARC-accredited Respiratory Care program meets educational requirements to apply for a Respiratory Care professional license in Georgia.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Respiratory Care degree program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Respiratory Care degree program can find a variety of employment opportunities in hospitals, home health companies, physicians' offices, pulmonary function laboratories, and medical equipment sales.

PROGRAM COSTS

Tuition & Fees: $10,086.00
Books & Supplies: $4,500.00

ADDITIONAL FEES

Malpractice Insurance: $12.00
Drug Screen: $50.00
Criminal Background Check: $62.90
BLS for Healthcare Provider: $7.00
ACLS Certification: $10.00
PALS: $10.00
NRP Certification: $40.00
Clinical Fees: up to $600.00
Science Lab Fees: $100.00
Testing Fees: $1,460.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if

the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

ACCREDITATION

The Associate of Applied Science Degree in Respiratory Care is accredited by:
Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Boulevard
Telford, TN 37690
Phone: 817-283-2835

CoARC Program Number: 200474

Program Data Outcomes may be found at https://coarc.com/students/programmatic-outcomes-data/

The goal of the Respiratory Care program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

CURRICULUM

Area I - Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

MATH 1111	College Algebra	3
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Non-General Education Degree Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Occupational Courses

COLL 1060	Introduction to College and Computers	3
RESP 1110	Pharmacology	3
RESP 1120	Introduction to Respiratory Therapy	3
RESP 1130	Respiratory Therapy Lab I	4
RESP 1193	Cardiopulmonary Anatomy and Physiology	4
RESP 2090	Clinical Practice	2
RESP 2100	Clinical Practice II	2
RESP 2110	Pulmonary Disease	3
RESP 2120	Critical Respiratory Care	2
RESP 2130	Mechanical Ventilation and Airway Management	4
RESP 2140	Advanced Critical Care Monitoring	1
RESP 2150	Pulmonary Function Testing	1

RESP 2160	Neonatal Pediatric Respiratory Care	3
RESP 2170	Advanced Respiratory Care Seminar	3
RESP 2180	Clinical Practice III	2
RESP 2190	Clinical Practice IV	2
RESP 2200	Clinical Practice V	3
RESP 2220	Clinical Practice VI	7
RESP 2270	Rehabilitation and Home Care	1

PROGRAM PATHWAY

Semester 1

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
COLL 1060	Introduction to College and Computers	3
ENGL 1101	Composition and Rhetoric	3

Semester 2

BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PSYC 1101	Introductory Psychology	3

Semester 3

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3

Semester 4

RESP 1110	Pharmacology	3
RESP 1193	Cardiopulmonary Anatomy and Physiology	4
RESP 2090	Clinical Practice	2
RESP 2110	Pulmonary Disease	3

Semester 5

RESP 1120	Introduction to Respiratory Therapy	3
RESP 1130	Respiratory Therapy Lab I	4
RESP 2100	Clinical Practice II	2
RESP 2160	Neonatal Pediatric Respiratory Care	3
RESP 2180	Clinical Practice III	2

Semester 6

RESP 2120	Critical Respiratory Care	2
RESP 2130	Mechanical Ventilation and Airway Management	4
RESP 2140	Advanced Critical Care Monitoring	1
RESP 2190	Clinical Practice IV	2
RESP 2200	Clinical Practice V	3

Semester 7

RESP 2150	Pulmonary Function Testing	1
RESP 2170	Advanced Respiratory Care Seminar	3
RESP 2220	Clinical Practice VI	7
RESP 2270	Rehabilitation and Home Care	1

Welding and Joining Technology

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Welders work in a variety of industries, from car racing to manufacturing. The difficulty of the weld is determined by its position-horizontal, vertical, overhead, or 6G, circular, as in large pipes, and by the type of metals to be used. Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined are designed to contain sparks and glare. About 50% of welders, solderers, and brazers work 40 hours a week, overtime is common, and about 1 out of every 5 welders work 50 or more hours per week.

PROGRAM ADVISORS:

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PROGRAMS BY TYPE OF AWARD

Associate of Applied Science Degree

- Interdisciplinary Studies – Welding and Joining Technology

Diploma

- Welding and Joining Technology

Technical Certificates of Credit

- Advanced Shielded Metal Arc Welder
- Basic Shielded Metal Arc Welder
- Flux Cored Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Pipe Shielded Metal Arc Welding
- Pipe Welder

Interdisciplinary Studies - Welding and Joining Technology Associate of Applied Science Degree

OVERVIEW

The Associates of Applied Science Degree in Welding and Joining Technology program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical applications necessary for successful employment. Program graduates receive an Interdisciplinary Studies - Welding and Joining Technology degree, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Welding and Joining Technology degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Welding and Joining Technology degree program must have good eyesight, math skills, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies - Welding and Joining Technology degree program have the qualifications of a welding and joining technician, and are prepared to take qualification tests. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $7,043.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6

or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3

Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Choose 3 credit hours:

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Science/Mathematics

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV - Humanities/Fine Arts

Choose one of the following:

ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Occupational Courses

Choose 40 additional credit hours:

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
COLL 1060	Introduction to College and Computers	3
XXXX XXXX	Occupational Elective	3

PROGRAM PATHWAY

Semester 1

ENGL 1101	Composition and Rhetoric	3
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
PSYC 1101	Introductory Psychology	3

Semester 2

ENGL 1102	Literature and Composition	3
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4

Semester 3

WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4

Choose one of the following:		
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
Choose one of the following:		
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Semester 4

WELD 1070	Overhead Shielded metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
Choose one of the following (3 credit hours):		
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Semester 5

WELD 1120	Preparation for Industrial Qualification	4
Choose one of the following:		
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3

Welding and Joining Technology Diploma

OVERVIEW

The Welding and Joining Technology diploma program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical applications necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Students are accepted into the Welding and Joining Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Welding and Joining Technology diploma program must have good eyesight, math skills, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Welding and Joining Technology diploma program have the qualifications of a welding and joining technician, and are prepared to take qualification tests. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $6,724.00
Books & Supplies: $500.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other

courses according to the College's transfer policy.

CURRICULUM

General Education Courses

EMPL 1000	Interpersonal Relations & Prof Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4

Occupational Elective Requirement - 6 Credit Hours:

COLL 1060	Introduction to College and Computers	3
XXXX XXXX	Occupational Elective	3

PROGRAM PATHWAY

Semester 1

COLL 1060	Introduction to College and Computers	3
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4

Semester 2

ENGL 1010	Fundamentals of English I	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4

Semester 3

MATH 1012	Foundations of Mathematics	3
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded metal Arc Welding	4

Semester 4

WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
EMPL 1000	Interpersonal Relations & Prof Development	2
XXXX xxxx	Elective	

Advanced Shielded Metal Arc Welder Technical Certificates of Credit

OVERVIEW

The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Students are accepted into the Advanced Shielded Metal Arc Welder program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Advanced Shielded Metal Arc Welder program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as a structural welder using SMAW process in all positions.

PROGRAM COSTS

Tuition & Fees: $1,862.00
Books & Supplies: $430.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Must have completed the Basic Shielded Metal Arc Welder TCC.

CURRICULUM

Occupational Courses

WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded metal Arc Welding	4

PROGRAM PATHWAY

Semester 1

WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4

Semester 2

WELD 1070	Overhead Shielded metal Arc Welding	4

Basic Shielded Metal Arc Welder Technical Certificate of Credit

OVERVIEW

The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Students are accepted into the Basic Shielded Metal Arc Welder certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Shielded Metal Arc Welder certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Basic Shielded Metal Arc Welder certificate program would be ideal candidates to work for production and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Students interested in furthering their training, education, and seeking possible job advancement could continue on in the Welding and Joining Technology diploma program.

PROGRAM COSTS

Tuition & Fees: $1,531.00
Books & Supplies: $100.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other

courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

PROGRAM PATHWAY

Semester 1

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

Flux Cored Arc Welder Technical Certificate of Credit

OVERVIEW

The Flux Cored Arc Welder Technical Certificate of Credit introduces students to and provides instruction in flux cored arc welding practices. Topics include an introduction to the welding industry, oxyfuel cutting techniques, and flux cored arc welding practices.

Students may enter the Flux Cored Arc Welder program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Flux Cored Arc Welder program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level jobs in the welding profession.

PROGRAM COSTS

Tuition & Fees: $1,831.00
Books & Supplies: $590.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1153	Flux Cored Arc Welding	4
XXXX XXXX	Occupational Elective	3

PROGRAM PATHWAY

Semester 1

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1153	Flux Cored Arc Welding	4
XXXX xxxx	Elective	

Gas Metal Arc Welder Technical Certificate of Credit

OVERVIEW

The Gas Metal Arc Welder (GMAW) Technical Certificate of Credit prepares students for welding careers using the GMAW process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and GMAW welding techniques and processes. Students are accepted into the Gas Metal Arc Welder certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Gas Metal Arc Welder certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Gas Metal Arc Welder TCC would be ideal candidates to work for production and repair facilities based on their training in fast pace-low material loss processes of GMAW and flux cored welding. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Students interested in furthering their training, education, and seeking possible job advancement could continue on in the Welding and Joining Technology Diploma program.

PROGRAM COSTS

Tuition & Fees: $1,831.00

Books & Supplies: $125.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
XXXX XXXX	Occupational Elective	3

PROGRAM PATHWAY

Semester 1

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
XXXX xxxx	Elective	3

Gas Tungsten Arc Welder Technical Certificate of Credit

OVERVIEW

The Gas Tungsten Arc Welder (GTAW) Technical Certificate of Credit provides instruction in GTAW techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and GTAW setup and operation and GTAW manipulation techniques.

Students are accepted into the Gas Tungsten Arc Welder certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 15 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Gas Tungsten Arc Welder certificate program must have good math skills, eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Gas Tungsten Arc Welder certificate program would be ideal candidates to work for production and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Students interested in furthering their training, education and seeking possible job advancement could continue on in the Welding and Joining Technology diploma program.

PROGRAM COSTS

Tuition & Fees: $2,162.00
Books & Supplies: $125.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other

courses according to the College's transfer policy.

CURRICULUM

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
XXXX XXXX	Occupational Elective	3

PROGRAM PATHWAY

Semester 1

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4

Semester 2

WELD 1110	Gas Tungsten Arc Welding	4
XXXX xxxx	Elective	

Pipe Shielded Metal Arc Welding Technical Certificate of Credit

OVERVIEW

The Pipe Shielded Metal Arc Welding Technical Certificate of Credit program provides instruction in the theory and skills necessary to secure entry level employment in the pipe welding industry. Areas of instruction include an introduction to welding technology, mathematics, oxyfuel cutting, shielded metal arc welding, advanced shielded metal arc welding, preparation for industrial qualification and pipe welding. Students are accepted into the Pipe Shielded Metal Arc Welding certificate program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 35 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Pipe Shielded Metal Arc Welding certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Pipe Shielded Metal ARC Welding certificate program would be ideal candidates to work for construction and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $4,493.00
Books & Supplies: $250.00

(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

CURRICULUM

General Education Courses

MATH 1012	Foundations of Mathematics	3

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded metal Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
WELD 1152	Pipe Welding	4

PROGRAM PATHWAY

Semester 1

MATH 1012	Foundations of Mathematics	3
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4

Semester 2

WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4

Semester 3

WELD 1070	Overhead Shielded metal Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
WELD 1152	Pipe Welding	4

Pipe Welder Technical Certificate of Credit

OVERVIEW

The Pipe Welder Technical Certificate of Credit program provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques. Students are accepted into the Pipe Welder certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 9 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE:

- North Campus (Sandersville)
- South Campus (Dublin)

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Pipe Welder certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

EMPLOYMENT OPPORTUNITIES

Graduates of the Piper Welder certificate are prepared for employment as pipe welders with industrial construction companies and manufacturing companies. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

PROGRAM COSTS

Tuition & Fees: $1,562.00
Books & Supplies: $100.00
(Costs are estimated and are subject to change.)

HOPE Career Grant: The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them. To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,100 **one time award**

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- COMPASS/ASSET,
- SAT,
- ACT,
- PSAT,
- PACT,
- Accuplacer/Accuplacer Next Generation/Companion,
- HOPE GPA after completion of 10th grade of 2.6 or higher, or High School GPA of 2.6 (for occupational programs), or 2.0 for Workforce Entry Level programs, or GED.

The College may accept transfer credit for other courses according to the College's transfer policy.

Additional Admission Requirements:

1. Must be a graduate of the Welding and Joining Technology diploma program.

CURRICULUM

Occupational Courses

WELD 1151	Fabrication Processes	3

Choose one of the following:

WELD 1055	Shielded metal Arc Welding Pipe Welds	3
WELD 1152	Pipe Welding	4

Choose one of the following:

WELD 1075	Gas Tungsten Arc Welding Pipe Welding	4
WELD 1150	Advanced Gas Tungsten Arc Welding	3

PROGRAM PATHWAY

Semester 1

WELD 1151	Fabrication Processes	3

Choose one of the following:

WELD 1055	Shielded metal Arc Welding Pipe Welds	3
WELD 1152	Pipe Welding	4

Semester 2

Choose one of the following:

WELD 1075	Gas Tungsten Arc Welding Pipe Welding	4
WELD 1150	Advanced Gas Tungsten Arc Welding	3

ADMISSIONS INFORMATION

General Admissions Policy

The admissions policy and procedures of the State Board of the Technical College System of Georgia and Oconee Fall Line Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment.

In accordance with the Statement of Equal Opportunity, Oconee Fall Line Technical College (OFTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

OFTC is committed to an "open door" admissions policy. The "open door" policy means that any qualified applicant able to benefit from our curriculum will be served by the college on a first-applied, first-qualified basis.

Entrance requirements are flexible enough to allow a student opportunity for admission into a specific program. This can be accomplished when the student demonstrates aptitude and ability for these programs as determined by satisfactory academic performance, placement tests, and other appropriate evaluations, when deemed necessary, to determine general fitness for admission.

Admissions Requirements

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

Students applying for admission to the college must be at least 16 years of age or older; the age requirement is higher for most allied health programs, early childhood care and education programs, cosmetology, and commercial truck driving.

Eligible Applicants

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. Certain academic programs may have different minimum age requirements. The president of the college may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

Types of Students

Beginning

Students who have completed high school, or an equivalency, and are attending college for the first time (i.e., have never attended any college previously) are classified as beginning students.

Returning Students

Students who previously attended OFTC (Heart of Georgia or Sandersville Technical College) and have not attended another college since attending OFTC (HGTC or STC) are classified as returning students. Students who wish to re-enter OFTC after three semesters of nonenrollment must be readmitted through the Office of Admissions. Students applying to return must complete a Re-Admission application. Students dismissed or suspended from OFTC may apply to re-enter at the beginning of any term following the conclusion of the dismissal or suspension period. Reapplying does not guarantee acceptance. Students reapplying for admission after their program curriculum has changed will be required to meet the requirements of the new curriculum.

Transfer Students

Applicants to OFTC who have been previously enrolled at a postsecondary institution will be considered for admission according to the following procedures:

- Applicants who are in good standing at their previous institution may be accepted in good standing.
- Applicants who are on academic probation or have a cumulative GPA under 2.0 at their previous institution may be accepted on transfer probation. Applicants who are on academic suspension or academic dismissal at their

previous institution must wait a minimum of one semester to enter OFTC. Applicants in this status will be accepted on academic probation after one semester.

- Applicants who wish to transfer to OFTC must meet the entrance requirements and follow the admissions procedures listed in the above sections.
- The director of admissions will make a determination of placement based on college math and English credits. A grade of "C" or higher must be earned for the course, and the course must have the same number of credit hours or greater as the OFTC math or English course. NOTE: The director of admissions can use an unofficial college transcript for placement purposes only. However, an official transcript must be on file for the registrar to post the credit to the OFTC transcript. Exemption credit will not transfer.
- Criminal background checks and drug screenings are not transferable. A student transferring into a program at OFTC which requires these items must obtain new ones following OFTC guidelines.
- Priority dates for transfer applications are listed on the OFTC calendar (p. 22).

Transient Students

If an OFTC student wishes to attend another technical college as a transient student to take online courses, the student must apply at https://gvtc.tcsg.edu/ and pay the application fee for the host school. Students should follow the instructions on the website to complete the application and view a list of courses offered at other technical colleges. Students should select "Transient" as the student type. OFTC will be the home school, and the school the student will attend will be the host school. The Registrar's Office will be notified by GVTC of students requesting transient status and will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

Students who wish to attend another technical college as a transient student but will not be taking online courses must complete a Transient Request Form at OFTC. The Registrar's Office will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

For students who are taking a transient class during the semester prior to term of entry into a competitive program, students must have all transient grades reported by the host school by the day after OFTC's term ends to be considered for competition.

If the student qualifies for transient status, a Transient Student Agreement Form will be approved and sent to the host school before the current semester ends. However, grades will be reviewed at the end of the current semester. If the student is not in good standing or does not meet qualifications for transient, an updated Transient Student Agreement will be sent to the host school rescinding the approval.

Students must request an official transcript from the host school at the end of the semester. Transient grades will not be posted until the official transcript is received.

Students applying to OFTC as a transient student must apply at https://gvtc.tcsg.edu/, complete the OFTC Admissions Application, and pay the application fee. The student's home school must provide OFTC with a Transient Student Agreement.

This procedure applies for currently enrolled OFTC students seeking transient status at another post-secondary institution. Students cannot be full-time students at OFTC during the term in which they are taking transient classes.

Transient Procedures

To qualify for transient status, students must meet the following criteria:

- Be in good standing and have at least a 2.00 GPA.
- Be a currently enrolled student.
- Have completed all required prerequisite courses.

Students will be approved to take classes via transient status as long as OFTC does not offer the course

online that term. Students taking classes at OFTC and at another school will only be required to pay the Instructional Technology Fee at OFTC. Students not taking classes at OFTC will be required to pay the Instructional Technology Fee at each institution they attend.

Diploma and Certificate students: Grades earned in transient coursework will appear on the student's OFTC transcript as transfer credit and will not be calculated in the student's grade point average.

Degree students: Grades earned in transient coursework will appear on the student's OFTC transcript as transfer credit and will be calculated in the student's attempted hours and HOPE GPA for HOPE Scholarship.

The procedure for disbursing financial aid for transient work at another TCSG college is as follows:

> The OFTC Financial Aid Office (home school) authorizes HOPE and Pell eligibility prior to the beginning of the semester and forwards to the college the student plans to attend (host school). If the student is eligible for HOPE, the host school will use HOPE Grant/Scholarship at the beginning of the semester to cover tuition. If the student is eligible for Title IV funding and those funds are not available at the beginning of the semester, they will be disbursed by OFTC once the Financial Aid Office receives enrollment verification from the host school. If the student is not eligible for HOPE, he/she must pay tuition and fees at the host school. Students should contact the Financial Aid Office at 478-274-7833 with any questions regarding the disbursement of funds.

eCampus Students

eCampus provides students the ability to enroll in digital online courses utilizing faculty from TCSG colleges, allowing students access to programs that would not have been available at their home technical college.

For a student, taking a course offered through eCampus is no different than other courses. A student enrolls in an eCampus course through their home college. The course is 100% online and is taught by a TCSG college instructor. Students will receive credit for the course the same way they would if they completed the course at their home college.

Students wishing to take courses via eCampus should contact their program advisor.

International Students

Oconee Fall Line Technical College is not authorized to issue I-20Ms for student visas.

Dual/Joint Enrollment

The Georgia Dual Enrollment Program provides an opportunity for high school students to receive both high school and postsecondary credit while taking college courses. Eligible students at OFTC may choose to enroll fully into a degree, diploma, or technical certificate of credit program, or they may choose to take a few academic core courses. Coursework taken through dual enrollment is fully covered, up to 30 credit hours, following guidelines set by the Georgia Student Finance Commission (GSFC). Students incur no out-of-pocket expenses for tuition, college fees, or textbooks for approved courses, as listed on the Dual Enrollment Course Directory at GAFutures.org, unless they exceed the dual enrollment funding cap of 30 credit hours. Until that cap is met, the only fees students may be required to pay are course-specific fees determined by the college and fees for lost or damaged textbooks. Course hours covered by dual enrollment funding do not count towards a student's HOPE Grant or Scholarship caps, providing a further incentive for students in 10th through 12th grades to get a head start on their college coursework. Students are responsible for all costs associated with courses not listed on the Dual Enrollment Course Directory list of approved courses at GAFutures.org.

Private High School Students

Students attending an accredited private school are eligible for dual enrollment if OFTC's admissions requirements are met. The private school's accreditation must be approved by the Technical College System of Georgia. If the private school is not a participating school in the Dual Enrollment program, private school students are not eligible for dual enrollment funds.

Homeschool Students

Students in a home study (homeschool) program are eligible for dual enrollment if they meet OFTC's admissions requirements and complete all enrollment steps required for participation in the OFTC dual enrollment program.

The Georgia Home Study Program parent/guardian must create a GAFutures Education Professional account profile for the name of the Georgia Home Study Program to receive an assigned HSP# prior to the student completing the annual online Dual Enrollment Funding Application.

Home study students must then complete the yearly Dual Enrollment Funding Application, and their parent/guardian must complete the Dual Enrollment Participation Agreement for the student.

The home study program administrator, which may be the student's parent/guardian, must add courses onto the Dual Enrollment Funding Application at the beginning of each term of enrollment for the home study dual enrollment student.

Due to the unique circumstances of each individual student, we encourage home school study students and parents to contact the OFTC high school initiatives coordinators for more information.

Joint Enrollment

Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with OFTC while continuing to pursue his or her high school diploma. Joint enrollment coursework earns postsecondary credit only. Jointly enrolled students must self-pay or secure other funding for costs related to OFTC coursework.

Dual Enrollment Application Procedure

To participate in dual enrollment, all high school students attending an eligible public, private, or home study program must:

1. Contact their high school counselor/home study administrator and parent/guardian to discuss the courses required for high school graduation and completion of OFTC programs.
2. Provide proof of eligibility to participate in the dual enrollment program to OFTC using one or a combination of multiple measures described by TCSG.
3. Complete the OFTC admissions application for the dual enrollment program.
4. Complete the dual enrollment Online Funding Application at www.gafutures.org, and parents must submit their approval of their child's participation in the dual enrollment program through GAFutures.
5. Secure other funding source(s) or self-pay for payment of tuition, fees, and books if the dual enrollment 30-hour funding cap has been reached.
6. Submit the OFTC Dual Enrollment Academic Acknowledgement Form and Photo Release to OFTC high school initiatives coordinator.
7. Complete course registration process with high school guidance counselor and OFTC high school initiatives coordinator.

Dual Enrollment Participant Eligibility and Requirements

All dual enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in any dual enrollment program with OFTC.

1. The student must attend a public or private high school in Georgia or home study program operated in accordance with O.C.G.A.20-2690(c).
2. The student must have met all admission requirements for the postsecondary program of study.
3. The student must not have already received a high school diploma or equivalent (e.g. GED®, HiSET®, CareerPlus HSE).
4. The student must not have a criminal history.
5. The student must meet and maintain satisfactory academic progress.
6. Students must provide proof of eligibility to participate in the dual enrollment program through one or a combination of multiple measures described by TCSG: eligible SAT, PSAT, ACT, ACCUPLACER test scores, or High School GPA of 2.6 (for degree programs 11th and 12th grade), or High School GPA of 2.0 (for diploma and technical certificate of credit programs).

7. Eligible students may enroll in approved dual enrollment courses, which are listed on GAFutures.org.
8. Students in the 9th grade are not eligible to participate in the dual enrollment funding program.

Dual Enrollment Eligibility and Competitive/Extracurricular Activities

Students enrolled in a dual enrollment program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all rules of the high school when participating in dual enrollment.

Dual Enrollment Academic Information

Dual enrollment students will receive a letter grade from OFTC for academic coursework. The student will also receive a numerical grade for his/her high school which will count towards high school graduation.

OFTC high school initiatives coordinator or director of high school initiatives will notify the high school of grades earned for each grading period for students participating in dual enrollment.

The student must meet and maintain satisfactory progress with no less than a 2.0 GPA and a 67% or higher pass rate for all attempted courses each semester of enrollment. Students placed on academic probation are not eligible to continue participating in the dual enrollment program at OFTC. Students are allowed only one course withdrawal for the duration of their high school dual enrollment career. Students are no longer eligible to participate in the dual enrollment program upon their second course withdrawal.

Failure of a technical college course can result from grades, behavior, or attendance issues. Failure of a dual enrollment course due to grades, behavior, or attendance may prevent attainment of necessary units for graduation or prevent the student from proceeding in the dual enrollment program.

A student's high school graduation may be delayed if a course needed for graduation is failed or if the student withdraws or is withdrawn from a course needed for graduation.

Many high school/college courses are offered on a rotational basis. Therefore, not every course is offered every semester.

Students placed on academic probation are no longer eligible to participate in dual enrollment at OFTC during their high school career.

Dual Enrollment Financial Aid Information

- Each student will be responsible for applying for dual enrollment funding online at GAfutures.org and parents/guardians will be responsible for submitting approval for the child to participate in the dual enrollment program through www.GAFutures.org.
- Students must meet federal Selective Service registration requirements to receive dual enrollment funding. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens who came to the United States prior to age 26.
- Some costs (equipment, tools, supplies, etc.) associated with some courses may not be covered by OFTC or dual enrollment funding. These costs are the responsibility of the student.
- Each student must complete a Textbook Agreement.
- Dual enrollment students are not eligible for additional forms of financial aid while using dual enrollment funding.
- After a student reaches the dual enrollment 30-hour funding cap, he or she may choose to self-pay for additional credit hours/courses and will be responsible for any charges such as tuition, fees and books. Students who self-pay are not required to complete the dual enrollment funding application. Self-pay students must complete the college Admissions Application, meet Admissions and OFTC program requirements, and meet college payment deadlines for tuition and fees. Students should check with their high school advisor, and the OFTC high school initiatives coordinator or director of high school initiatives for any other forms or requirements.
- Students who have reached the dual enrollment funding cap and are pursuing a technical diploma

or certificate program of study in one of the HOPE Career Grant approved high-demand industry areas may qualify for the HOPE Grant and HOPE Career Grant as part of the HOPE Grant Bridge funding. Degree programs are not covered by this funding.

- The course credit hours paid by HOPE Grant funding are applied to the 63 semester Paid Hours Grant limit. Also, those Paid Hours count against the HOPE Scholarship Paid Hours in the Combined Paid-Hours Limit. The courses do not count in the college-level HOPE Scholarship or Zell Miller Scholarship GPA calculation.
- Public high school students pursuing a high school diploma through High School Graduation Accelerated Career (formerly Option B), may qualify for the HOPE Grant and HOPE Career Grant based on the two certificates, diploma programs, or associates of applied science degree they are pursuing as their High School Graduation Accelerated Career requirements.
- OFTC's financial aid staff determines a student's eligibility for HOPE funding.
- High school students who continue their OFTC coursework after exhausting dual enrollment funding are responsible for any charges not covered by the Grant programs such as tuition, fees and books.
- Dual enrollment funding will not pay for students to retake any courses.
- A student who withdrew from or wishes to retake/repeat a dual enrollment course due to extenuating circumstances may submit a written Extenuating Circumstance Exception Request form with supporting documentation to the director of high school initiatives. The student must have experienced an extenuating circumstance of serious illness, serious injury, or a death of an immediate family member.
- Exceptions do not allow for additional hours of dual enrollment program funding eligibility. The exception solely allows for continued participation in the dual enrollment program, up to the 30 semester hours program funding cap.

Dual Enrollment Student Responsibilities

- Complete the enrollment steps for the dual enrollment program.
- Follow the rules and regulations of the technical college and the high school.
- Maintain at least a 2.0 cumulative grade point average at OFTC in order to complete an OFTC program of study. Student must earn at least a 2.0 ("C") average in a prerequisite class in order to register for the next course.
- Obtain permission from both the high school counselor and the OFTC high school initiatives coordinator or director of high school initiatives before any course changes are made to the student's schedule.
- Complete only the courses prescribed by the high school initiatives coordinator and high school counselor.
- Make arrangements with local schools to take the state assessment tests if required by the program.
- Pay for items not covered by dual enrollment funding (course-related fees such as lab fees, materials, supplies, tools, lost or damaged books, and equipment).

Dual Enrollment Special Permissions

- The student agrees to allow parental/guardian access to all college records pertaining to the student through signatures on the FERPA agreement located on the OFTC Acknowledgement Form.
- The student agrees to allow his/her parents/guardians to discuss grades and attendance with the OFTC instructor.
- The student and parents/guardians agree to allow the high school access to all college records pertaining to the student.
- The student and parents/guardians agree to allow the high school initiatives coordinator or director of high school initiatives to review the student's grades and course information both at the

secondary and postsecondary level with the purpose of evaluating credit and providing information to the high school and technical college.

Admissions Process

Admission to OFTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

The ability of a student to succeed in a program at a technical college is greatly determined by the math and language skills possessed by that student. OFTC is committed to assisting each student to achieve at his/her maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

Applicants are processed, and the names of applicants are placed on a list of programs on a first-come, first-served priority, except in competitive admission programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early.

Admissions Steps:

1. Prospective students can apply to OFTC online at www.oftc.edu (click “APPLY ONLINE” on the homepage).
2. Submit the non-refundable $25.00 application fee.
3. Submit an official copy of student’s high school transcript or high school equivalency transcript (e.g. GED®, HiSET®, CareerPlus HSE) to the Admissions Office. (Transcript request forms are available on the OFTC website. Transcripts for many Georgia high schools can be ordered through GAFutures.org)
4. Veterans must submit a copy of their DD214, military transcript and VA application and/or Certificate of Eligibility.
5. OFTC must evaluate students’ readiness for degree, diploma, and certificate programs. OFTC may accept a student’s official entrance score on the following validated assessment instruments if the scores meet the required minimums:

   a. SAT

   b. ACT/Pre-ACT

   c. PSAT

   d. TABE 9/10 scores of 461 of higher in reading and 442 or higher in math for levels M, D, and A for placement into entry level workforce certificate programs

   e. TABE 11/12 scores of 501 in reading for Levels M and D and 496 for math for Levels M and D. A score of 536 for reading if using Level A and 537 for math if using Level A

   f. Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)

   g. High school GPA of 2.6 for degree programs

   h. High school GPA of 2.0 for approved diploma and technical certificate of credit programs

   i. GED® Math or Reading scores must meet the minimum passing score if used for placement into any certificate, diploma, or degree program

   j. HiSET® Math, Reading, or Language Arts scores must meet the minimum passing score if used for placement into any certificate, diploma, or degree program

   k. Completed TCSG form documenting two years of work/career-related experience for approved entry level workforce certificates

   l. Accuplacer/Companion

   m. Compass/Asset

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

Assessment results are transferable to any TCSG college with an Authorization to Release Records form if the student has not attended OFTC.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of placement exams.

Credentials submitted become and remain the property of OFTC.

NOTE: Certain programs do not require a high school diploma, high school equivalency diploma, or placement test scores. Placement tests are not required for special admit (non-diploma/non-credit) students unless recommended by the Admissions Office. Contact the Admissions Office for details.

Payment of fees for the processing of an admissions application shall entitle applicants to have their application form reviewed according to normal admissions procedures at the college. The payment of an application fee does not guarantee acceptance to the college or to any program.

Admissions Appeal

Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to OFTC. Appeals should be made in writing to the director of student affairs within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the vice president of student affairs. This appeal also must be made in writing to the vice president within three (3) business days of receiving notification of the director of student affairs' decision. The decision of the vice president of student affairs is final.

Eligible Applicants

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. Certain academic programs may have different minimum age requirements. The president of the college may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

Allied Health Programs Admissions

Several programs at Oconee Fall Line Technical College have additional program admissions requirements prior to acceptance into the program or prior to continuation in the program of study.

To meet the ever-expanding demand for qualified allied health professionals, OFTC offers a wide array of degree, diploma, and technical certificates of credit programs in allied health. These programs provide classroom instruction, laboratory experience, and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health profession.

Students interested in allied health programs may obtain admission requirements information from the Admissions Office. Information about the sequence of course offerings and program costs is also available on the OFTC website.

General Information

Prior to beginning clinical training or enrolling in courses requiring personal protective equipment, students must have completed a current physical exam. Medical professional liability insurance is also required. Students must satisfactorily pass a criminal background investigation, have a negative drug test, and provide evidence of all required by partner clinical sites prior to beginning their laboratory practice or clinical training. The drug screen is arranged by the Academic Affairs Office. Students will be provided with information about ordering their criminal background investigations. The criminal background investigation must be provided through the OFTC-recommended provider.

In allied health programs, students are required to purchase approved uniforms, and in some programs, purchase of laboratory supplies and materials is also required. In addition, some clinical facilities require their own onboarding fee and have additional clearance requirements.

Students will be assigned to off-campus clinical sites and must have reliable transportation and must be able to complete clinical rotation during non-traditional hours. Clinical sites may vary depending on the number of students and availability of sites. Clinical rotations may involve travel to distant sites to meet necessary requirements. Students must comply with all standards and policies set forth by the clinical sites throughout their clinical rotation.

Regardless of the student's overall grade point

average, the student will be academically dismissed from allied health programs if the grade for any required program course is "D" or lower.

Special Note: Conviction of a felony or misdemeanor could make a student ineligible to complete program clinical requirements or take the licensing exam(s) required by the profession upon graduation.

Competitive Allied Health Programs

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

1. has completed or will complete the designated courses by the published deadline,
2. has registered for and will complete TEAS test prior to the published deadline (for nursing, radiologic technology, and diagnostic medical sonography programs), and
3. understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background investigation fee that will be assessed when students register for classes with such requirements. All newly-accepted students will be required to attend an orientation session prior to the beginning of the program. Attendance is mandatory. No new students will be accepted after program orientation occurs. Any student not attending the required orientation will forfeit his/her slot. The updated Allied Health Competitive Booklet can be found on the OFTC website under Admissions.

Competitive Allied Health Programs

- Associate Degree in Nursing Bridge
- Associate of Science in Nursing
- Diagnostic Medical Sonography Associate Degree of Applied Science
- Practical Nursing Diploma
- Radiologic Technology Associate Degree of Applied Science

Other Allied Health Programs

Students applying for seats in Pharmacy Technology or Respiratory Care must complete an application to compete for their name to be placed on the list of potential program students. Students without an application on file will NOT be considered for program competition. Applications signify that the student has completed or will complete the designated courses by the designated deadline and understands the deadlines for official college transcripts. The competitive process is followed with the exception of TEAS testing.

Competitive Selection Process

Following the successful completion (a grade of "C" or better) of all designated courses and additional curriculum/other requirements, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

Total score = (GPA/4.0 x 50%) + (TEAS/100 x 50%) + Bonus Points

The GPA is calculated using grades earned in the designated courses and additional curriculum. ALHS, biology, physiology, physics, and chemistry courses must have been completed within the past five (5) calendar years (January - December) and if courses have been repeated, the last two grades within the previous five (5) calendar years will be used in the GPA calculation. If the student has been continuously enrolled at OFTC, the five-year period will not apply. The highest attempt of other designated classes will be used in the GPA calculation. The Registrar will calculate GPAs for all students. The GPA must be 3.0 or higher to be considered for the program.

The Test of Essential Academic Skills (TEAS) is a requirement for competition into the Practical Nursing, Radiologic Technology, Diagnostic Medical Sonography, Associate Degree of Nursing Bridge, and Associate of Science in Nursing Programs. Candidates for TEAS testing must show a valid photo ID (driver's license or other government-issued ID) immediately prior to testing. The highest overall score will be used in the competitive process. The TEAS must be taken within the two-year period prior to the competitive application deadline for the scores to be considered for admission purposes. A minimum

required score of 57.8 (for practical nursing) or 65 (for ADN Bridge, ASN, Radiologic Technology, and Diagnostic Medical Sonography) must be attained for a student to be eligible to compete. The TEAS test must be taken face-to-face at either OFTC's Testing Center or another PSI-approved testing center. No virtual (online) testing scores will be accepted.

Bonus Points
With the exception of the ADN Bridge competition, bonus points may be earned through documented, program-specific, paid work experience:

- One (1) bonus point for every year of experience will be awarded with a maximum of three (3) bonus points for consecutive work experience. Only work experience from the past five years will be considered for bonus points.

Associate Degree of Nursing Bridge:

- Three (3) bonus points will be awarded in ADN Bridge competition for applicants who graduated the Practical Nursing or Paramedicine program at OFTC

Practical Nursing Technical Certificate of Credit:

- Four (4) points - Verified current license or certification (Georgia CNA license, Georgia EMT license, or AAMA CMA certification in good standing) or verified completion of the NAST 1100 Nurse Aide Fundamentals course within three (3) years of the competitive deadline. Copies of current license or official transcript for the NAST 1100 Nurse Aide Fundamentals course must be received by OFTC by the application deadline.
- Three (3) points - One bonus point for every year of work experience will be awarded with a maximum of three (3) bonus points for consecutive, program-specific work experience. Only work experience from the last five (5) years will considered for bonus points.
- Two (2) points - Possession of an associates degree or higher documented by official transcript. Maximum of two (2) points awarded.

Competitive Scoring Process - All students' total scores will be ranked from the highest to the lowest. Students with the highest total scores, a GPA of at least 3.0 and the minimum required testing score on TEAS will be accepted. The total number of students accepted is based on the number of available openings. If all seats are not filled through competitive requirements, consideration may be given to students who did not make the required GPA or testing cut scores based on the number of available seats.

Re-entry or Transfer Students - Students who have been unsuccessful or have withdrawn from an allied health program at HGTC, STC, OFTC, or another TCSG college and desire to re-enroll must compete for re-entry. Transfer students must submit all transcripts by the specified application deadline to compete for admission.

Nursing Programs - Students wishing to transfer into a nursing program must compete and, if selected, will be placed in the first semester courses. There are no advanced placement slots.

Diagnostic Medical Sonography – Students wishing to transfer or re-enter the Diagnostic Medical Sonography program are only allowed to re-admit into first or second semester courses.

Students returning or transferring into the Diagnostic Medical Sonography program must attend scanning labs the semester before re-entry. Specific requirements and deadlines for lab and clinical competencies as well as clinical onboarding must be met before the re-entry term begins. See the program advisor three weeks into the term prior to your re-entry term to receive the detailed Advanced Placement Re-entry Requirements for the Diagnostic Medical Sonography program.

Any student unsuccessful in meeting all re-entry requirements by the prescribed deadline will not be allowed to attend clinical rotations and, therefore, will be withdrawn from the program.

Practical Nursing – To complete the 50% residency requirements for graduation, PNSG 2010 (Introduction to Pharmacology and Clinical Calculations) and PNSG 2030 (Nursing Fundamentals) are the only Practical Nursing courses eligible for transfer credit.

There is no validation testing for PNSG 2010 transfer

credit.

To receive transfer credit for PNSG 2030, students must successfully complete validation testing administered by OFTC faculty. Validation testing includes the applicable ATI (Assessment Technologies Institute) exam(s) and a skills-based performance test. The ATI exam(s) must be completed with a minimum score of a level 2; the skills-based test must be completed with a score of 100%. Both requirements must be fulfilled prior to the student being allowed to compete for a program slot. Therefore, all skills validation testing must be completed before the competitive application deadline for the chosen term of entry. Tests should be scheduled well in advance, and availability is based on OFTC instructor schedules. Students will be allowed one attempt on the ATI exam(s) and one attempt on the skills-based exam. Successful completion of the ATI exam(s) is required prior to the skills-based test being administered. The fee for the ATI exam must be paid with a credit card by the student during the testing process.

Radiologic Technology - A student seeking readmission into the Radiologic Technology program must complete validation testing administered by OFTC Radiologic Technology faculty. Validation testing will consist of a combination of a skills-based test and a written examination. Both requirements must be fulfilled prior to the student being allowed to compete for a program slot. Therefore, all skills validation testing must be completed before the competitive application deadline for the chosen term of entry. Validation testing should be scheduled well in advance, and availability is based upon OFTC instructor schedules. The written examination will cover materials taught in previously taken coursework. The student must make a grade of 75 or better on the written exam. The skills test will cover competencies from the procedures learned in previously taken coursework. The student must make an 80 or better on the skills test.

Respiratory Care – Students wishing to re-enter or transfer in to the Respiratory Care program must successfully complete validation testing administered by OFTC Respiratory Care faculty. Validation testing will consist of a combination of hands-on program-related activities and written evaluation, which will require a score of 70% or greater. Both requirements must be fulfilled prior to the student being allowed to compete for a program slot. Therefore, all skills validation testing must be completed before the competitive application deadline for the chosen term of entry. Validation testing should be scheduled well in advance, and availability is based on OFTC instructor schedules.

Admissions Appeals - Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to the director of student affairs within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the vice president of student affairs. This appeal also must be made via the admissions appeal process.

If a student has been extended two offers of acceptance into a specific allied health program at the former HGTC, the former STC, or OFTC and did not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal the decision in writing via the admissions appeal process.

NOTE: If a student elects to take an exemption test and passes the test for one of the required core classes for an allied health competitive program, then the exempted course will not be used for calculating the GPA for a competitive allied health program acceptance. Students may only exempt two courses in competitive allied health programs.

TEAS Testing Procedures:

Assessment Center staff will establish sufficient TEAS administration dates and at varying times to be available and convenient to all candidates needing testing and/or retesting.

Communication of TEAS dates to allied health candidates will be accomplished through the OFTC website Admissions page, an email to all OFTC student accounts at the first of each semester, and an email to Student Affairs and affiliated instructional faculty/staff/administration.

Candidates for TEAS testing must register online to take the TEAS exam. Tests within a given semester will not be scheduled earlier than the first day of classes for that semester. Test appointments will be scheduled on a first-come, first-serve basis until capacity is reached.

Allied Health Technical Standards and Clinical Requirements

Oconee Fall Line Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The college has identified technical standards critical to the success of students in allied health programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in an allied health program are asked to review the provided technical standards and clinical requirements. The allied health programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the college's procedures outlined in the Student Affairs section of the catalog prior to enrollment in program courses.

- Ability to work in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
- Possess fine and gross motor function necessary to perform patient care activities with the ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
- Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
- Ability to lift up to 50 pounds.
- Ability to communicate clearly (verbal, written, nonverbal, and technically) with all members of the health care team and patients. (Documented by satisfactory completion of general education requirements).
- Possess sufficient visual and hearing acuity to observe lectures, demonstrations, and clinical situations in the practice of health care professions. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals. Tactile and somatic senses must be intact to provide appropriate responses and intervention.*
- Possess the emotional health required for full use of the intellectual abilities, demonstration of good judgment, prompt and safe completion of all responsibilities, and development of mature and effective relationships with faculty, classmates, preceptors, and patients. Must be able to work cooperatively with others, adapt to rapidly changing environments, think clearly and tolerate physically and mentally challenging workloads under stressful situations. Additionally, students must demonstrate moral reasoning and ethical behaviors.*
- Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. Periodic examinations, both written and practical, are an essential component of the health sciences curriculum. In order to progress through the curriculum, students must successfully fulfill examination requirements. (Documented by meeting program admission status.)
- Must demonstrate clinical competency. The process of evaluation of the clinical performance is an essential component of the curriculum and participation in clinical experiences and evaluation are required.

**Documented by physical exam.*

Health Screenings and Vaccinations

All students must have a physical examination by a healthcare provider prior to participation in clinical activities for their chosen specialization in the allied health department. Also, a visual and hearing screening performed by a health department is required. COVID vaccinations may be required by clinical sites, and refusal to vaccinate may limit or exclude students from certain sites, thus preventing program completion. Separate documentation will be required for Hepatitis B vaccination series, or proof of seroconversion after the Hepatitis B vaccination series, and TB testing or chest x-ray. TDaP or other additional immunizations may be required at certain

clinical sites. Proof of immunity to varicella and MMR is also required. A student who refuses the Hepatitis B vaccination series must sign a declination form. Students who refuse the Hepatitis B immunizations should also be aware of the risk of Hepatitis B in the health care field and understand that they practice at their own risk. The student will incur the cost of these procedures. The physical exam form and proof of vaccinations are submitted to the program instructor.

Commercial Truck Driving Admissions

Oconee Fall Line Technical College's transportation division, which for the purposes of this procedure will be referred to as Commercial Truck Driving (CTD), has established requirements for admission as indicated below. The CTD program is prepared to provide reasonable accommodations to students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the college's procedures outlined in the Student Affairs section of the catalog prior to enrollment in program courses.

Admission Requirements

OFTC prefers to accept students 21 years of age or older for the Commercial Truck Driving program. Students aged 18 - 20 years old may operate a commercial truck only in the state of Georgia and, therefore, may have limited employment opportunities. All students are admitted to the program on a first-applied, first-qualified basis. Registration is open thirty (30) days prior to class start date.

In order to be officially accepted into the CTD Program at Oconee Fall Line Technical College, students must complete the following steps:

1. Complete all Oconee Fall Line Technical College admissions procedures.
2. Students under 21 must complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
3. After obtaining acceptable scores on the placement test, students must obtain a seven-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services. The date of the MVR must be dated within 3 business days of intake.
4. Applicants must have a valid Georgia driver's license and have no more than eight points (or five points in one year) or four moving violations on the Georgia Violator Scale. Furthermore, applicants can have no more than one DUI, Controlled Substance Conviction, or Open Container violation, and none in the past five years. After the MVR is approved, the following conditions must be met:
5. After obtaining CDL permit, students must successfully pass a Federal DOT Drug Screen.
6. Applicants must pass the Department of Transportation (DOT) physical examination

NOTE: Once students receive notification of acceptance to OFTC from admissions, the CTD department will send information on the documentation needed for the next step, as well as where to submit this documentation. This documentation will be reviewed, the selection criteria listed above applied, and then the students that qualify for registering for the upcoming semester will be contacted regarding their class times and dates.

Previous OFTC students must have completed both the VI (Vehicle Inspection) and range (backing) portions of the DDS exam or the candidate will move to the bottom of the waiting list on a space available basis only.

Allied Health Programs

Admission into Oconee Fall Line Technical College's programs does not guarantee acceptance or placement into practicum/lab courses or into any clinical, internship, or practicum setting (aka site), which is required for graduation.

Affiliate sites supporting allied health programs require that students have satisfactory criminal background investigation and negative drug testing results utilizing OFTC appointed procedures and vendors prior to acceptance or placement in clinical rotations. Random and discretionary background investigations and drug screens may also be conducted at the request of the clinical/internship/practicum/externship site.

Allied health students participating in clinical rotations are required to complete a standard criminal background investigation and a 10-panel drug test through OFTC-assigned providers. Students are charged fees for these items when registering for

applicable classes. However, some healthcare facilities require an additional drug screening, a more extensive background check, or have additional requirements based on the facility regulations. Students assigned to clinical rotations at sites with requirements in addition to those covered by OFTC fees will be personally responsible for the charges associated with clinical placement.

Participation as a requirement of being placed at a clinical/internship/practicum site

No student will be placed into practicum/lab courses or into any clinical, internship, externship, or practicum site in a program or continue in the program without having the required satisfactory criminal background investigation and a negative drug test.

Fees

Fees made payable for drug screens are nonrefundable. Students are assessed fees for the drug screen and criminal background investigation, and **fees must be paid by the deadline established by the business office.**

Failure to pay fees by the required date will cause the student to be dropped from the registered course(s).

Drug Screening Procedures

All drug and alcohol tests will be performed by a college-approved testing company. Controlled substance test will be a 10-panel rapid. If the student is under the prescriptive care of a physician and tests positive, the student will be contacted by the Medical Review Officer (MRO) from the testing company, and documentation must be presented within a specified deadline. Failure to submit requested documentation by the specified deadline will result in a positive ruling by the MRO.

Privacy Notification

The privacy of individuals taking these tests will be maintained consistent with the policies of Oconee Fall Line Technical College. Those students who pass drug testing will be included on the roster for the clinical course. Those students who fail the drug test will be dismissed from the program. A positive result is the sole determination of the MRO. There is no OFTC appeal process for a result deemed positive by the MRO.

Drug Testing

It is a violation of the OFTC Drug Testing procedure for any student to:

1. report to OFTC or to any practicum/lab courses or any off-site instructional activity under the influence of or while possessing on or in his or her body, blood, or urine, illegal drugs in any detectable amount;
2. report to OFTC or to any practicum/lab courses or any off-site instructional activity while under the influence of or impaired by alcohol;
3. use prescribed drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner other than for the purpose prescribed). However, nothing in the OFTC Drug Testing procedure precludes the appropriate use of legally-prescribed medications.

Additional information concerning OFTC drug testing can be found in official OFTC procedures.

Any student who refuses to comply with a request for drug testing shall be dismissed from the program for one semester. Refusal can include an inability to provide a sufficient urine specimen, saliva sample, or a breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Failure to submit to a required substance abuse test within the required timeframe or submitting a verified adulterated or substitute drug test constitutes a refusal and will be viewed as a positive result. A second violation of this procedure will result in permanent dismissal from all allied health programs.

Pre-Clinical Testing

All students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical or practicum setting will undergo testing for the presence of drugs as a condition of being placed in any practicum/lab course or in any clinical, internship, externship, or practicum site. Any student with a confirmed positive drug test will not be placed in any practicum/lab courses or in any clinical, internship, externship, or practicum site and will be dismissed from classes and the program for at least one full semester due to the fact that the clinical courses are required for the program of study. Students may continue to take general education or allied health

core classes, or classes that are not prerequisite or corequisite classes during the term in which they are tested. A student who is dismissed from his/her program due to a failed drug test will not receive a refund for any fees paid.

Students will be required to submit voluntarily to a urinalysis at a laboratory chosen by Oconee Fall Line Technical College, and by signing the consent agreement will release OFTC from liability. The cost for this test will be paid by the student, financial aid, or third party. Fees made payable for drug screens are nonrefundable and must be paid by student when assessed by the business office. Drug tests are valid for one year from the test date if the student maintains continuous enrollment at OFTC unless a request to retest is made due to reasonable suspicion or if the clinical site requests a retest for any reason. Student must show an OFTC student photo ID at time of drug testing. Additional fees may apply for certain situations and fees are subject to change.

Students given notification to test off-campus must test at the college-approved facility within 24 hours of notification or the results will be treated as a positive ruling.

Any student who for documented medical reasons does not produce urine should contact the Dean of Academic Affairs for Allied Health within one week of signing the Verification of Receipt of Procedure and Consent Form within this procedure.

Continuous Enrollment

If a student is not continuously enrolled following the term(s) in which he/she was tested, then the student will be required to retest once he/she re-enrolls following the pre-clinical testing procedures.

Reasonable Suspicion

Reasonable suspicion is based on the judgment of the clinical site. Reasonable suspicion is a belief that a student is using or has used drugs or alcohol in violation of this procedure drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. The clinical site will notify the instructional coordinator if a student has to be tested due to reasonable suspicion.

A refusal to test upon notification will be deemed a positive result.

Random Testing

Students are subject to random drug testing during the clinical/practicum rotation schedule as required by the clinical site. The affiliate clinical/practicum institution and OFTC shall have the right to terminate a student who fails a random drug test from the clinical/internship/practicum/externship site and from the program. The clinical site will notify the instructional coordinator if the site desires for OFTC to conduct the random test.

Return-To-Duty, Follow-Up-Testing

Students who violate or fail to follow any of the provisions of this procedure will be removed from their program for one full semester before being allowed to reapply to the program following the competitive selection process. The affiliate clinical/practicum institution, however, is not required to re-admit a student to a clinical/practicum site once a student has been released from its site. Some clinical sites are mandatory for certain Allied Health programs. Any student rejected by a mandatory clinical site will not be allowed to complete required clinical hours and, therefore, will be withdrawn from the program.

A student who has tested positive for drugs must attend drug/alcohol rehabilitation prior to reapplying to the program. Documentation (signed by a substance abuse professional) of this rehabilitation training must be submitted at the time of reapplication to the director of student affairs. A second violation of this procedure will result in permanent dismissal from the program.

Withdrawal or Dismissal from Allied Health Program

Students who **withdraw or are removed** from a program that requires drug screens and who wish to reapply must follow the competitive selection process and must have another drug screen (at the student's expense) prior to being placed in a clinical, internship, practicum, or externship setting. This requirement also applies to students who transfer to a program that requires a drug screen.

Consequences of Use of Controlled Substances and Misuse of Alcohol

Students with unsatisfactory results will not be accepted at the affiliate clinical, internship, practicum, or externship site and will not be allowed to continue in the course or program at Oconee Fall Line Technical College.

Failure to follow the OFTC Drug Testing and Criminal Background Check Procedure will result in dismissal from the affiliate clinical/practicum site and dismissal from the program for one semester. It is the procedure of Oconee Fall Line Technical College that any student who is currently registered in an allied health clinical course and who violates any of the provisions set forth in this procedure will be administratively withdrawn from current occupational courses with a grade of "W". or "F", based on when in the semester the violation occurs. However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested.

Consumer Information

Community resources are available to assist students who are experiencing problems with alcohol and/or other drugs. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life and the signs and symptoms of an alcohol or controlled substances problem is available from the Student Affairs Offices at Oconee Fall Line Technical College.

School Contact

Should you have any questions regarding this procedure, please contact the following:

Beth Doyle, Instructional Coordinator
Oconee Fall Line Technical College
1189 Deepstep Road
Sandersville, GA 31082
478-553-2086
bdoyle@oftc.edu

Commercial Truck Driving Program

Oconee Fall Line Technical College's Transportation programs are committed to providing a safe environment and fostering the well-being and health of its students and employees. For purposes of this procedure, the programs will be referred to as Commercial Truck Driving (CTD). That commitment is jeopardized when any student of the college illegally uses drugs, comes to school under the influence, possesses, manufactures, distributes or sells drugs or abuses alcohol while enrolled at Oconee Fall Line Technical College, hereinafter referred to OFTC. In accordance with Federal Motor Carrier Safety Regulation Part 382, the following procedure has been established.

It is our procedure to (1) assure that students are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a learning environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage students to seek professional assistance at any time with personal problems, including alcohol or drug dependency, that adversely affect their ability to perform their assigned duties.

Students who fail to follow or violate any of the provisions of this procedure will be dismissed from the CTD program for **one full semester** before being eligible to reapply to the program. A student who violates this procedure a second time will result in permanent dismissal from the program. **Any student who violates any of the provisions set forth in this procedure will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics.**

Purpose

The purpose of this procedure is to assure student fitness for school and to protect our students, employees, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This procedure is also intended to comply with all applicable federal regulations governing workplace drug and alcohol programs in the transportation industry. The Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation has published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses. This procedure incorporates those requirements for safety sensitive students and others when so noted.

Applicability

This procedure applies to all OFTC CTD students when they are on OFTC property or when performing **ANY** OFTC-related business including off-site instructional activities. This procedure also applies to off-site lunch periods or breaks when a student is scheduled to return to class.

Participation as a Requirement of Enrollment

Students will not be allowed to perform safety-sensitive functions in the CTD program or continue in the program without participating in mandatory drug testing and/or random drug/alcohol testing. Students must show a photo I.D. before testing.

Compliance with Testing Requirements

All CTD students will be subject to urine drug testing as a condition of program enrollment. Any CTD student who refuses to comply with a request for testing shall be dismissed. Any CTD student who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection at the student's expense. Verification of a positive test will result in the student being dismissed from the CTD program for one full semester before being eligible to reapply. Refusal can include an inability to provide a sufficient urine specimen, saliva sample, or a breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Behavior that Constitutes a Refusal to a Test

Failure to submit to a required substance abuse test within the required time frame or submitting a verified adulterated or substitute drug test constitutes a refusal and will be viewed as a positive result: **"Such behavior includes refusal to take the test (382.211); inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by an MRO as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted."**

Prohibited Substances

Prohibited substances addressed by this procedure include the following:

1. **Illegally Used Controlled Substances or Drugs**

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300, 11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs (reviewed by a medical review officer), and use of illegally obtained prescription drugs.

2. **Legal Drugs**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the drug and alcohol testing center. In addition, the student must obtain a written release from the attending physician releasing the person to perform his/her school duties any time he/she obtains a performance altering prescription. A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing college business is prohibited. **According to FMCSA (DOT) regulation Part 382.213 (a), "No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.**

3. **Alcohol**

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing classroom activities is prohibited. The concentration of alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Prohibited Behavior

1. **Manufacture, Trafficking, Possession and Use**
CTD students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on college premises, in OFTC owned/leased vehicles, or at an off-site instructional activity. Students who violate this provision will be dismissed from the CTD Program for one full semester before being eligible to reapply. Law enforcement may be notified, as appropriate, where criminal activity is suspected.

3. Intoxication/Under the Influence
Any CTD student who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for school shall be suspended from school duties pending an investigation and verification of condition. Students found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be dismissed from the CTD Program for one full semester before being eligible to reapply. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CRF Part 40, as amended.

3. **Alcohol Use**

No CTD student shall report to OFTC or any off-site instructional activity when his/her ability to perform assigned safety sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.01 or greater. No CTD student shall use alcohol while at OFTC or any off-site instructional activity. CTD students shall not use alcohol within eight (8) hours of reporting for class or during the hours that they are in class. Violation of these provisions is prohibited and punishable by dismissal from the CTD program for one full semester before being eligible to reapply.

Proper Application of the Policy

OFTC is dedicated to assuring fair and equitable application of this substance abuse procedure. Therefore, supervisors/instructors are required to use and apply all aspects of this procedure in an unbiased and impartial manner. Any supervisor/instructor who knowingly disregards the requirements of this procedure, or who is found to deliberately misuse the procedure in regard to students, shall be subject to disciplinary action, up to and including termination.

DOT Drug/Alcohol Screening Procedures

Students are required to pay a fee to have a DOT drug/alcohol screening test, which is scheduled by OFTC. All drug and alcohol tests for the Commercial Truck Driving program of OFTC will be performed by a college-approved drug and alcohol testing company, which is an approved DOT-certified collection site.

- Additional fees will apply for the following situations. (Fees are subject to change.)
- Students who test positive on a reasonable suspicion, post-accident, and/or random drug test will be charged an additional fee.
- Students who refuse to have a drug test will be charged an additional fee.
- Students who are mandated or requested to have an observed specimen will have an additional charge.
- Students who report for testing not within normal operating hours will be charged an additional per hour charge on the quarter hour.
- Students who notify the Medical Review Officer (MRO) of their desire to request a split sample test and subsequently change their mind are

responsible for the retesting cost, if they do not contact the MRO within the specified time frame of their intent to cancel the request.

Analytical urine drug testing and breath-testing for alcohol may be conducted when circumstances warrant or as required by Federal regulations. While enrolled in the CTD program, all students shall be subject to drug testing for reasonable suspicion and following an accident as defined in the Post-Accident Testing section of this procedure. CTD students shall also be subject to drug and alcohol testing on a random, unannounced basis. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40 as amended.

A controlled substance test will be a Federal DOT Drug Screen. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is a reason to believe a student is abusing a substance other than the five drugs listed above, OFTC reserves the right to test for additional drugs under its own authority using standard laboratory testing protocols.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be performed using a NHTSA approved evidential breath testing device (EBT) operated by a trained breath alcohol technician.

Any CTD student that has a confirmed positive drug or alcohol test will be dismissed from the CTD program and informed of educational and rehabilitation programs available. OFTC affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. The privacy of individuals taking these tests will be maintained consistent with policies of OFTC, and records will be maintained by the Office of Academic Affairs.

Students who test positive will be contacted by the medical review officer (MRO) from the DOT-approved lab. If the student is unavailable and an answering machine is available, a message will be left with a telephone number for the student to return the call. If no contact is made, the MRO will attempt to call the student several times. If unsuccessful, the MRO will contact the OFTC Office of Academic Affairs with the results. The student's request for a split sample test must be made to the medical review officer within 72 hours of notice of the original sample verified test result. The request may be verbal or in writing. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the student. Failure to respond to a medical review officer regarding drug/alcohol test results will result in a positive reading which will result in dismissal from the program.

Circumstances for Testing

Pre-Enrollment Drug Testing

All CTD students will undergo testing for the presence of drugs. After acceptance into the program, students will be notified when to report for drug/alcohol testing.

Students will be required to submit voluntarily to a urinalysis test, and by signing a consent agreement will release OFTC from liability. The cost for this test will be paid by the student.

Reasonable Suspicion Testing

All CTD students may be subject to a "fitness for school" evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting class performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse, i.e., Slurred speech, unusual behavior, smell of alcohol, inability to maintain dexterity.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled

substances, drugs, alcohol, or other prohibited substances.

3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fighting/physical altercations, assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.
5. Reasonable suspicion referrals must be made by an OFTC administrator and/or instructor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that a student may be adversely affected or impaired in his/her classroom performance due to possible prohibited substance abuse or alcohol misuse. If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost.

Post-Accident Testing

All CTD students will be required to undergo drug and alcohol testing if they are involved in an accident with an OFTC owned/leased vehicle which results in a fatality or involved in a non-fatal accident resulting in bodily injury of a person and they receive medical treatment away from the scene, or one or more motor vehicles incur disabling damage and has to be towed and the driver receives a citation under state or local law for a moving traffic violation arising from the accident. This includes all surviving CTD students that are operating in the vehicle and any others whose performance could have contributed to the accident. If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost.

Following an accident, the CTD student will be tested at the nearest approved location as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any CTD student involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any CTD student who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their enrollment in CTD is terminated. Students tested under this provision will also include any other covered student whose performance could have contributed to the accident.

Random Testing

Students in CTD will be subject to unannounced drug and alcohol testing. The selection of students for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered student that he/she will have an equal chance of being selected each time selections are made. The random tests will be unannounced and performed while the student is enrolled in CTD classes.

If the test is positive, the student is responsible for the cost of the test, and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost with the exception of a split sample drug test that the student requests. Students will be directed to a specified site and must report for random testing within one hour from time of notification unless the student is on the road and is to be notified after coming off the road.

Students who are selected in a random pool but subsequently are withdrawn for an attendance violation must be tested if the student appeals and is reinstated into the program. Students will be notified of the date/time of testing.

Return-To-School, Follow-Up-Testing

Students who fail to follow or violate any of the provisions of this procedure will be dismissed from the CTD program for one full semester before being able to reapply to the program. All CTD students who previously tested positive on a drug or alcohol test must attend drug/alcohol rehabilitation prior to reapplying to the CTD program. Students must test negative (below 0.02 for alcohol) on a return-to-school test and be evaluated and released by the substance abuse professional before returning to school. Documentation (signed by a substance abuse professional) of rehabilitation training must be submitted at the time of student reapplying to school. A student who violates this procedure a second time will result in permanent dismissal from the program.

Student Requested Testing

Any CTD student who questions the results of a required drug test may request that the split sample be tested. The student has to request the split specimen be sent to another DHHS-certified laboratory for analysis. The test must be conducted on the split

sample that was provided by the student at the same time as the original sample. All costs for such testing are paid by the student. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

Student Admission of Alcohol and Controlled Substances Use

Any student who notifies Oconee Fall Line Technical College (OFTC) of any prohibited behavior prior to enrollment will be allowed to return to class provided that all conditions of FMCSR 382.121 have been satisfied:

1. The student does not self-identify to avoid testing under this part.
2. The student makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function.
3. The student does not perform a safety sensitive function until the College is satisfied that the student has been evaluated and has successfully completed the education or treatment requirements in accordance with the self-identification program guidelines.
4. Prior to participating in a safety sensitive function, the student shall undergo a return to duty test with a result indicating an alcohol concentration of 0.02 and/or a return to duty controlled substance test with a verified negative test result for controlled substances use; and the process may include student monitoring and include non-DOT testing.

Negative with Safety Concerns

If a student receives a report of "Negative with Safety Concerns" from the MRO, the student will remain in class, but will not participate in safety-sensitive activities until such time as the concern is resolved. There are two ways to resolve the concern.

1. Obtain a statement from the student's prescribing physician stating that the medicines of concern have been discontinued, the student is no longer medically authorized to use them, the prescribing physician has changed the prescription to a medication that does not adversely impact safety, or, in the physician's medical judgement, the employee can safely perform safety-sensitive duties while taking the medication as prescribed.
2. Have the student evaluated by an occupational medicine physician, familiar with the student's duties, to determine if the student can safely perform safety sensitive duties.

All associated costs will be the responsibility of the student.

Substance Abuse Assessment and Treatment

Any CTD student who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CRF Part 40, as amended, is dismissed from OFTC and referred for evaluation by a DOT-approved substance abuse professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders or drug abuse. The SAP will evaluate each student to determine what assistance, if any, the student needs in resolving problems associated with prohibited drug use or alcohol misuse. This will be at the student's expense.

Assessment by a SAP or participation in a substance abuse treatment program does not shield a student from disciplinary action or guarantee reinstatement to the CTD program at OFTC.

If a CTD student is allowed to return to the CTD program, he/she must properly follow the rehabilitation program prescribed by the SAP. The student must have negative return-to-school drug tests and be subject to unannounced follow-up testing as required by the SAP. The cost of the drug tests and any treatment or rehabilitation services will be paid directly by the student.

Substance Abuse Professional (SAP) Contact Information
National Substance Abuse Professional (SAP) Network
1-800-879-6428

Consequences for Drivers with an Alcohol Concentration of 0.02 or Greater

The consumption or possession of alcoholic beverages on OFTC premises, in OFTC owned/leased vehicles, or while engaging in any off-site instructional activity is prohibited. A student whose normal faculties are impaired due to the consumption of alcoholic

beverages, or whose blood alcohol level tests 0.02 or greater shall be guilty of violating procedure and will be dismissed from the CTD program. The student will be able to reapply to the program after one full semester. A student whose blood alcohol level tests 0.04 or greater must attend alcohol rehabilitation through a DOT-approved substance abuse professional (SAP) prior to reapplying to the program. The student is responsible for the cost of the rehabilitation. Documentation (signed by a substance abuse professional) must be submitted at the time of reapplication. A second violation of this procedure will result in permanent dismissal from the program.

Consequences of Use of Controlled Substances and Misuse of Alcohol

Failure to follow the procedures contained herein will result in dismissal from the program, program failure, and possible legal action. It is the procedure of Oconee Fall Line Technical College that any student who violates any of the provisions set forth in this procedure will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics.

Students/Drivers who do not pass a required DOT drug or alcohol test at any time will be entered into the TCSG database available to all TCSG colleges. The student/driver will remain in the database until such time as the SAP process has been completed. All drug and alcohol violations will be entered into the US DOT Drug and Alcohol Clearinghouse. Information can be found at https://clearinghouse.fmcsa.dot.gov.

Re-Entry Contracts

Students who re-enter the Commercial Truck Driving program must agree to the following and be responsible for ensuring that all stipulations are met. That contract may include but is not limited to:

1. A release-to-work statement from the substance abuse professional (SAP).
2. A negative test for alcohol/drugs.
3. Unannounced frequent follow-up testing as required by the SAP.
4. Follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for dismissal.

Information Disclosure

OFTC shall release information regarding a covered student's record as directed by specific, written consent from the student authorizing release of the information to an identified person.

A covered student is entitled, upon written request, to obtain copies of any record pertaining to his/her use of prohibited substances, including any records pertaining to his/her test results.

OFTC may disclose information that is required to be maintained to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student tested without the student's written permission.

When requested by the National Transportation Safety Board as part of an accident investigation, OFTC shall disclose information related to its administration of drug and alcohol tests following the accident investigation.

Records shall be made available to subsequent employers upon receipt of written request from the student.

OFTC shall disclose data for its drug and alcohol testing program and any other information pertaining to its anti-drug program, when requested by the Secretary of Transportation or any DOT agency with regulatory authority over OFTC.

Effects of Alcohol and Controlled Substances

Community resources are available to assist students who are experiencing problems with alcohol and/or other drugs. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life and the signs and symptoms of an alcohol or controlled substances problem is available from the Student Life Offices on either North or South Campuses at Oconee Fall Line Technical College.

Appeal Rights and Process

The DOT lab results are final. There is no student appeals process for positive drug testing results at OFTC. However, the student may request a split specimen test from the drug testing agency. The student is responsible for the cost.

School Contact

Should you have any questions regarding this procedure, please contact the following:

Beth Doyle, Instructional Coordinator
Oconee Fall Line Technical College
1189 Deepstep Road
Sandersville, GA 31082
478-553-2086
bdoyle@oftc.edu

Criminal Background Investigation

Allied Health Programs

The clinical, internship, practicum, or externship sites associated with the college's allied health programs require background investigations on incoming students to ensure the safety of the patients treated by students in the program. Therefore, all students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical, internship, externship, or practicum setting will be required to have a criminal background investigation conducted by a college-approved firm specializing in background investigations for healthcare workers. Criminal background checks are valid for one year if the student maintains continuous OFTC enrollment unless the clinical, internship, practicum, or externship site requests a new check. Students must place their order online through the approved vendor when their instructor gives notice. By signing the consent agreement, the student releases Oconee Fall Line Technical College from liability. Any students submitting a premature or duplicate request will be charged the fee for all requests processed.

Students should not submit results of criminal background investigations to any Oconee Fall Line Technical College faculty or staff member.

Students who are advised by the clinical, internship, practicum, or externship site that they have been denied acceptance at the site should contact the criminal background check vendor to discuss Adverse Action steps. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows students to see the report and to dispute anything reported.

Notification

Students must agree that criminal history record information can be provided to those persons with a need to know at the affiliate clinical, internship, practicum, or externship institutions. The privacy of individuals having criminal background investigations conducted will be maintained consistent with the policies of Oconee Fall Line Technical College. The program instructor will be responsible for providing the roster of students to the clinical, internship, practicum, or externship institution for consideration. The affiliate clinical/internship/practicum/externship institution will review the results to determine whether the students meet requirements of the affiliate clinical/internship/practicum/externship site. Students with unsatisfactory results will not be accepted at the affiliate clinical, internship, practicum, or externship site and will not be allowed to complete the course or program at Oconee Fall Line Technical College. Failure to follow the policies contained herein will result in dismissal from the affiliate clinical/practicum site and dismissal from the program for one semester. It is the procedure of Oconee Fall Line Technical College that any student who is currently registered in an allied health clinical course who violates any of the provisions set forth in this procedure will be administratively withdrawn from current occupational courses with a "W" or "F" based on when the violation occurs. However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested.

A clinical, internship, practicum, or externship facility has the right to exclude any student if, in the opinion of the site, the student could pose or potentially pose a danger to patients. **The clinical, internship, practicum, or externship institution makes the sole decision whether students are accepted at its clinical, internship, practicum, or externship site. There is no OFTC appeal process for an unsatisfactory criminal background investigation.**

Behavior that Constitutes a Refusal to a Criminal Background Investigation

Failure to submit to have a criminal background investigation conducted within the required time frame constitutes a refusal and will be viewed as an unsatisfactory result. Students with a refusal will be administratively withdrawn from current occupational courses with a "W." Students may continue to be enrolled in their general education courses for the remainder of the term.

Fees

Fees made payable for drug screens and criminal background investigations are nonrefundable. Students are assessed fees for the drug screen, and

fees must be paid by the college purge date.

Failure to pay fees by the required date will cause the student to be dropped from the registered course(s).

School Contact

Should you have any questions regarding this procedure, please contact the following:

Beth Doyle, Instructional Coordinator
Oconee Fall Line Technical College
1189 Deepstep Road
Sandersville, GA 31082
478-553-2086
bdoyle@oftc.edu

Withdrawal or Dismissal from Allied Health Program

Students who **withdraw or are dismissed** from a program that requires criminal background investigations and who wish to reapply must follow the competitive selection process and must have another criminal background investigation if the student's break in service from OFTC is greater than one semester or if the clinical site requests an up-to-date background check. This requirement also applies to students who transfer to a program and whose criminal background investigations are older than one year.

Early Childhood Care and Education Program

Before entering certain internship, practicum, or clinical settings, early childhood care education students must obtain a criminal background check. Class instructors will inform students when they should begin the criminal background check process. If the background check is not satisfactory, students will be required to withdraw from the class.

All students enrolled in Early Childhood Care and Education programs that require students to be placed in practicum/lab courses or be placed in any internship or practicum setting in a paid or unpaid capacity that involves personal contact with any child being cared for by a public or private child care learning center, pre-K facility, group day care home, or family day care home may be required to undergo a fingerprint-based criminal records check. With respect to participation in a practicum/lab or internship, there may be additional standards established by individual site operators that students must meet. A student's placement at a particular site for a practicum/lab or internship is contingent upon acceptance by the individual operator. Students who receive an unsatisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning will be provided an opportunity to show that the record is in error and/or to appeal the determination by requesting a hearing before an Administrative Law Judge at the Office of Administrative Hearings.

If an unsatisfactory determination from the Georgia Department of Early Care and Learning is not reversed; if students are unable to meet other practicum/lab or internship requirements established by an individual site operator; or if students are removed from and cannot return to complete a practicum/lab or internship placement in response to an arrest, conviction, or other change(s) in criminal history status involving a covered crime; or, if they fail to meet other established academic requirements associated with the ECCE program, they will be unable to graduate from OFTC with an Early Childhood Care and Education Degree or Diploma.

Students are responsible for all costs associated with the above referenced fingerprint records check. The Georgia Department of Early Care and Learning reserves the right to require students to undergo an additional fingerprint records check if the agency has reason to believe that students possess a criminal record that renders them ineligible to have contact with children in an internship or practicum/lab site. Students are responsible for all costs associated with any additional fingerprint record check(s) that may be required.

Students must sign the Acknowledgement of Criminal History Records Check Requirements Form and the Early Childhood Care and Education Program Disclosure of Arrest/Conviction Form. If a student is arrested, convicted of any crime, or subject to any other criminal history status change for a covered crime while performing an internship or practicum/lab in a child enrichment center or group day care home, he/she must verbally notify and provide the site with a completed Disclosure of Arrest/Conviction Form no later than three (3) calendar days following the arrest, conviction, or change regarding his/her criminal history status

Admission Categories

Minimum admissions requirements shall be

established for each program. Students shall be admitted to a technical college in one of the following categories: Regular, Special, Pending, or Transient.

1. **Regular Status:** Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

2. **Special Admit Status (Non-credential seeking):** Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

   a. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.

   b. May enroll in classes only on a space-available basis.

   c. Must adhere to the specific institutional prerequisite requirements when selecting courses.

   d. Applicants will not be eligible for any financial aid.

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

   a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.

      - A senior verification form from the high school confirming the pending completion is required to be sent with the transcript.

   b. Will be allowed to register for courses after course placement requirements have been met.

   c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

4. **Transient Status:** Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

Required Academic Criteria

To be admitted by a Technical College, applicants must satisfy one of the academic readiness paths below:

High School Graduates

High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.

Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.

Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.

High school certificates of attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.

High School Equivalency

Students with a high school equivalency (HSE) must submit an official transcript reflecting the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma (e.g. GED®, HiSET®, CareerPlus HSE).

Exception for Basic Workforce Certificate

The only exception to the high school graduate/high school equivalent requirement is for those students seeking enrollment into an approved basic level

workforce certificate program that does not require a high school diploma or high school equivalency.

Basic level workforce certificates for OFTC are:

1. Administrative Support Assistant
2. Advanced Shielded Metal Arc Welder
3. Air Conditioning Technician Assistant
4. Auto Basic Maintenance and Detailing Technician
5. Auto Collision Repair Assistant I
6. Auto Electrical/Electronic Systems Technician
7. Auto Engine Performance Technician
8. Auto Engine Repair Technician
9. Automotive Chassis Technician Specialist
10. Automotive Climate Control Technician
11. Basic Electronics Assembler
12. Basic Machining Operator
13. Basic Machinist
14. Basic Shielded Metal Arc Welder
15. Child Development Specialist
16. CNC Specialist
17. Commercial Truck Driving
18. CompTIA A+ Certified Preparation
19. CompTIA A+ Certified Technician Preparation
20. Diesel Engine Service Technician
21. Diesel Truck Maintenance Technician
22. Early Childhood Care and Education Basics
23. Early Childhood Program Administration
24. Gas Metal ARC Welder
25. Gas Tungsten ARC Welder
26. Heating and Air Conditioning Installation Technician
27. Heavy Diesel Service Technician
28. Help Desk Specialist
29. Industrial Electrician
30. Industrial Motor Control Technician
31. Lathe Operator
32. Mechatronics Specialist
33. Microsoft Word Application Specialist
34. Mill Operator
35. Mobile Electronics Technician
36. Nurse Aide
37. Nursery/Greenhouse Technician
38. Office Accounting Specialist
39. Pipe Welder
40. Programmable Control Technician I
41. Robotic Technician
42. Salon & Spa Support Specialist
43. Small Business Management
44. Supervisor/Management Specialist

Postsecondary Transfer

Student must submit an official transcript from each previously attended postsecondary institutions (accredited by an accepted accrediting agency). If the transcripts reflect the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level the high school transcript requirement may be waived. For graduation purposes, the highs school transcript is required.

Home Schooled Student (in Georgia)

Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:

- Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).

Home Study Student (Home Schooled not in Georgia)

Applicants who were educated through a home study program (home schooled) outside the state of Georgia and did not attend a recognized accredited program must submit:

a. Annual progress reports or a final transcript for the equivalent of the home study student's junior and senior years. The final progress report or transcript must include the graduation date and one of the following:

i. PSAT, SAT, or ACT scores that meet or exceed the TCSG system and college minimum requirements for program readiness; or.

ii. ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

iii. Other TCSG approved multiple measures.

Military Veterans or Active Duty

Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of the DD Form 214 or other official documentation of military service.

Waiver

The president of OFTC may waive the admissions requirement that applicants have either a high school diploma or high school equivalency for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study. To be eligible for graduation from OFTC, however, students enrolled in diploma, degree, and specified certificate programs must have received a high school diploma or high school equivalency. The only exception is for those students receiving a basic level workforce certificate.

Readmission

Students who were previously enrolled at OFTC who have not attended the College for three semesters or more must submit a Returning Student Application.

1. Returning students who have already paid an application fee once are not required to pay it again.
2. Students re-entering after meeting conditions of suspension will re-enter on Academic Probation.
3. Students are not eligible for readmission until the conditions of their suspension have been met. The suspension period is for one full semester. Students who are readmitted to the college with a cumulative grade point average less than 2.0 or have a satisfactory completion rate of less than 67% of course work attempted will reenter on Academic Probation.
4. Students returning after more than three semesters must complete all entrance and curriculum requirements posted in the current catalog.
5. Students must provide official transcripts documenting courses completed to be considered for credit for any coursework completed at another institution while not enrolled at OFTC.
6. Students who have been suspended for a disciplinary reason may be considered for readmission at the end of the suspension by making an appointment with the vice president of student affairs.
7. Readmission to a program will be granted on a space-available basis with the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment.
8. If a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student may not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

GVTC Admissions Process

The Georgia Virtual Technical Connection's (GVTC) mission is to provide students with a central point of reference for programs offered electronically through the Technical College System of Georgia (TCSG). GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process, and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full-functioning admissions department; application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and to direct the application to the requested college.

The same policies and procedures that apply to the traditional student affairs processes apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college within the TCSG. GVTC acts as facilitator in assisting the college's student affairs division in processing the online student. OFTC requests that students take transient courses at only one institution per semester.

Admissions Process

The procedures for admissions are:

1. Complete and submit the online application form

to GVTC — https://gvtc.tcsg.edu

2. Apply online on the OFTC website at www.oftc.edu and pay a non-refundable $25 application fee.
3. For transient students only, present the appropriate transient correspondence to the host school.
4. Students must be sixteen (16) years of age or older.

Student Responsibilities

If the student is a transient, it is the student's responsibility to contact the Registrar for permission to be a transient student before applying to GVTC.

It is the student's responsibility to ensure that he/she has access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed on the GVTC website at: https://gvtc.tcsg.edu/Technology-Requirements

It is the student's responsibility to purchase his/her textbooks or needed supplies. The course instructor may assist the student.

Transient OFTC students not taking online courses must complete a Transient Request Form in the Registrar's Office.

Residency Requirements

TCSG Residency Procedure

1. Each technical college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws. Verification procedures shall comply with O.C.G.A. § 50-36-1.
2. Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:
   a. Location of employment.
      i. Location of voter registration.
      ii. Location of property, including home purchase, and taxes paid thereon.
      iii. State for which the individual filed and paid state income taxes.
      iv. Address and other information on federal and state income tax returns.
      v. State where the person's automobile title is registered and the payment of property taxes thereon.
      vi. Address on driver's license and state of issuance.
      vii. Address on the Georgia Driver's License Bureau ID.
      viii. Reason for initially coming to Georgia.
      ix. State of issuance of business, professional, or other licenses.
      x. Location of checking, savings, or other banking accounts.
   b. Citizenship Requirements:
      i. A student meets the Citizenship Requirements, for purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.
      ii. A student meets the Citizenship requirements, for purposes of this procedure and the related policies, if he or she is an Eligible non-Citizen, according to the Federal Title IV definition.
      iii. Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, in the discretion of the President of the college the international tuition may be waived in favor of an out-of-state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

3. Georgia Residency

a. Dependent Students:

i. A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and

ii. Such student graduated from an Eligible High School located in the State of Georgia; or

iii. The Parent claimed the student as a dependent on the Parent's most recent federal income tax return.

iv. A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court-appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

v. Individuals applying for the HOPE High School Equivalency (HSE) Examination Grant are considered dependent solely for determining residency for the HOPE HSE Examination Grant if they are under age of 18 at the time of applying.

b. Independent Students:

i. An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.

ii. It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

iii. Individuals applying for the HOPE HSE Examination Grant are considered independent solely for determining residency for the HOPE HSE Examination Grant if they are 18 years of age or greater at the time of applying.

4. Retaining Georgia Residency

a. Dependent Students: If the Parent or United States court-appointed Legal Guardian of a Dependent Student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes Domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains Continuously Enrolled in a TCSG college.

b. Independent Students: If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

5. Eligibility for Out-of-State Tuition Exemption:

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

b. Employees, their spouses, and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;

c. Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;

d. Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;

e. United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;

f. United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;

g. United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;

h. Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;

i. Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

j. Members of a uniformed military service of the United States who enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill® benefits who enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if they remain continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.

k. Students using transferred GI Bill® while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibil.

l. Students who are described as covered individuals in 38 U.S.C. 3679(c)

m. Student from a homeless situation as defined in OCGA 20-3-66

n. Students who are dually enrolled and participating in Dual Enrollment.

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

Change of Program

Students have the option of changing from one program to another while enrolled at the college, provided the student has the necessary qualifications for the change of program and a vacancy is available in the program. Students interested in changing to a different program should first contact the Admissions Office to initiate a change of program and obtain information about the intended program. Next, a student should meet with the Financial Aid Office to obtain information about how the change may affect financial aid. Finally, students still interested in changing to a different program should return to the Admissions Office for completion of the change of program. In the event a student declares a change of program, the student's previously earned credits will be evaluated in terms of the new program. Students must complete the change of program request form on the OFTC website.

Students are allowed to change their program of study for the first 10 days of the full term and the first 7 days of C-Term. Any change of program request submitted after that time will be processed for the next semester.

Program Readiness

All applicants must demonstrate program readiness by

submitting test scores from a TCSG-approved placement test, transferring college credits from an accredited post-secondary institution, or meeting the minimum requirements of at least one of the multiple measures for admission and placement.

Multiple Measures

TCSG policy now allows greater access by allowing students to qualify for acceptance into certain programs based on high school GPA, prior workforce experience, and other standardized testing measures. For more information on placement and acceptance based on Multiple Measures, please contact the Admissions Office.

Transfer Credits

Official transcripts must document successful completion of program-level English and math coursework (grade of C or better) and be issued from a regionally- or nationally-accredited post secondary institution recognized by the United States Department of Education. If the transfer credits do not meet the minimum program requirements for entry, the applicant must meet one of the multiple measures.

Assessment

All students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

A list of multiple measures that OFTC may accept in assessing a student's readiness for a program of study is included within the previously listed Admissions Steps.

Assessment results are transferable to any TCSG college. Official transcripts from a regionally- or nationally-accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed ("C" or better) may be used in lieu of placement exams. A student possessing an associate's degree or higher from a regionally-accredited institution shall be exempted from placement requirements.

NOTE: Certain programs do not require a high school diploma, high school equivalency diploma, or placement test scores, provided the student meets at least one of TCSG's multiple measures for admissions.

Placement tests are not required for special admit (non-diploma/non-credit) students. Contact the Admissions Office for details.

FINANCIAL AID INFORMATION

Oconee Fall Line Technical College offers a comprehensive program of financial aid for students enrolled to earn a degree, diploma, or a certificate. The various financial aid programs are funded by federal and state funds.

How to Apply

The financial aid year begins with fall semester, includes spring semester, and ends with summer semester.

1. Create an FSA ID online at www.studentaid.gov
2. Complete your Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa and answer ALL questions accurately (incorrect or missing information will delay the processing time of your application for financial aid). **OFTC's school code is 031555.**
3. After you apply, you will receive a Student Aid Report (SAR) via email; review this and make sure that everything is correct. OFTC will also receive a copy and begin processing your financial aid (it can take up to five business days for OFTC to receive the information).
4. Check your student email for correspondence from the OFTC Financial Aid Office regarding any additional requirements that may be needed. Verification is performed through Campus Logic via the Verify My FAFSA portal. This portal allows a student to securely upload their financial aid documents directly to the Financial Aid Office. The student will need to go to https://oftc.verifymyfafsa.com and register an account (registration is only required on the first visit; after that, the student will be able to access his or her account via the OFTC Dashboard). Once registered, the student will be able to see what financial aid documents are needed. Note: The information entered to register the account must exactly match the information on the FAFSA, such as name, SSN, and date of birth.
5. Students will be notified by email about their financial aid award approximately 2-3 weeks after successfully submitting the FAFSA.
6. All important financial aid dates, including priority application dates, refund disbursements, and bookstore availability dates for each semester are available online at https://www.oftc.edu/admissions/academic-calendar/.

FAFSA Verification

Students who complete a FAFSA may be selected for verification. If selected, the student must provide documentation verifying that certain items of the FAFSA are accurate. Documents must be submitted via the Verify My FAFSA portal, https://oftc.verifymyfafsa.com. Documentation may include, but is not limited to:

- Verification worksheet
- IRS Tax Transcript or IRS Letter of Non-Filing (Must be obtained from the IRS)
- Low or No Income Form with copies of W-2
- Social Security Summary
- Other documentation that provide proof of income or asset(s) value
- Birth Certification
- Divorce/Marriage documentation

Tuition and Fees

All students are responsible for paying their tuition and fees or satisfying financial aid requirements by the third day of the semester or mini-semester. Tuition and fees may be paid with cash, check, credit/debit card, financial aid, third party (employer, public agency or support program), or by any combination listed. Payments can be made in person at the cashier window on the North and South campus, by mail, or online in BannerWeb with a credit card, debit card, or check. All charges remain the responsibility of the student. Students should check their account status regularly in BannerWeb.

Students who have not paid tuition and fees are subject to being purged (removed) from classes. Students who are not purged from class are responsible for paying all tuition and fees. Failure to pay tuition and fees can result in a student's account being turned over to a collections agency. If this occurs, students are required to pay any associated fees related to the collections process. Tuition/fees are subject to change at the beginning of any semester.

Term Fee Schedule

Credit Hour	Tuition	Fees	Total Tuition and Fees	HOPE	Amount Due at Registration
1	$107.00	$406.00	$510.00	$100.00	$410.00
2	$214.00	$406.00	$620.00	$200.00	$420.00
3	$321.00	$406.00	$727.00	$300.00	$424.00
4	$428.00	$406.00	$834.00	$400.00	$434.00
5	$535.00	$406.00	$941.00	$500.00	$441.00
6	$642.00	$406.00	$1,048.00	$600.00	$448.00
7	$749.00	$406.00	$1,155.00	$700.00	$455.00
8	$856.00	$406.00	$1,262.00	$800.00	$462.00
9	$963.00	$406.00	$1,369.00	$900.00	$469.00
10	$1,070.00	$406.00	$1,476.00	$1,000.00	$476.00
11	$1,177.00	$406.00	$1,583.00	$1,100.00	$483.00
12	$1,284.00	$406.00	$1,690.00	$1,200.00	$490.00
13	$1,391.00	$406.00	$1,797.00	$1,300.00	$497.00
14	$1,498.00	$406.00	$1,904.00	$1,400.00	$504.00
15+	$1,605.00	$406.00	$2,011.00	$1,500.00	$511.00

Other Fees Due at Registration

Registration Fee	$70.00
Activity Fee *	$45.00
Accident Insurance	$6.00
Special Instructional Fee	$60.00
Instructional Technology Fee **	$110.00
Campus Safety	$45.00
Facilities Fee	$70.00
TOTAL FEES	**$406.00**

*Activity Fee: The Student Activity Fee is waived for totally online students.

**Instructional Technology Fee: Dual Enrollment students are exempt from paying the Instructional Technology Fee.

NOTE: Tuition and fees are subject to change. For the most up-to-date information, please visit www.OFTC.edu.

Additional Fees Which May Be Due at Registration

A non-refundable Late Registration Fee of $45.00 will be assess after classes begin.

- All Allied Health, Early Childhood Care and Education, and Cosmetology students must pay an annual $12.00 clinical liability insurance fee.
- CTD students will be assessed a Fuel Surcharge of $225.00 and drug test fee of $68.00
- Other programs may have additional costs. Allied Health and ECCE students are required to pay a $22.00 lab fee to cover the cost of their CPR cards and drug test fee of $39.00.
- All science lab courses require a $25.00 per course fee for lab supplies.

Please check the OFTC website which includes information by program regarding criminal background check fees, drug screen fees, and testing fees.

Other Charges and Fees

Returned Check Charge	$30.00
Award Replacement	$25.00
Exemption Fee	$80.00
Transcript Fee	$10.00
Graduation Fee	$40.00
TEAS Exam Fee	$80.00
Replacement ID Fee	$5.00

OFTC charges **$25.00** to administer proctored exams to students who are not enrolled at TCSG institutions.

Commercial Truck Driving Program Tuition and Fees

Tuition	$1,251.00
Fees	$699.00
HOPE and SWIG	$2,000.00
Student's Balance	$0
Total Tuition & Fees	**$1,950.00**

Students will be responsible for fees associated with obtaining the motor vehicle report, physical/drug screening, and licensure. Books are required but not included in this total.

A student's first admission application for any credit course must be accompanied by an application fee of $25.00. The Application Fee is waived for joint enrollment and dual enrollment students.

Senior Citizens

Georgia residents **62 years of age** or older may request a waiver of tuition charges for regular and institutional credit courses through the Office of Admissions. **Mandatory and course-related fees are not eligible for this waiver**. This policy does not apply to continuing education courses, noncredit courses, or seminars. Tuition is adjusted after the student has registered for classes. Senior citizens must meet all other admission requirements as required in the college catalog and pay all fees other

than tuition

.

Lawful Presence for In-State Tuition

Any non-citizen student requesting to pay at the in-state tuition rate will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student or awarded an out-of-state tuition waiver.

TCSG Procedure 6.2.2p
https://www.tcsg.edu/tcsgpolicy/files/6.2.2p.pdf

"Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws."

How can a student verify lawful presence?

Students should submit one of the following documents, which must not expire prior to the first day of the term, by (1) taking your document to the Admissions Office at your OFTC campus or (2) emailing it to admissions@oftc.edu.

- A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, a U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A current U.S. Passport.
- Unexpired Georgia and select out of state drivers licenses and state ID cards can be accepted under certain conditions. It must be a Real ID and not contain any of the verbiage in the chart below. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.
- A current military ID (service member only, not dependent), documented using the Confirmation of Review of Military ID Worksheet – A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.

State	DL/ID Requirements for Acceptance
Alabama	Must NOT be marked "FN"
Alaska	Must NOT be marked "Limited Term"
California	Must NOT be marked "Limited Term." Instruction Permits, Commercial Learner's Permits, and temporary Licenses cannot be accepted.
Delaware	Must NOT be marked "Limited Term" or "Temporary"
Florida	Must NOT be marked "Temporary"
Georgia	Must NOT be marked "Limited Term"
Idaho	Must NOT be marked "Limited Term"
Iowa	Must NOT be marked "Limited Term"
Kentucky	Must NOT be marked "Not for REAL ID purposes"
Louisiana	Must NOT be marked "Limited Term"
Maryland	Must NOT indicate "T" restriction
Missouri	Must NOT be marked "Limited Term"
Montana	Must NOT be marked "Limited Term" or "Temporary"
Nevada	Must NOT be marked "Limited Term"
North Carolina	Must NOT be marked "Limited Term"
Ohio	Must NOT indicate that it is "nonrenewable and nontransferable"
Oklahoma	Must NOT be marked "Temporary"
South Carolina	Must NOT be marked "Limited Term"
Tennessee	Must NOT be marked "Temporary"
Texas	Must NOT be marked "Limited Term" or "Temporary"
Vermont	Must NOT be marked "Limited Term"
Wisconsin	Must NOT be marked "Limited Term"

In-State Tuition Rates

Students (or parent/guardian, if the student is a dependent) who have lived in Georgia for 12 consecutive months or more may request the instate tuition rate. Students must be lawfully present in the United States and meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure 6.2.2p. to be eligible for the in-state tuition

rate. Students requesting the in-state tuition rate must provide proof of Georgia residency.

Out-of-State Tuition Rates

Students who are residents of the United States but do not otherwise qualify as Georgia residents will pay the out-of-state tuition rate. This student is defined as a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term in which the person is intending to enroll. These students are charged tuition at a rate twice that of those eligible for in-state-tuition rate.

International/Foreign Tuition Rates

Those students who are not eligible for either the instate tuition rate or the out-of-state tuition rate are charged four times the amount of the in-state rate.

Waiver of Student Tuition and Fees

The Commissioner grants presidents, or their designee, the authority to waive mandatory and non-mandatory fees **with the exception of the "instructional and support technology fee".** The "instructional and support technology fee" may be waived only under the following circumstances:

- Faculty, staff, and administrators participating in staff development activities related to the employee's job or career in the organization and studying at a technical college within the Technical College System of Georgia. The employee must meet the applicable admissions standards and have received the appropriate prior authorization from their president or assistant commissioner.
- For transient students enrolled in more than one technical college during the same term, only the home technical college shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college at which the student registered first, will charge the fee. The student is responsible for providing proof of payment to the remaining colleges in which they are registered. In this case, the home college will not charge the fee. All other transient students shall pay the instructional support and technology fee.
- Pursuant to the procedures authorized by the Commissioner, the technical college president may waive tuition for students on a term-by-term basis. The number of waivers shall not exceed five percent of the head count of the student enrollment at the technical college in the immediately preceding fall term.
- Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

Professional Liability Insurance

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

Cost of this coverage will be assessed in student fees.

Books, Supplies, and Uniforms

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. All required books and many of the student's other needs may be purchased in the campus bookstore. Information regarding approximate program costs can be found on the OFTC website.

Graduation Fee

Graduation applications will be accepted in the Registrar's Office. Students should see their advisor one semester before graduation is planned for graduation information. Graduation fees are non-refundable. There is a replacement cost for lost degree, diploma, or certificate of credit. Only students participating in the ceremony are required to pay the graduation fee.

Exemption Exam Fee

A student desiring to take an exemption exam must pay an exemption test fee per test. The fee must be paid in advance. This fee is nonrefundable and not transferable. Students taking the exemption test to validate secondary coursework do not pay the exam fee if taken within 24 months of high school graduation.

TEAS Exam Fee

Students taking the TEAS exam will be required to pay $80.00 (subject to change) for each test as a cost

recovery fee. This fee must be paid in advance of the test date.

Financial Obligations

Students who are delinquent in the payment of any financial obligation(s) may be removed from one or all courses and will not be allowed to register for another semester until all delinquent fees are paid.

Returned Check Charge

Any student who presents a personal check to Oconee Fall Line Technical College for which payment is refused by the bank will be charged a returned check fee.

Refunds

Students who officially withdraw from a course by the end of the third instructional day of the semester will receive no grade for the course and will receive a 100% refund of applicable tuition and refundable fees. Students who withdraw from a course after the end of the third instructional day of the semester shall receive a "W" grade and shall receive no refund of tuition and fees. Refunds, when due, will be made by debit card or direct deposit. Students should complete the online withdrawal form to withdraw from a course or the college. Financial aid recipients should refer to the federal financial aid policy. Refunds due to students after tuition, fees, and book charges are paid will be made via BankMobile®, which gives students two options for receiving refunds:

- Deposit to a OneAccount, a non-interest bearing, internet-only checking account serviced by BankMobile®
- Deposit to another account (students must set up an account with BankMobile® to direct refunds/deposits to personal accounts)

BankMobile® will send each student a welcome package to the address that OFTC has on file for the student.

Students can then visit bankmobilevibe.com to set up preferences for refunds and alerts. It is important that a student update the address on file if it changes. This can be done through the Student Portal at any time.

Refunds of Textbooks

Refunds will be issued for textbooks if the student has a receipt from the bookstore, the refund is requested within five class days of the date on the receipt, and the book is not written in and is in perfect condition.

Federal Financial Aid Refund Policy

Students receiving assistance from Title IV programs (federal PELL Grant or FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60 percent of the term, he or she will have earned 100 percent of the aid for that period. If the student completed 60 percent or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance due by debit card or direct deposit. If the amount of Title IV aid earned is insufficient to cover these charges and any payments already made to the student, the student is liable for these charges and they must be repaid before the student will be allowed to enroll in another term of study at OFTC. Examples are available in the Office of Financial Aid.

Types of Financial Aid

Grants

You Must Apply Annually for All Grants.

Federal PELL Grant

The Federal Pell Grant is a Title IV Program, based on need, for full-time and part-time students enrolled in a Title IV eligible program, who have not previously earned a bachelor's degree. The student does not normally repay Pell Grant. The amount of Pell awarded is based on the Student Aid Index (SAI) shown on the student's SAR/ISIR (which is the result of completing a Free Application for Federal Student Aid - FAFSA), the cost of attendance, and the

student's enrollment and class load each semester.

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by law to be the equivalent of six years of Pell Grant funding (600%).

Students receive their Pell Grant awards on a semester basis. The Pell award is available to help pay for book costs and tuition not covered by other sources, and the amount remaining is paid to the student after balancing is complete for each term.

If the student totally withdraws from school during a semester, the Pell award amount for the withdrawal term is adjusted, according to Federal Financial Aid policy, by multiplying the percentage of days attended by the Pell Award. Students may apply for Pell via the Free Application for Federal Student Aid (FAFSA), either online at https://studentaid.gov/h/apply-for-aid/fafsa or by completing a paper application and mailing the form to the Federal Student Aid Programs, POB 7654, London, KY 40742-7654.

Pell recalculation is setting a date each term for which the enrollment status of the student will be locked for the term for purposes of determining Pell for the semester. Oconee Fall Line Technical College establishes the Pell Recalculation Date as 10 days after the start of full session and 7 days after parts of terms. If you add a class after the Pell Recalculation Date, your Pell Grant amount will not increase.

Each term, the Pell Recalculation Date will occur on the 10th day of the term. The Pell Recalculation Date is determined by the last class in which the student enrolls and attends. Exceptions to this policy include students failing to begin attendance in class or the college receiving an initial FAFSA for the student. In these cases, Pell must be recalculated. This only applies to Pell funds. Note: The provisions of the new law states that any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU).

Students who complete a FAFSA may be selected for verification. If selected, the student must provide documentation verifying that certain items of the FAFSA are accurate. Documents must be submitted via the Verify My FAFSA portal, https://oftc.verifymyfafsa.com. Documentation may include, but is not limited to:

- Verification worksheet
- IRS Tax Transcript or IRS Letter of Non-Filing (Must be obtained from the IRS)
- Low or No Income Form with copies of W-2
- Social Security Summary
- Other documentation that provide proof of income or asset(s) value
- Birth Certification
- Divorce/Marriage documentation

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is a Title IV need-based grant given to students with the lowest SAI who are eligible to receive Pell. FSEOG funds do not have to be repaid. The Department of Education determines the amount of FSEOG allocations that are made available for each institution. These funds are limited each year and, due to the number of eligible students and OFTC's commitment to assist as many students as possible with this award, funding available for eligible students may run out. Funds awarded to students who did not attend a term are redistributed to eligible students that attend future terms within the academic year.

Georgia's HOPE GRANT for Diploma/Certificate Programs

Starting with Fall Semester 2013, the checkpoint GPA was reinstated to 2.0. Students must be earning a cumulative GPA of at least 2.0 at the end of the semester in which the student has attended 30 or 60 semester hours towards a diploma or certificate for which the student received HOPE Grant funds. The Hope Grant will pay a percentage amount of the standard tuition charges from the previous year. Students with a baccalaureate degree cannot receive the HOPE Grant.

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service

registration requirements;

5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program;

Full-time enrollment in a certificate or diploma program is not required, and students are not required to graduate from high school with a specific GPA; however, they must have a postsecondary cumulative 2.0 GPA at certain checkpoints in order to maintain eligibility.

Georgia College Completion Grant

Georgia College Completion Grant Program provides grant aid to assist eligible students who are within 80% of earning their certificate, diploma or degree.

Student is ineligible while incarcerated.

Basic Eligibility

1. Meet U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia.
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;

Program Eligibility

1. A student must have successfully completed 80% or more of the credit requirements of his or her eligible certificate, diploma, or degree.
2. The student must have a financial aid gap constituting of an outstanding balance with the institution for Direct Costs.
3. The outstanding balance must consist of Direct Costs incurred for the enrollment term in which the College Completion Grant is awarded.

Georgia's Zell Miller Grant

Georgia's Zell Miller Grant is available to Georgia residents who are working towards a certificate or diploma at a Technical College System of Georgia (TCSG) or University System of Georgia (USG) institution.

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program.

Full-time enrollment is not required, and students are not required to graduate from high school with a specific GPA; however, a minimum 3.5 cumulative postsecondary GPA at the end of each term is required in order to maintain eligibility. The first term of enrollment will be paid retroactively if the student has the required 3.5 cumulative postsecondary GPA at the end of the term.

High school students in dual enrollment are NOT eligible for the Georgia Zell Miller Grant.

Students may lose/gain after each term. There is no limit to the number of times they can lose or gain the Zell Miller Grant, but students must earn the Zell Miller Grant each term. Dual enrollment students (after becoming a regular student and after graduating from high school) will not have a HOPE Grant GPA calculated until after their first term as a regular student receiving HOPE Grant. There is no minimum

number of credit hours a student must take in order to receive Zell Miller Grant.

Georgia's HOPE Career Grant

Students who are receiving the HOPE Grant and Zell Miller Grant may also be eligible for additional financial assistance from Georgia's HOPE Career Grant if enrolled in select programs aligned with industries in which there are more jobs available in Georgia than there are skilled workers to fill them. A complete list of eligible programs can be found on OFTC's website at www.oftc.edu/admissions/financial-aid/hope-career-grant/.

HOPE GED® High School Equivalency Examination Grant

The HOPE High School Equivalency Examination Grant Program provides Georgia residents with an award up to $200 toward the exam fees for a state approved High School Equivalency Examination through the Technical College System of Georgia (TCSG).

An incarcerated person who sits for a state approved High School Equivalency Examination is ineligible to receive a HOPE High School Equivalency Examination Grant award.

Basic Eligibility
All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Be in compliance with Selective Service registration requirements;
4. Be in good standing on all student loans or other financial aid programs;
5. Be in compliance with the Georgia Drug-Free Postsecondary Education Act.

Program Eligibility
In order for a student to be eligible to receive a HOPE High School Equivalency Examination Grant payment, a student must:

1. Complete subject area pre-testing in preparation for a state approved High School Equivalency Examination as designated by TCSG; and
2. Must sit for a state-approved exam offered by TCSG utilizing an issued voucher.

Disqualifying Factors

1. A student is ineligible for payment if he or she received a high school diploma or equivalent or completed a home study program prior to sitting for a state approved High School Equivalency Examination offered through TCSG.
2. A student is ineligible for payment if he or she has earned a college degree or the equivalent, including from a foreign institution as indicated by the foreign academic transcript and/or foreign academic transcript translation.
3. A student is ineligible for payment if he or she began seeking a college degree or received HOPE Scholarship payment prior to sitting for a state-approved High School Equivalency Examination.

Scholarships

Georgia's HOPE Scholarship Program

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for HOPE payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled

substances, or dangerous drugs;

8. Not have exceeded the maximum award limits for any HOPE program.

To receive HOPE Scholarship funding, students must:

1. Meet one of the following academic requirements:

   a. Graduate from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).

   b. Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).

   c. Graduate from an ineligible high school, complete a home study program in Georgia, or earn a high school equivalency credential (e.g. GED®, HiSET®, CareerPlus HSE) and score in the national composite 75th percentile or higher on the SAT or ACT prior to high school graduation, home study completion, or earning a high school equivalency.

   d. Graduate from an ineligible high school or complete a home study program in Georgia and then earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework for retroactive HOPE Scholarship payment.

   e. Earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours after high school graduation, home study completion, or receipt of high school equivalency.

2. Be enrolled as a degree-seeking student at a public or private HOPE-eligible college or university in Georgia.

3. Meet academic rigor requirements. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirements. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

Georgia's Zell Miller Scholarship Program

Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;

2. Be a legal resident of Georgia;

3. Meet enrollment requirements;

4. Be in compliance with Selective Service registration requirements;

5. Meet academic achievement standards;

6. Be in good standing on all student loans or other financial aid programs;

7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;

8. Not have exceeded the maximum award limits for any HOPE program

To receive Zell Miller Scholarship funding, students must:

1. Meet all HOPE Scholarship eligibility requirements and meet one of the following academic requirements:

   a. Graduate from an eligible high school or accredited high school program as the valedictorian or the salutatorian and meet all HOPE Scholarship eligibility requirements.

   b. Graduate from an eligible high school with a minimum 3.7 grade point average (as calculated by GSFC) combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum

composite score of 26 on the ACT test in a single national test administration and meet all HOPE Scholarship eligibility requirements.

c. Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a Zell Miller eligible high school with a minimum 3.70 grade point average (as calculated by GSFC), combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration.

d. Graduate from an ineligible high school or complete an unaccredited home study program and score in the national composite 93rd percentile or higher on the SAT or ACT prior to completion of high school or home study.

e. Graduate from an ineligible high school or complete an unaccredited home study program with a minimum composite score of 26 on the ACT or minimum composite score of 1200 on the reading and math sections of the SAT and then earn a minimum 3.3 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework. This option allows retroactive payment for the first 30 semester or 45 quarter hours after they are completed.

f. Enroll in an eligible post-secondary institution between 2007 and 2011 as a freshman, meeting one of the academic qualifications listed above and earn a 3.3 cumulative postsecondary grade point average at the most recent Zell Miller Scholarship checkpoint.

2. Be enrolled as a degree-seeking student.

3. Meet academic rigor requirements. Beginning with students graduating from high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirement. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

Loans

Private Loans

OFTC does not participate in the Federal Stafford Student Loan Program. Loans should be used as a last resort to pay for education. Students needing loans to finance their education must consider private loan options. Private loans cannot exceed the cost of attendance when added to all financial aid. Private loans must be repaid; therefore, students are encouraged to borrow only what they need.

Private loans are different from federal student loans in that they are not guaranteed by the federal government, require a credit check, and often require a cosigner. Terms and conditions vary significantly by lender, and we strongly recommend that students compare interest rates, loan fees, and repayment plans before applying for any loan.

The following private loan providers are provided for students to explore. However, students are free to borrow from any lender they choose, even if not listed below. Students may contact their bank, credit union, or other private lending institution to determine if they provide private, alternative education loans. Internet searches for “private student loans” may also be helpful. OFTC does not endorse or support any specific lender or loan program.

Sallie Mae Smart Loan

https://www.salliemae.com

Student Access Loan (SAL) Program

Georgia Student Finance Authority (GSFA) offers the Student Access Loan Program (SAL) for eligible students attending an eligible Technical College System of Georgia (TCSG) institution in Georgia. The SAL is a 1 percent fixed rate loan designed to assist undergraduate and technical college students who have a gap in meeting their educational costs. HOPE and Zell Miller Scholars are given priority consideration during the first selection. Pending available funding, GSFA will conduct a random selection from remaining applications.

Student Access Loan (SAL) Program Information

- Applicants must have first applied for and

exhausted other student financial aid options including federal, state, and private scholarship and grant programs and Veterans Education Benefits.

- Interest rate structure for loans received on or after July 1, 2014:
  - Fixed rate of one (1) percent while in school and out of school as long as the loan remains in good standing.
  - A monthly Keep In Touch (KIT) Payment of $10 is required approximately 60 days after the first disbursement is received.
- The monthly KIT Payment is required while in school and while in grace period.
- Repayment is a maximum of fifteen (15) years with a minimum payment of $50 for loans received on or after July 1, 2015.
- The minimum loan amount is $300.
- The maximum term loan amount is $1,500.
- The maximum loan limit is $3,000 per year and up to a maximum of $12,000 over a college lifetime.
- Origination Fee - A non-refundable fee of five (5) percent of the loan amount, but not more than $50, is deducted from the first disbursement of the loan.
- The program is also designed to provide a loan discharge option to those TCSG students who graduate with a minimum 3.5 cumulative Grade Point Average in the program of study for which the loan was received.

In order to receive the Student Access Loan, students must:

1. Be considered a Georgia resident and United States citizen or eligible non-citizen.
2. Complete a valid Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa.
3. Maintain Satisfactory Academic Progress (SAP) in accordance with the SAP policy at their college or university.
4. Must be enrolled in an eligible Georgia postsecondary institution.
5. Previous SAL borrowers must be current on their monthly KIT payments.

Additional OFTC Student Access Loan Requirements:

1. Student must be pursuing a Certificate, Diploma, or Associate Degree.
2. Student must meet Georgia residency requirements for twelve (12) consecutive months immediately prior to the first day of class of the school year for which student is receiving SAL.
3. Student must maintain at least half-time enrollment, which is at least six (6) credit hours, for the semester for which student is receiving SAL.
4. Student must have a minimum of 2.2 GPA each semester.
5. Student must maintain Satisfactory Academic Progress (SAP).
6. Male students must be in compliance with the U.S. Selective Service requirements.
7. Student must not be in default on a Federal Title IV or State of Georgia educational loan or owe a refund due to an over-award on a Federal Title IV or State of Georgia student financial aid program.
8. Student must not have reached the Aggregate Federal Loan Limits.
9. Student must never have been in a delinquent status on the monthly Keep in Touch (KIT) payments. If the borrower is ever in a delinquent status on the KIT payments, the borrower will not be eligible for future disbursements or future loans in the SAL Program at OFTC.

Other

Federal Work Study (FWS)

Federal Work Study (FWS) is a Title IV Program awarded on a first-come, first-served basis to the neediest students, providing part-time job opportunities for students to earn money while enrolled in college. Title IV-eligible students are awarded the maximum amount they can earn;

however, the actual amount they receive is calculated by the number of hours they actually work times the accepted wage. FWS jobs may be on or off campus, and students can only work hours they are NOT scheduled to be in class and not logged into an online class. FWS cannot be used for internship credit. Students must submit an FWS Application to the student life/special populations coordinator on the North Campus or the director of student life on the South Campus and be interviewed by a potential supervisor prior to beginning work. FWS students are paid monthly for the actual hours worked.

All FWS students must meet the basic requirements of the program. FWS students must:

1. Be enrolled at least half-time (6 credit hours or more per semester).
2. Be in good academic standing and making satisfactory academic progress to be in good standing for financial aid.
3. Be eligible for Pell Grant and enrolled in a Pell-eligible program.
4. Submit to a criminal background check with satisfactory results.

OFTC Foundation

The OFTC Foundation is a separate and independent nonprofit 501c3 organization established to support students by acquiring and administering monetary gifts, grants, and other funds from area donors. Many of the donations received are used for scholarships for students. For a list of scholarships available through the Foundation visit: https://www.oftc.edu/about-oftc/foundations/scholarships-grants/.

Workforce Innovation and Opportunity Act (WIOA)

The purpose of this act is to prepare individuals facing serious barriers to employment with the training necessary for entry into the labor force. More information can be obtained from the WIOA office at Oconee Fall Line Technical College at 478-553-2444 (North Campus) or 478-274-7800 (South Campus).

TAA/TRA

These programs are administered by the Department of Labor for individuals who lose their jobs due to plant closings, etc. To apply, students should contact their local Department of Labor office or the local WIOA office at OFTC at 478-553-2444 (North Campus) or 478-274-7800 (South Campus).

Veterans Benefits

After gaining admissions to the college, eligible students should begin the process of applying for VA Educational Benefits. Students may apply for VA Benefits online at https://benefits.va.gov/gibill/ and clicking the Apply for Benefits link to be connected to the Veterans Online Application System (VONAPP). A student may request a paper application by calling 888-442-4551. The application process normally takes 6-8 weeks for new education claims. The Office of the Registrar serves as the Certifying Official to the Department of Veterans Affairs on behalf of Oconee Fall Line Technical College. Eligible Veterans and the dependents of eligible Veterans will work with the Veterans Certifying Official for OFTC students:

Office of the Registrar
560 Pinehill Road, Dublin, GA 31021
Phone: 478-274-7761 | Fax: 1-800-473-3021
Email: registrar@oftc.edu
Office: Student Affairs, South Campus Room 101B

Questions that students have about eligibility and payment should be directed to the Department of Veteran Affairs Regional Office:

Department of Veteran Affairs
Atlanta Regional Office
1700 Clairmont Road, Decatur, GA 30033-4032
Phone: 1-888-GI-BILL-1 or (1-888-442-4551)
Website: https://benefits.va.gov/gibill/

Satisfactory Academic Progress Requirements

Students who receive financial aid from Oconee Fall Line Technical College must be in good academic standing and making satisfactory progress as outlined below.

Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Progress will be reviewed no less than once each term. Records are reviewed after grades are posted at the end of each term.

Repeated courses are included in the qualitative and quantitative calculations for financial aid satisfactory progress. Students may repeat each previously

passed course only once for Title IV purposes. For Title IV, a "D" is considered passing. However, a "D" is not considered academically passing for OFTC.

Qualitative Academic Progress Requirements

Students must maintain a cumulative GPA of 2.0 or higher on a 4.0 scale that includes all credit courses appearing on the academic transcript. If a student's cumulative GPA falls below the minimum, his/her financial aid is endangered. A student will be placed on financial aid warning for the following term of attendance and may receive financial aid during the semester placed on warning. The student has the next semester of attendance to earn the required 2.0 minimum cumulative GPA.

At the end of the warning period, if the required 2.0 minimum cumulative GPA is met, the student is taken off financial aid warning. If the required 2.0 minimum cumulative GPA is not achieved, then the student will be put on financial aid suspension during the next period of attendance. Students placed on financial aid suspension are ineligible to receive any source of financial aid until cumulative minimum requirements have been met.

Quantitative Academic Progress Requirements

Students must complete at least 67% of the total coursework attempted. All hours attempted at Oconee Fall Line Technical College plus all transfer hours accepted by Oconee Fall Line Technical College are counted to determine the completion rate. A student will be placed on warning during the following term of attendance if he/she fails to complete this minimum percentage. The student will be eligible for financial aid during the term(s) placed on warning. However, if the student fails to reach 67% cumulative requirement during the term(s) will be placed on warning. At the end of the warning period, if the required 67% completion rate is met, the student is taken off financial aid warning. If the required 67% completion rate is not achieved, then the student will be put on financial aid suspension during the next period of attendance. Students placed on financial aid suspension are ineligible to receive any source of financial aid until the 67% completion rate minimum requirements have been met.

The completion rate is calculated by dividing the total number of hours successfully completed with a "D" or above by the total number of hours attempted. There is no rounding.

Example:

6 credits completed/9 credits attempted = 66.67% Requirement **Not** Met

7 credits completed/10 credits attempted = 70% Requirement Met

Maximum Time Frame

All students must complete their program of study within the maximum time frame** 150% times the length of the program in which they are enrolled. This means that once students have attempted 150% of the minimum number of credit hours necessary for completing program requirements, the student will be ineligible to receive financial aid.

Example: If a program requires 42 credits for completion
42 X 150% = 63 attempted credits is maximum timeframe

All hours attempted at Oconee Fall Line Technical College, plus all transfer hours accepted by Oconee Fall Line Technical College, are counted in the 150% limit. Students who are enrolled less than half time will be prorated accordingly.

**If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements, and all grades will be used in calculating the minimum GPA of 2.0.

Notice for Students Enrolled Prior to Fall Semester 2011

All returning (pre-merger) Heart of Georgia Technical College or Sandersville Technical College students will be reviewed using the current OFTC SAP policy as they are re-admitted to the merged OFTC.

Withdrawals

Grades of "W" are not used in calculating a student's GPA but are counted as coursework attempted. Prior to Spring 2024, "I" grades are included in the SPGA calculations. The grade received the next term will be used when calculating the completion rate.

Transfer Students

Transfer students accepted by Oconee Fall Line Technical College (OFTC) who never attended OFTC will be classified as maintaining Satisfactory Academic

Progress for the first semester enrolled. After the first semester, the student's grades will be measured in accordance with the college's Satisfactory Academic Progress requirements. Students who previously attended OFTC, transferred to another school, then returned to OFTC, will have all of their coursework reviewed. (Only a grade of "C" or better will transfer.)

Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible if the office has evidence that the student has falsified information on the application materials or if federal or state funds are not provided to meet the award.

Appeals Process

Students have the right to appeal their satisfactory academic progress (SAP) status one time if they feel that there are extenuating circumstances which have prevented them from meeting the specified requirements. Any student on suspension may file an appeal with the Financial Aid Appeals Committee. Appeals for Satisfactory Academic Progress must be based on specific extenuating circumstances. Documentation supporting the extenuating circumstance must be submitted with the appeal via the Verify My FAFSA portal, https://oftc.verifymyfafsa.com.

If the appeal is granted, the student will be placed on Financial Aid Warning and will be given an academic plan to ensure success for the following and subsequent terms. When a student is given an academic plan, it is the student's responsibility to check on status by contacting the Financial Aid Office after grades are posted each term. The deadline for submitting an appeal is ten (10) days from the date the student is notified of suspension.

Academic Plan

Students must be given an academic plan ***IF*** the committee approves the SAP appeal. A student under an academic plan will agree to the following requirements:

- successfully complete all courses
- maintain a term a term GPA of at least 2.3

Failure to comply with all requirements of the academic plan will result in the student being placed back on suspension.

A second appeal may be considered if extenuating circumstances have occurred that is different from the first appeal, while on an academic plan. *This is essentially an unanticipated and unavoidable occurrence beyond the student's control which directly affected his/her ability to be academically successful, and which has been resolved or stabilized so he/she is now able to become academically successful.*

Examples of mitigating circumstances include, but not limited to:

- documented illness
- death in the immediate family
- natural disaster

If the length of the SAP Academic Plan has expired and the student is still not making SAP, then the student would not be eligible for another extension of aid. The student would need to submit another SAP Appeal to request aid be reinstated or submit up to 2 (two) SAP appeal forms.

Reinstatement of Aid

A student who has been terminated from aid due to a lack of satisfactory academic progress must pay for credit hours attempted or have an approved SAP appeal after returning and must meet satisfactory academic progress requirements to be eligible to receive any further financial aid in future terms.

Withdrawal from School

Any student receiving financial aid should contact the Financial Aid Office before withdrawing from school. Financial aid adjustments/payments may be calculated according to federal and state regulations.

Notification

The Financial Aid Office will notify a student by email if he/she is in violation of the above standards of satisfactory academic progress and of the termination of his/her eligibility to receive financial aid. The deadline for submitting an appeal is ten (10) days from the beginning of the semester.

Student Loan Status

A student in default on a Federal Student Loan or Direct Loan is not eligible to receive Title IV aid until the default status is resolved by repayment in full; payment of at least six consecutive, full, voluntary payments on time to the loan holder or loan rehabilitation. To be eligible for state aid, the defaulted

loan(s) must be paid in full. Students should contact their lender directly in order to resolve any default situations.

Unusual Enrollment History

The Department of Education prevents fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories (UEH). The UEH is a specific enrollment pattern in which students attend an institution long enough to receive Title IV credit balance refunds, leave without completing the enrollment period, enroll at another institution, and repeat the pattern of enrollment just long enough to collect another Title IV balance without having earned any academic credit. There may be cases where students have a legitimate reason for enrollment at multiple institutions. However, such an enrollment history requires a review to determine whether there are valid reasons for the UEH. After a complete review, a determination will be made on whether or not a student is eligible to receive further aid.

Satisfactory Academic Progress (HOPE)

In accordance with the Georgia HOPE regulations, students receiving HOPE Grant and/or HOPE Scholarship must maintain the same institutional satisfactory academic progress policy used for Federal Title IV programs, as outlined above.

In addition, HOPE recipients are limited to a maximum number of hours of attempted credit hours as follows:

1. Students who have received only HOPE Grant/Zell Miller Grant for diploma and/or certificate programs: A maximum number of 95 quarter hours or 63 semester hours of HOPE Grant eligibility. All attempted hours for which HOPE has been received since Summer term 2003 from all colleges are counted in this cap.

2. Students who have received HOPE Scholarship/Zell Miller Scholarship for degree classes and HOPE Grant for diploma/certificate classes: A maximum of 127 hours of HOPE eligibility. All HOPE Scholarship hours since 1993 and all HOPE Grant hours since Summer term 2003 from all colleges are counted in this cap. Credits earned in dual enrollment programs after Fall 2011 do not count toward the cap.

Drug Convictions

Section 304.7 states that a student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, may be ineligible for HOPE funds from the date of conviction to the completion of the following school term, in accordance with the Georgia Drug-Free Postsecondary Education Act of 1990, OCGA §20-1-20, et seq.

Commercial Truck Driving Program and Financial Aid

Commercial Truck Driving students will be held responsible to the same satisfactory academic progress standards as all other students and can only receive aid for 150% of the hours to complete the program. Should a student wish to repeat the program, he/she must pay the Business Office for all hours required to graduate over the 150%. Once this has been done, HOPE Grant will be awarded for the other 50% of eligibility.

REGISTRATION AND STUDENT RECORDS

Registration and Advisement

Students who have received an official letter of acceptance to the institution and continuing students not on academic suspension may register for classes. Students enrolling under the special admission provisions are also eligible to register for certain classes.

Applicants will not be approved for academic advisement and/or registration until formally accepted by the director of admissions, nor will they be permitted to attend classes until registration has been completed.

Registration

Registration for credit classes occurs in three phases at Oconee Fall Line Technical College:

- Advisement and Advanced Registration for currently enrolled students
- Advisement and Registration for new students
- Final Advisement and Registration for all students

Advanced Registration

This is a restricted registration held only for currently-enrolled students. Specific registration dates for returning students will be posted. In order to register, students must make an appointment with their advisor, and then students may register via BannerWeb. Students should keep a copy of the unofficial schedule of classes as a reference for the first day of classes for the next semester.

A returning student cannot register for classes unless an advisor approves the student's schedule of classes. Therefore, a returning student who did not participate in advanced registration must participate in new student registration or final registration.

In order for returning students to participate in online advanced registration, he/she must complete advisement. The student must contact his or her advisor and make an appointment for advisement. The advisor can register the student at this point, or the student can:

1. Go to OFTC's website at www.OFTC.edu and click on the **MyOFTC Dashboard** link at the top of the page in the header.
2. Click on **MyOFTC Dashboard Login** and enter your user name and password to login.

**If this is the student's first entry into BannerWeb, his or her User ID is the first part of the assigned OFTC student email address. Please refer to the initial email you received when accepted into OFTC for your User ID and password information. Students should contact the OFTC Information Technology Department if they are having any log-in issues, by phone at 478-274-7873, or by email at itshelp@oftc.edu.

3. From your MyOFTC Dashboard, click on **BannerWeb**.
4. Choose Student Services and Financial Aid.
5. Click Registration Menu and then choose Add/Drop Classes.
6. Enter current term.
7. Enter the CRNs from the registration form student completed with advisor.
8. Choose Submit Changes.
9. Choose Student Detail Schedule to print schedule.

New Student Registration

New Student Registration is a registration session for new, transfer, and readmit students prior to the start of classes. New Student Registration is held at the North Campus, South Campus, and the Jefferson County Center.

Final Registration

Final Registration is open to all students prior to the beginning of the term. A late registration fee is charged to students who register on or after the first day of classes.

Registration Errors

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his or her schedule of classes is correct. The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her schedule at the time it is received. Any problems experienced at registration should be reported immediately to the registrar.

Matriculation

Registration is not complete until tuition and fees are paid. Students who receive any type of financial aid must ensure that all the proper paperwork is complete and returned to the Financial Aid Office via the Verify My FAFSA portal, https://oftc.verifymyfafsa.com, by the posted priority date. Students will be dropped from the courses for which they have attempted to register if tuition and fees are not paid by the last day to pay noted in the OFTC calendar.

Full-Time Student Status

A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student. Students may request documentation of full-time status from the National Student Clearinghouse.

National Student Clearinghouse

The National Student Clearinghouse is the authorized agent for providing degree and enrollment verifications. To access his or her enrollment information using BannerWeb, a student should follow the steps below:

1. Go to OFTC's website at www.OFTC.edu and click on the MyOFTC Dashboard link at the top of the page in the header.
2. Click on MyOFTC Dashboard Login and enter your user name and password to login.

**If this is the student's first entry into BannerWeb, his or her User ID is the first part of the assigned OFTC student email address. Please refer to the initial email you received when accepted into OFTC for your User ID and password information. Students should contact the OFTC Information Technology Department if they are having any log-in issues, by phone at 478-274-7873, or by email at itshelp@oftc.edu.

3. From your MyOFTC Dashboard, click on BannerWeb.
4. Click Student Services and Financial Aid.
5. Click Student Records.
6. Click National Student Clearinghouse - Self Service.
7. Choose either Current Enrollment or All Enrollment.
8. Click on Obtain Enrollment Certificate.
9. Print the Enrollment Certificate.

Advisement

DegreeWorks is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement planning process.

DegreeWorks is a powerful tool that allows students to view their academic programs at any time and confirm how their course choices fulfill degree/diploma/certificate requirements.

It is designed to aid and facilitate academic advising but is not intended to replace face-to-face advising sessions with an academic advisor.

Accessing DegreeWorks

1. Go to OFTC's website at www.OFTC.edu and click on the MyOFTC Dashboard link at the top of the page in the header.
2. Click on MyOFTC Dashboard Login and enter your user name and password to login.
3. From your MyOFTC Dashboard, click on DegreeWorks.
4. Your DegreeWorks audit should open now open. Under Student View, you should see:
   a. Your name
   b. Your ID
   c. Advisor Name
   d. Phone #
   e. Degree Name
   f. Address

If any of this information is not correct, please contact Student Affairs.

North Campus: 478-553-2064 OR 478-553-2063
South Campus: 478-274-7834 OR 478-274-7837

The student will need to scroll down to view General Education Core and Occupational Courses information.

If a student has successfully passed a course, the grade earned, work ethics grade (if applicable), and the term the course was successfully passed will appear to the right of the course.

Upon scrolling down to the bottom of the DegreeWorks audit, the student is able to see if there are any courses that are listed as Classes Not Applicable for Major or Insufficient. If a student has any questions about these courses, he/she should contact his/her advisor.

If a student needs help understanding his/her DegreeWorks Audit, the student should contact:
Dawn Lawson
Instructional Coordinator
478-553-2051

Add/Drop Period

OFTC provides a three-day No Harm, No Foul drop period for all students. Students who are officially withdrawn from courses by the end of the third instructional day of the semester will receive no grade for the course and 100% refund of applicable tuition and fees. Tuition and fees for courses dropped after the three-day refund period are NOT refundable. This deadline is strictly enforced.

Adding Courses

Students may add a course through the third day of the semester.

To add a course, a student must:

1. Contact the instructor teaching the course
2. The instructor, advisor, or student will add the student to the course via BannerWeb by the close of business by the 3rd day of the term.

Students who add a course may owe additional tuition and fees (See Tuition and Fee Schedule (p. 380).

Adding courses after the third day of the semester is possible, but requires instructor and dean approval.

Dropping A Course

To drop a course, a student must notify the registrar or instructor teaching the class by the end of the 3rd instructional day of the semester. Courses dropped during this period will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes unless the student purchased books. A student who drops a course during the first three days of the term may be due a refund (See Refund Policy (p. 385).

Registered students must complete the course requirements or officially withdraw on or before the college's published deadline. Non-attendance does not constitute an official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of zero and may result in financial aid adjustments to the student's account. If a student officially withdraws from a course on or before the 80% withdrawal deadline, the student will be issued a grade of W. After the 80% withdrawal deadline, students who have not officially withdrawn will receive the grade earned which includes zeros received on all assignments not submitted.

Students who have not officially withdrawn will receive the grade they earn, which may result in a failing grade. The college will use the midpoint for the withdrawal date for all students who stop attending all courses except those who can be verified to have participated in a course past the midpoint of the semester.

Withdrawal Procedures

Registered students must complete the course requirements or officially withdraw on or before the college's published deadline. Non-attendance does not constitute an official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of zero and may result in financial aid adjustments to the student's account. If a student officially withdraws from a course on or before the 80% withdrawal deadline, the student will be issued a grade of W. After the 80% withdrawal deadline, students who have not officially withdrawn will receive the grade earned which includes receiving zeros on all

assignments not submitted.

The college will use the midpoint (50%) for the withdrawal date for all students who have not officially withdrawn from all courses except whose who can be verified to have participated in a course past the midpoint of the semester.

No-Show Procedures

A student is considered a "no show" if he/she does not attend at least one class session or does not submit an assignment in an online class during the first seven calendar days of the term. Students reported as a "no show" will be administratively removed from that class for the semester.

A student has three business days following the "no show" date to request to be reinstated. Please refer to the college calendar (p. 22) to reference the "no show" date from each term. To be reinstated in any course, the student must meet the requirements set forth by the instructor for the course in which the student is requesting reinstatement. Note that being reported as a "no show" from a course can impact the financial aid amount awarded, financial aid eligibility, and student account balance.

Withdrawal Procedures

A student may withdraw from a course through the published 80% withdrawal deadline of the semester. To withdraw from a course, the student must complete the electronic withdrawal form by accessing the OFTC website and clicking "Withdrawal Form" under the Admissions & Financial Aid Tab. Students will receive a grade of "W" if the withdrawal date is on or before midterm. For any withdrawal received during the "no show" period, the student will be considered a "no show" for the applicable class(es). Students who officially withdraw from a course after the drop/add period and "no show" period will receive a grade of "W" through the 80% withdrawal deadline of the term and will not receive any refund of course tuition/fees.

Withdrawals from a class (or classes) may have a negative effect on academic standing, satisfactory academic progress (SAP), financial aid, program progression, and the student's account balance. Students are always advised to speak with a financial aid representative prior to submitting a withdrawal.

It is the student's responsibility to officially withdraw from a course; instructors will not initiate a withdrawal. Student withdrawals submitted after 12:00am on the published 60% (midterm) deadline will not be processed. If a student does not officially withdraw from a course(s), the student remains on the roster and receives the grade earned. All assignments not submitted will receive a grade of "0". Failing grades negatively impact a student's completion rate and GPA and may affect a student's ability to receive financial aid in future terms.

In certain instances, the Registrar may act on behalf of a student to withdraw the student from classes.

Dual Enrollment

Dual enrollment students need to contact their high school counselor in order to withdraw from a course. The high school counselor will be expected to contact the Oconee Fall Line Technical College high school coordinator or director of high school initiatives to inform them of the student's intent to withdraw. It is the student's responsibility to submit the electronic withdrawal request. In some instances, it may be necessary for the student to be administratively withdrawn.

Unofficial Withdrawal

A student who earns all Fs in a given term or a combination of Fs and Ws (meaning the student withdrew from a class) may be considered an 'unofficial withdrawal'. Unofficial withdrawals are those who cease attending class(es). Faculty must enter a last date of attendance for students who earn a grade of 'F' for the class, and provide documentation supporting the date reported. Once grades are submitted and faculty rosters are verified at the end of a term, unofficial withdrawals (those who earned the F due to ceasing participation) may be required to return funds to Oconee Fall Line Technical College and/or the U.S. Department of Education. Students who truly earned Fs that were not due to ceasing attendance are not considered to have withdrawn; therefore, those students' aid is not recalculated for the class(es) in question. All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point (midpoint) of the term.

The institutional refund policy and federal aid refund policy (Return to Title IV) can be found in Financial Aid. We encourage you to be aware of these policies and how you are affected by them should you withdraw or otherwise cease attendance before a term concludes—**officially or unofficially.**

Hardship Withdrawals

Students may request a hardship withdrawal when an unavoidable situation occurs that will prevent them from completing course work for the semester.

Some examples of a hardship withdrawal include:

- A medical emergency that requires a hospital stay or prolonged rehab,
- An injury or illness to the student,
- Illness or death of an **immediate** family member (parent, sibling, spouse, child, in-law, or grandparent),
- Fire or other disaster,
- Mandated jury duty for more than 3 days,
- Incarceration of 3-10 days.

Students may believe they are eligible for a hardship withdrawal; however, all situations do not warrant a hardship withdrawal. Some examples that do not constitute a hardship withdrawal include, but are not limited to, a lack of knowledge of the withdrawal deadline, transportation issues, or the possibility that a student may fail the course.

Hardship withdrawals are indicated on the student's record as a "W".

A student must request a hardship withdrawal before the last day of classes for the current semester.

Students are not eligible for a hardship withdrawal in courses where they have completed all course requirements.

The Registrar's Office will receive and review requests submitted by students. Decisions are communicated to students via their OFTC email. The Financial Aid Office, Business Office, and instructor of the course will be notified as well. If the request is not approved, the student will receive the grade earned in the course.

If the student is physically or mentally incapable of completing the hardship withdrawal process, the student's parent, guardian, or next of kin may act on behalf of the student if they provide proof from a licensed physician.

Please note, a hardship withdrawal will still affect a student's Satisfactory Academic Process (SAP), which may impact a student's financial aid eligibility.

Military Withdrawal

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

In the event of a military emergency whereby a student who is in the Armed Services, National Guard, or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), such student may within a reasonable time withdraw from the college. Documentation of such military service must be provided from an appropriate military official. Students who received financial aid may be required to pay the award back to OFTC. Service members and reservists can be readmitted to a program if they are temporarily unable to attend class or suspend their studies due to service requirements.

Student Records

Viewing Grades and Unofficial Transcripts Online

1. Go to OFTC's website at www.OFTC.edu and click on the MyOFTC Dashboard link at the top of the page in the header.
2. Click on MyOFTC Dashboard Login and enter your user name and password to login.

If this is the student's first entry into BannerWeb, his or her User ID is the first part of the assigned OFTC student email address. Please refer to the initial email you received when accepted into OFTC for your User ID and password information. Students should contact the OFTC Information Technology Department if they are having any log-in issues by phone at 478-274-7873, or by email at itshelp@oftc.edu.

3. From your MyOFTC Dashboard, click on BannerWeb.
4. Choose Student Services and Financial Aid.
5. Click Student Records. To see final grades for a specific semester, click Final Grades, or click Unofficial Academic Transcript to view transfer credit and official transcript. Select appropriate

term and click Submit.

6. If you have any questions, please call the Registrar's Office at (North Campus) 478-240-5161 or (South Campus) 478-274-7761.

Requesting Official Transcripts

Oconee Fall Line Technical College has appointed Parchment as our agent for processing academic transcript documents. The official transcript documents produced by Parchment are official documents and contain all pertinent course information as recorded by Oconee Fall Line Technical College. There is a $10.00 charge for each official transcript requested. Student may incur additional costs from Parchment depending on the delivery option chosen.

1. Go to OFTC's website at www.OFTC.edu
2. Click the "Quick Links" tab at the top of the page
3. Click "Records Request"
4. Click "Order Official OFTC Transcript via Parchment"
5. Click "Ordering your own credentials or academic records"
6. Enter your email address then click "Continue"
7. Enter the required information (with an asterisk *) and click "Create Account and Continue"
8. You will receive an access code at the email address you entered
9. Click "Verify your email address" or enter the code and click "Submit"
10. Follow the on-screen directions and enter the required information. Please note, PDF transcript requests process more quickly than paper transcript requests.

Hearings to Challenge Accuracy of Records

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file.

Should the request for a change be denied, the student will be notified of the college's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the vice president of student affairs and ask for a hearing.

On behalf of academic/student affairs, either the vice president of student affairs or another appointed hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, if a grade has allegedly been incorrectly recorded on a student's transcript, the accuracy of the record may be challenged.

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

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

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

Graduation Information

In order to graduate, students must meet all course and credit hour requirements as prescribed in the state standards for the program in which they are enrolled. To receive a degree, diploma, or certificate from a program of study, the student must have a Graduation Grade Point Average of at least 2.0 on a 4.0 scale. The Graduation Grade Point Average is calculated only on those courses required for graduation. Students must make a "C" or higher in all required coursework. When a course is taken more

than once, the highest grade will be used in calculating the grade point average for graduation. Students will not receive an award until all financial accounts are clear.

OFTC identifies expected program outcomes and college-level general education competencies and assesses the extent to which graduates achieve these outcomes.

Should a student receive advanced standing through transfer credit or exemption examination, the student must still complete at least twenty-five percent of the credit hours of the required curriculum for graduation in residence at Oconee Fall Line Technical College. Students in certain allied health programs which require licensure or certification examinations must complete at least fifty percent of the credit hours of the required curriculum for graduation in residence at Oconee Fall Line Technical College.

In order to participate in the commencement exercises or to receive an award, students should contact their advisors to complete an application for graduation during the advisement session for their last semester of attendance. Students who do not contact their advisor to complete an application for graduation by the deadline cannot participate in the commencement exercises. There is a non-refundable fee for students participating in commencement.

Note: An official high school transcript or high school equivalency (HSE) transcript is required for graduation. The only exception is for students graduating with basic level workforce certificates.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

This procedure applies to students who are or who have formerly been enrolled at Oconee Fall Line Technical College.

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

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

Student Access to Records

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

- Any and all documents written or solicited prior to January 1, 1975, on the presumption that they

were intended to remain confidential and privileged.

- Any and all documents to which access has been waived by the student.
- Any and all records which are excluded from the Family Educational Rights and Privacy Act definition of educational records.
- Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
- Any and all records connected with an application to attend STC, HGTC, or OFTC if the applicant never enrolled.
- Those records that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records.
- All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed. A student may receive a copy of any and all records to which he or she has lawful access upon payment of any copying charge established by TCSG or Oconee Fall Line Technical College except when a hold has been placed on his or her record pending the payment of debts owed Oconee Fall Line Technical College, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

Release of Information

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

- To OFTC officials who have a legitimate educational interest in the records. An OFTC official is:
    - A person employed by OFTC in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
    - A person elected to OFTC's Board of Directors.
    - A person employed by or under contract to OFTC to perform a special task, such as an attorney or auditor.
    - A person who is employed by OFTC's Security Unit.
    - A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another OFTC official in performing his or her tasks. An OFTC official has a legitimate educational interest if the official is:
        - Performing a task that is specified in his or her position description or contract agreement.
        - Performing a task related to a student's education.
        - Performing a task related to the discipline of a student.
        - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
        - Maintaining the safety and security of the campus.
        - The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.
- Officials of another school, upon request, in which a student seeks or intends to enroll may have access to records. The student shall receive notification of the disclosure unless the student initiated the disclosure.
- Subject to the conditions set forth in 34 C.F.R.§99.35 authorized representatives of the Comptroller General of the United States, the

Secretary of the U.S. Department of Education, authorized representatives of the Attorney General for law enforcement purposes, or state and local educational authorities.

- To OFTC or other Department officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
  - Determine eligibility for the aid;
  - Determine the amount of the aid;
  - Determine the conditions for the aid; or
  - Enforce the terms and conditions of the aid.
- To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.

- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations in order to carry out their accrediting functions.
- To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.
- In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- To comply with a judicial order or lawfully issued subpoena, provided the college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if OFTC receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Department's Director of Legal Services shall be consulted prior to release of the record.
- To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. The Technical College System of Georgia's Legal Services shall be consulted prior to release of the record.
- To Veterans Administration Officials pursuant to 38 U.S.C. 3690 (c).

OFTC may disclose appropriately designated "directory information" without written consent unless the student has advised OFTC to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want OFTC to disclose directory information from his or her student education records without prior written consent, the student must notify OFTC in writing by the first day of the semester at the registrar's office. A student need only file this notification once during his or her enrollment.

Even if a student elects to prohibit the release of directory information, OFTC may still implement policies requiring the student to wear or present a student ID badge.

Consequences of restricting a student's directory information may deny access to current or potential employers, other educational institutions, credit card companies, scholarship committees, insurance companies (health, auto, life, etc.) and other similar third-parties.

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

OFTC defines "directory information" as follows:

1. Full name of student
2. City of residence
3. County of residence
4. Major and field(s) of study
5. Enrollment status (full-time, part-time, etc.)
6. Degrees and awards and dates received
7. Dates of attendance
8. Participation in official sports and activities
9. Height and weight of athletic team members

The Technical College System of Georgia and its technical colleges define "non-public directory information" as follows:

1. Address
2. Email address
3. Telephone number

To the court, those records that are necessary to defend OFTC when a student initiates legal action against the institution and/or the Department.

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

Recordkeeping Requirements

Oconee Fall Line Technical College shall maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received; the legitimate interest in the records; any additional party to whom it may be redisclosed; and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

1. the student;
2. a school official determined to have a legitimate educational interest;
3. a party with written consent from the student;
4. a party seeking directory information; or
5. a federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

Location of Records

1. Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, etc.)
    a. LOCATION: AxS – College Document Imaging Warehouse
    b. CUSTODIAN: Registrar
2. Financial Aid
    a. LOCATION: Financial Aid Office on the North and South Campuses and AxS - College Document Imaging Warehouse and the Verify My FAFSA Portal https://oftc.verifymyfafsa.com
    b. CUSTODIAN: Financial Aid Director
3. Career Services Records
    a. LOCATION: Career Services Office on the South Campus
    b. CUSTODIAN: Disabilities/Career Services Coordinator, South Campus

Student Rights and Responsibilities

Oconee Fall Line Technical College (OFTC) promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom, and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to

provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

Student Rights

Oconee Fall Line Technical College (OFTC) students have the right to:

1. be free of discrimination based on race, color, national origin, gender, disability, religion, or any other applicable legislated category.
2. be safe on OFTC's property.
3. have the occupational skills, technology, equipment, and resources available to ensure success upon graduation.
4. have access to program advisors.
5. receive due process when accused of any violations of college regulations or conduct code.
6. have adequate access to properly equipped labs.
7. have privacy regarding personal information in accordance with the Family Education Rights and Privacy Act.
8. evaluate college facilities and services provided by faculty and staff.

Student Responsibilities

Oconee Fall Line Technical College (OFTC) students are responsible to:

1. respect fellow students, faculty, and staff regarding their opinions.
2. respect OFTC's equipment, facilities, and persons, as well as the property of others.
3. take responsibility for learning and communicate specific learning needs.
4. adhere to program requirements and to follow the prescribed curriculum as outlined in the OFTC catalog.
5. actively seek out advisors and other support services that are available.
6. always work to the best of one's abilities and communicate the need for adequate access to properly equipped labs.
7. accept responsibility for one's actions.
8. seek evaluation/feedback from instructors and peers.
9. adhere to OFTC's policies and procedures.
10. participate freely and willingly in learning activities using diverse instructional strategies.
11. adhere to standards and policies as set by the OFTC Board, TCSG, OFTC administration, faculty and staff including general classroom guidelines and protocol.
12. take responsibility for attending classes, being prepared for class, and for following other guidelines as prescribed by instructors.

Student Grievances

Oconee Fall Line Technical College (OFTC) desires to resolve student grievances, complaints and concerns in an expeditious, fair, and amicable manner. Students seeking resolution of any concerns or complaints should follow the OFTC Student Grievances Procedure.

Definitions:

- Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case are always grievable. Specifically, grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- Non-grievable issues: Issues which have a separate process for resolution (i.e., disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable, and a student must take advantage of the process in place.
- Business days: Weekdays that the college administrative offices are open.
- Vice president of academic affairs (VPAA): The staff member in charge of the academic affairs division at the college.
- Vice president of student affairs (VPSA): The staff member in charge of the student affairs division at the college.

- Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- Grievant: The student who is making the complaint.

Procedure:

For all timelines established herein, if a student will need additional time, an extension may be granted at the vice president of student affairs' discretion.

1. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
    a. A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair, or any other staff or faculty member directly involved in the grieved incident.
    b. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
2. Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
    a. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the vice president of student affairs (VPSA) with the following information:
        i. Name,
        ii. Date,
        iii. Brief description of incident being grieved,
        iv. Remedy requested,
        v. Signed, and
        vi. Informal remedy attempted by student and the outcome
    b. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
    c. The VPSA or the technical college president's designee will investigate the matter and supply a written response to the student within 15 business days.
    d. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
    e. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure (p. 432) will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
    f. The VPSA shall be granted an additional 15 business days to investigate the grievance upon notice to the grievant student.
3. Appeal: The student may appeal the decision from the VPSA or the technical college president's designee to the OFTC president. Only the student has the right to appeal.
    a. A student shall file a written appeal to the president within five (5) business days of receiving the response referenced above.
    b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure

that he or she has provided all relevant documents with his or her appeal.

c. At the sole discretion of the president, grievance appeals at the institution may be held in one of the following ways:

i. The president may review the information provided by the student and administration and make the final decision; or

ii. The president may appoint a cross-functional committee to make the final decision.

iii. The decision of either the president or the cross-functional committee shall be made within ten (10) business days of receipt of the appeal.

iv. Whichever process is chosen by the president, the decision of the grievance appeal is final.

Retaliation against a student for filing a grievance is strictly prohibited.

Record Retention

Documents relating to formal grievances including investigations, dispositions, and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance in the vice president for student affairs' office.

Copyright Procedure

Oconee Fall Line Technical College (OFTC) is in compliance with the Copyright Law of the United States (Title 17, U.S. Code) and encourages faculty, staff, and administrators to make lawful use of copyrighted works. OFTC recognizes the exclusive rights of the copyright holders, as well as the exceptions to those rights as provided for in:

The doctrine of Fair Use which is found in Section 107 of the US Copyright Act
The T.E.A.C.H Act which is found in Section 110 (2) of the US Copyright Act
Digital Millennium Copyright Act DMCA.

The director of library services will serve as the college coordinator and will investigate or answer questions and/or concerns of the faculty, staff, students, and administrators as they arise. The library will house current copyright manuals detailing permissible and restricted activities for reference and access by all OFTC personnel and students. The library will also require written copyright permission prior to duplicating any materials for an official requestor. The library will also retain and maintain copyright records. In addition:

- Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication rights are not allowed, the purchasing of duplication rights will be explored. A copy of all documents containing written permission shall be retained in the library.
- Any use or reproduction of copyright materials will be done either with the written permission of the copyright holder or within the bounds of the exceptions as noted above.
- Copying or using copyrighted matter not specifically permitted or exempted by copyright law will not be allowed. Liability for the willful infringement will be placed upon the person making the copies or using the material.

Intellectual Property Policy and Procedure

Oconee Fall Line Technical College (OFTC) adheres to the Technical College System of Georgia (TCSG) Intellectual Property Policy.

In order that OFTC or TCSG be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for OFTC or TCSG and anyone providing work for OFTC's or TCSG's use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any

person.

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software, or materials that would normally be developed on a proprietary basis.

TCSG owns all copyrightable or patentable work created by the employee or student with the support of OFTC or TCSG resources unless addressed in a separate agreement.

A legally binding agreement must specify the named party or parties describing to whom the intellectual property belongs and the attribution ownership of the intellectual property to the general public.

OFTC resources may include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

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

The employee or student retains ownership if all of the following criteria are met:

- the work is the result of individual initiative, not requested or required by OFTC and/or TCSG;
- the work is not the result of a specific contract or assignment made as a result of employment or enrollment with OFTC and/or TCSG;
- the work is outside the scope of the employee's job duties or the student's course/program requirements, and
- the work is done without using equipment or resources provided by OFTC and/or TCSG.

Ownership remains with TCSG if any of the above criteria are not met and/or if any one of the criteria below applies:

- the work is produced within the scope of the employee's job duties or student's course/program requirements, and
- the work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with OFTC or the development of the work involved facilities, time, and/or other resources of OFTC and/or TCSG such as release time, grant funds, OFTC and/or TCSG personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.

When a question of ownership arises, the president must approve the development of the intellectual property by any employee or student of OFTC through the TCSG Intellectual Property Policy and the TCSG Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College/Department Procedure.

When questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, they shall be referred to the president for consideration, interpretation of policy, and decision. An employee or student has the right to file a grievance or complaint using the appropriate OFTC Student Grievance Procedure or TCSG Employee Grievance Policies.

Employee, as used in the procedure, means any full-time or part-time, contractual or non- contractual employee.

Student, as used in this procedure, means any student officially enrolled at OFTC.

Academic Freedom Procedure

Oconee Fall Line Technical College (OFTC) fully supports the right to academic freedom for all faculty members and students. The procedure below outlines the freedoms which faculty members and students possess. This procedure is in accordance with the Technical College System of Georgia (TCSG) State Board Policy 5.1.1p Academic Freedom. As a community of scholars dedicated to the premise of life-long learning, OFTC encourages faculty and students to examine and discuss questions and issues of interest to them. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Fundamental to an opportunity for free inquiry and expression is the right to assemble in accordance with College and Technical College System of Georgia (TCSG) policies. Faculty members and students are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce material that has no relation to the instructional field. Faculty and students must be able

to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Faculty members at OFTC enjoy the following academic rights:

- To develop curriculum, including academic programs, courses, course descriptions, course outlines, course goals, objectives, and standards in accordance with college procedures that have been mutually agreed upon by the Technical College System of Georgia, the vice president of academic affairs of Oconee Fall Line Technical College and in conformity with state requirements and existing articulation agreements with other institutions of higher education faculty.
- To develop course instructional content consistent with faculty-generated course outlines.
- To experiment with and choose methods of instruction and evaluation consistent with approved course outlines; and, where appropriate, agree as a faculty within a discipline to use common methods of instruction and/or evaluation in certain courses for program consistency.
- To choose what kinds of technology will be used to support achievement of course objectives; and, where appropriate, to agree as a faculty within a discipline to use common technological devices, methods, and/or programs in certain courses for program consistency.
- Within a discipline, to select the textbook(s) and other instructional materials that will be used in that discipline to cover the content of the approved course outlines; and, where appropriate, to agree as a faculty within a discipline to use a common textbook(s) in certain courses for program consistency.
- To assign student grades in a manner that is consistent with the TCSG/college's grading policy.
- To express themselves candidly when writing articles and/or books, developing media, writing music, creating art, and/or conducting research, so long as they make a clear distinction between when they are acting as individuals and when they are acting as representatives of the college.
- To demonstrate and foster critical thinking and to encourage opportunities for different sides of issues to be shared and debated, not only among students within the classroom, but also among their colleagues.

Due process in academic freedom disputes between a faculty member and a supervisor or between faculty members is to follow the guidelines in the Technical College System of Georgia State Board Policy 4.4.3 Employee Complaint Resolution. Due process in academic freedom disputes between a faculty member and student is to follow the guidelines in the Technical College System of Georgia State Board Policy 6.5.3p. Student Grievances.

Student Right to Know (SRTK)

Student Right to Know (SRTK) refers to a federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking as identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Post-secondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after three (3) years is the only basis for calculating SRTK rates.

OFTC Overall Graduation Rate and Transfer-Out Rate

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their

studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

Percentage of full-time, first-time students who graduated or transferred out within 150% of "Normal Time" to completion for their program:

- 2018 Cohort Graduation Rate: 54%
- 2018 Cohort Transfer-out Rate: 3%

OFTCs Academic Year 2022 Graduation Rate for The Technical College System of Georgia: 84.1%

This rate includes ALL Graduates and ALL Leavers (Non-graduates) who were enrolled at OFTC and are tracked over two years.

Student Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, OFTC provides a guide that is sent to all enrolled students and available to all prospective students to inform them of the availability of specific types of consumer information. This guide contains a brief description of important information about Oconee Fall Line Technical College (OFTC) financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies of the information are available upon request. It is available at www.oftc.edu/about-oftc/student-consumer-information/.

STUDENT ACTIVITIES, SUPPORT SERVICES, AND RESOURCES

Worthy organizations may be established and operate within the college; however, it is the policy of OFTC that the guidelines below are followed:

- All organizations functioning within any division of OFTC will operate under the sanction, knowledge, advisement, and approval of the director of student affairs, vice president of student affairs, and the president.
- No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity, and their suggestions will be given due considerations.
- All organizations shall function under the direct supervision of a faculty sponsor or advisor approved by the administration.
- Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor or advisor. The faculty sponsor or advisor will seek approval from the appropriate supervisor.
- Fundraising projects must follow the guidelines outlined under the student fundraising procedure.

Student Clubs and Organizations

National Technical Honor Society

The National Technical Honor Society (NTHS) is an honor organization for outstanding students enrolled in career and technical education programs. The purposes of NTHS are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist students with educational and career goal setting; to promote a stronger linkage between local technical institutions and business and industry; and to promote the image of technical education in America. Candidates for NTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. Membership is open to students from all degree and diploma programs. Students may be nominated for membership based on the following criteria: a cumulative GPA of 3.5 or greater, a minimum of 20 credit hours completed in a degree or diploma program, and demonstrated qualities such as dependability, worthy character, good mentality, credible achievement, and a commendable attitude. Developmental studies, transfer courses, and exemption credits are excluded from the earned credit criteria for NTHS.

In addition to a national recognition for achievement, members can expect visibility of successful achievement by local business and industry persons, letter of recommendation from the national office when making application for employment or further education, and special recognition at graduation.

Rotaract

Rotaract is a service club for young men and women sponsored by a local Rotary Club, making them true “partners in service” and key members of the Rotary family. Rotaract clubs organize a variety of projects and activities, depending on the interests of the club members. However, three main areas of focus include professional development, leadership development, and service projects (both locally and internationally). Together, these areas ensure clubs have a balanced service program while providing opportunities for personal development. It is important to remember that Rotaract, like Rotary, is diverse, and each club acquires unique qualities, depending where in the world it is established. Through the Rotaract program, young adults not only augment their knowledge and skills, but they also address the physical and social needs of their communities while promoting international understanding and peace through a framework of friendship and service.

Skills USA

Skills USA is a national student organization that serves trade, industrial, technical, and allied health students with membership open to any student

interested in personal and professional development. Skills USA emphasizes leadership, dignity, workmanship, citizenship, and respect and offers opportunities for community service through charitable organizations, local and national competitions, and leadership development. Local winners compete in regional, state, and national competitions.

Student Government Association

Student Government Association (SGA) is an organization made up of representatives from all occupational programs at Oconee Fall Line Technical College. This organization serves as a student advisory committee and works on projects throughout the year to benefit the college and its students. SGA's membership consists of students from all programs, and meetings are held monthly.

In accordance with the 1998 Higher Education Act, Oconee Fall Line Technical College makes a good-faith effort to assist students with voter registration. Students who need voter registration forms for general elections and special elections for federal office, including elections for governor and other chief executives, may secure these forms from the director of student affairs' office or go to https://www.eac.gov/voters/resourcesforvoters and download the forms. OFTC's Student Government Association (SGA) also sponsors "Voter Registration Days" throughout the year.

Veterans Connections Group

The purpose of the Veterans Connections Group is to help veterans acclimate to college life, provide information regarding services available to them on and off campus, provide a support group, and promote awareness of veteran students to the campus community.

HYPE

HYPE (Helping Young People Excel) is a mentoring program open to all students whose goal is to help build confidence to meet the new expectations and challenges of attending college. HYPE is specifically designed to develop social opportunities which provide support and attention from OFTC faculty, staff, and students. For more information please contact retention@oftc.edu.

GENESIS

GENESIS is a mentoring program which helps motivate, empower and encourage young men through mentoring. Genesis challenges African-American males to be positive decision makers, role models, and effective leaders within their community. For more information, contact retention@oftc.edu.

Student Resources

Assessment Center

Oconee Fall Line Technical College maintains an Assessment Center that offers assessment and testing services during both day and evening hours.

Free career assessments are available in the Assessment Center utilizing CareerScope, an automated aptitude test and interest inventory that details strengths and weaknesses combined with areas of interest to assist in giving logical career choices. The assessment staff interprets a detailed profile indicating possible job ideas that may be a good match for applicants and students still uncertain of a program area.

The assessment specialist on the OFTC North and South Campuses works with area employers and workers in administering the WorkKeys assessment that provides information about workplace skill levels.

Third party tests are also available in the Assessment Centers.

To schedule assessment or testing, please call the Assessment Center.

North Campus: 478-553-2093
South Campus: 478-274-7787

Career Services

The primary purpose of Career Services at Oconee Fall Line Technical College is to help students in the areas of:

- career counseling and assessment;
- CareerScope, a computerized career planning and decision-making systems;
- individual assistance in resume and cover letter writing and interview preparation;
- resume, interview, and job search workshops;
- access to job postings via the Career Services

page of the OFTC website;
- career development resources and handouts;
- job market and salary information;
- general information and applications for many local companies; and
- on-campus interviews and recruiting by local, state and regional employers.

Career Services staff are available to assist students and alumni with full-time and part-time employment opportunities. Operating on a referral basis, the Career Services Office maintains a "job bank" of employment opportunities available in the college's service area. For more information, please call the Office of Career Services at 478-274-7643.

College Publications

Student Handbook

The college's Student Handbook contains information on school objectives, services, policies, and procedures. The Handbook is available to all students via the OFTC website.

Catalog

Oconee Fall Line Technical College's Catalog is available via the OFTC website.

Course Semester Scheduling

Course semester offerings are available at the OFTC website.

Annual Report

Oconee Fall Line Technical College publishes an annual report in September that highlights the previous year's accomplishments, including enrollment numbers, the job placement rate, and other pertinent information.

Disability Services

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services.

Within a framework of personal guidance and evaluation, special services are provided for students with disabilities. These services include aiding students in setting realistic goals, making reasonable accommodations, providing job orientation and placement, and suggesting community service agencies for additional assistance. Students seeking special accommodations should make an appointment with the director of student affairs by calling 478-274-7643 or by email at sdbrown@oftc.edu.

In order to receive and maintain services, a student with a disability must:
- Be otherwise qualified for admission to or participation in a program of study with or without a reasonable accommodation.
- Disclose (notify) and provide the appropriate documentation to the director of student affairs or disability services coordinator. Appropriate documentation includes medical or psychological evaluations not more than 3 years old that contain intellectual and achievement scores, strengths and weaknesses related to the classroom performance, and recommendations for academic accommodations. All costs associated with obtaining appropriate documentation are the responsibility of the student.
- Request accommodations prior to the beginning of each semester.
- Deliver accommodation forms and discuss the appropriate accommodations with each instructor at the beginning of the semester.
- Financial Aid and other admissions responsibilities are the responsibility of the student.

Student Navigator and Retention Services

OFTC has professional staff members called "Retention Specialists" to help students navigate the college system, choose coherent programs of study, and receive necessary support services. Retention Specialists work with faculty and students to increase student success and provide students with the support and skills needed to become successful college

students.

Retention Services staff can:

- Provide referrals for difficulty with class work
- Provide referrals for financial resources to help pay for college
- Talk with students about attendance issues and withdrawals
- Help students develop a Time Management Plan
- Help students develop an Academic Success Plan
- Help students use and understand DegreeWorks Responsive Dashboard.

Using TEAMS

TEAMS is an acronym for TCSG's Early Alert Management System, which is a web-based early alert system that allows OFTC to identify at-risk students as early in the term as possible and connect those students to resources or interventions so they have the opportunity to improve their academic performance and increase their chances of success.

At-risk students include:

- Students not attending classes regularly
- Students not logging into online classes and submitting work regularly
- Students missing assignments, homework or tests
- Students struggling academically
- Students not prepared for class
- Students in danger of withdrawing from class
- Students encountering personal hardships that are beyond their control
- Students in need of academic and/or non-academic supportive resources

Student Success Advisory Centers

OFTC Student Success Tools is an engagement tool resource to build and cultivate a relationship with students and staff. The Student Success Advisory rooms are located on your OFTC student dashboard.

Early Alert Engagement

- Academic success plan
- Attendance issues
- Referrals for difficulty with classwork
- Time management plan
- Tutoring
- Withdrawal issues

Registration Services

- Add/Drop classes
- Order transcripts
- Transfer courses or transcript evaluation

Financial Aid Services

- Complete a Satisfactory Academic Plan (SAP) appeal
- Follow-up on financial aid application
- Help with completing financial aid application
- Help with payments or refunds
- Scholarship search assistance

Special Population Services

- Classroom accommodations
- Consultation
- Displaced homemaker
- Economically disadvantage individuals
- Individuals preparing for nontraditional fields
- Individuals with limited English proficiency
- Urgent matter (non-emergency/crisis)

Admission Processing Services

- Submit application
- Follow-up on application
- Follow-up on change of program
- Time management plant
- Follow-up on transcripts
- Provide GA identification

Library

The OFTC Libraries provide educational resources and library services to support all programs offered at OFTC. The collection embraces diversity, provides balance, and includes a range of formats.

The libraries are centrally located on both the North Campus in Sandersville and the South Campus in Dublin. Library resource centers (LRC) are also located at the Jefferson County Center and the Little Ocmulgee Instructional Center (LOIC).

Hours and Contact Information
North Main Desk: 478-553-2070
South Main Desk: 478-275-6593
Ask a Librarian by email: librarysvcs@OFTC.edu

Operating hours for all sites and holidays are posted on the library website. Please note that the libraries are closed on the weekends.

Resources

The unified library collection includes thousands of resources that include a standard reference section, journals, periodicals, local newspapers, audiovisual resources, technical manuals, test preparation resources, and print and audio books.

All students regardless of location including dual enrollment students have access to the resources of any Technical College System of Georgia college. Requests for resources can be made in the library, in Primo (OFTC Library online catalog), by phone, or through email.

OFTC students may also use the libraries at Georgia College and State University and Middle Georgia State College and may borrow items from these libraries when they present a current ID badge.

Students may also take advantage of the inter-library loan service that the OFTC libraries provide. With this service, requests can be made for materials owned by libraries throughout the state of Georgia, the southeastern United States, and beyond.

On site, the libraries provide networked computers, a printer, and a Wi-Fi environment. Study areas are located throughout the libraries along with soft seating for those who want a comfortable place to work or relax. There are also study rooms available for groups or for individual use. A friendly and knowledgeable staff is ready to assist with any questions.

Online Resources

Primo/ALMA is the centralized OFTC Library Catalog available 24/7. Users have the choice of searching the main campus or all locations. Circulating resources on each campus are available to all students regardless of location.

- Facts & Comparisons features key drug and clinical information for consumers and pharmacy staff.
- Films on Demand is a collection of videos covering humanities, social sciences, business, and health.
- GALILEO (GeorgiA LIbrary LEarning Online) is a collection of over 250 databases that include indexing thousands of publications and millions of articles. Patrons may access GALILEO off campus by signing in using their OFTC login credentials.
- EBSCOhost eBooks includes over 520,000 full-text digital books.
- Learning Express offers popular software tutorials, high school equivalency prep, workplace skills, occupational practice tests, US citizenship information, and more.
- LibGuides are available through a link on the OFTC Library's web page and have been created for a specific program area by library staff. When a student selects a program, resources such as books from the library's catalog, online full-text journals, and web resources will follow.
- Salem Press provides current reference resources in literature, history, medicine, genetics, cancer, science, psychology, forensics, and music.

Library Procedures

- Most circulating items may be borrowed for three weeks.
- Items may be renewed in person, on the phone, through email, or online through Primo.
- Reference materials, reserve items, audio-visual materials, newspapers, journals, and magazines are used in the library only.
- The library staff will notify the individual when a requested item is returned if it is not available.
- All resources are due at the end of the semester regardless of due date.
- Individuals are asked to step outside to use cell phones.

Library Orientation/Instruction

In order that new students may be fully informed and aware of all phases of school life, an orientation is provided upon enrollment which includes information about the library.

All students enrolled in COLL 1060 classes will be presented with an in-depth class covering physical and electronic resources. Furthermore, instructors may request a special session to support students with a specific assignment. The library staff

encourages all students to ask for assistance whenever needed outside of scheduled sessions. The orientation is also available online with the same level of accessibility for dual enrollment students and those enrolled online.

Lending Library

The Lending Library was established to assist students who have exhausted financial aid or are unable to receive grants to receive a class textbook. The program is funded by the Student Government Association and the OFTC Foundation. Applications may be picked up at the library or accessed via the library's website beginning the first day of registration. Students generally receive one book as copies are limited. Books are awarded on a first-come, first-served basis. Books are distributed beginning several days before classes officially start and must be returned by the last day of the semester. Please note that the library does purchase some textbooks from students depending on demand.

Laptop Lending Program

Students may apply for a laptop computer to use off campus for academic purposes for a semester. Laptops are limited, and priority will be given to applicants who meet one or more of the Special Populations criteria, but may be available for other students on a first come/first served basis. Students may apply through the library at the beginning of each semester for an opportunity to use a laptop for that term. Laptops must be returned by the last day of the semester. Students are responsible for the laptop and assume full responsibility for replacement to the college if the laptop is not returned, is damaged, or is stolen while in the student's possession.

New Student Orientation

In order that new students may be fully informed and aware of all phases of school life, an orientation is provided upon enrollment. Orientation includes: information about the programs of study, an explanation of college rules and policies, information about the student organizations, and a briefing on student affairs including financial aid. Orientation also includes an introduction to technology resources including student email, BannerWeb, One Drive, and Blackboard. Orientation is continued throughout each student's enrollment by the Student Affairs staff and the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program and to the world of work.

The orientation program is also available to all students via the OFTC website.

OFTC Bookstore

Oconee Fall Line Technical College bookstores are located on the North and South Campuses. Bookstore hours are scheduled to accommodate both day and evening students. Books and supplies are made available to students at the Jefferson County Center and Little Ocmulgee Instructional Center during the first week of the semester. Hours are announced at the beginning of each semester. Books are available for sale along with a variety of supplies needed by students. All books and supplies are sold on a cash, personal check, or credit card basis. An online book list is available on the OFTC website. Textbooks and supplies may be purchased from other vendors if the student is self-paying.

Registrar

The Registrar's Office provides support services for students, faculty, and staff. All academic records at Oconee Fall Line Technical College are maintained by the Office of the Registrar.

Special Populations

Oconee Fall Line Technical College's special populations team identifies and provides support services to eliminate barriers to those students who self-disclose as a member of a special populations group. These groups include:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including low-income youth and adults;
- Individuals preparing for non-traditional fields;
- Single parents, including single pregnant women;
- Out-of-workforce individuals;
- Homeless individuals; and
- Individuals with limited English proficiency.

Workshops are offered to these groups in areas such as goal setting, career counseling, job search/retention, financial management, and accessing community resources. The staff work with faculty in providing support services to students in

these groups who are experiencing academic difficulties. The special populations director and coordinator work with special populations students and organize activities according to their needs.

Tutoring Services

The college provides tutoring to students at Oconee Fall Line Technical College primarily in the areas of math, reading, and writing, but students may also request tutoring in a variety of other classes included in their programs of study. Tutorial Centers are located in the libraries on the North and South Campuses. Computer workstations have Internet access, which enables learners to use various online learning resources with the guidance of an Oconee Fall Line Technical College tutor. Online tutoring assistance is also available by scheduling an appointment. The Tutorial Centers' schedules are posted each semester at all sites and on the OFTC website.

Student ID Badges

OFTC student ID badges are made and issued to students on Bookstore Day and during the first week of each term. ID badges are made by the student affairs staff on the North Campus, South Campus, and Jefferson County Center. ID badges are also made at the instructional centers. Student ID badges are required to be openly displayed at all times while on campus and for many services at OFTC including, but not limited to, checking out books in the library, purchasing books in the bookstore, attending tutoring sessions, and participating in student activities. New students receive one ID badge at no charge. Students will be required to pay a replacement fee ($15) for a lost or damaged ID badge.

Student Life

Oconee Fall Line Technical College facilitates leadership development and personal enrichment by providing a variety of organizations students may join and activities in which they may participate. Activities include participation in campus and community cultural activities, leadership conferences, skills competitions, campus socials, and community service opportunities. All student organization members must conduct themselves within the parameters established in the Student Code of Conduct.

All organizations are not offered on every campus; therefore, students interested in student organizations and leadership activities should contact the office of student life at studentlife@oftc.edu, or by calling:

- South Campus
  - Janet Smith: 478-274-7836
- North Campus
  - Susan Hammock: 478-240-5162

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside of a traditional academic environment; this could be learning acquired through prior employment, volunteer service, military service, corporate training, non-credit courses, or other relevant experience. Through PLA, your prior experience is evaluated to determine if it translates to college-level knowledge and how that knowledge might equate to college credit. PLA can save you time and money because you may not be required to take classes for material that you have already mastered.

Technology

Students must comply with OFTC's Acceptable Computer and Internet Use policy when using any OFTC computer or technology resource. Complete information on how to use all technology resources is available online.

BannerWeb

BannerWeb is used to check the status of financial aid, sign up for classes, drop classes, check final grades, and more.

Blackboard

Information about Blackboard and online class accounts is available on OFTCs website. Blackboard information sessions are held during New Student Orientation. For help with Blackboard, contact your instructor first. Class information will not be available in Blackboard until the first day of class.

Degree Works

See a list of classes that you must take for your major, check your progress towards graduation, read notes from your advisor, email your advisor, view academic standing and GPA, and more, through DegreeWorks. Your advisor can also arrange the classes that you need into future semester blocks so that you can plan

your schedule and graduate on time.

OneDrive

Students may save their classwork, important documents, and other education-related files to their cloud-based OneDrive. OneDrive (and files saved to OneDrive) can be accessed at any time from any computer (either at OFTC or off-campus) with internet connectivity.

Office 365

OFTC students have free access to several Microsoft Office 365 products including Word, Excel, PowerPoint, and Outlook.

Student Email

Email is the official form of communication for OFTC. It is critical that students check their student email frequently to stay up-to-date on student activities, important dates and deadlines, financial aid information, career fairs, and more.

OKTA

OFTC uses a single sign-on service called Okta (accessed with login through MyOFTC Dashboard) that allows users to log into a variety of systems using one centralized process. You will use this login to access eCampus, Blackboard, Banner, DegreeWorks, and more.

As a security tool, Okta authenticates you as an OFTC student and helps to protect your identity and keep your data secure.

Using Computers on Campus

Computers are available for students to use in the Libraries and computer labs.

Fundraising

Funds raised by recognized student organizations may be expended in any manner that is consistent with the purposes of those organizations. Such funds are subject to local, state, and federal laws and to financial accountability to the Oconee Fall Line Technical College (OFTC) business office. Student organizations may sell materials related to the purpose of those organizations approved by the president. Fundraising activities organized by student organizations for the purpose of subsidizing the funding of program-related costs for individual students or programs (this includes pins, testing fees, uniforms, supplies etc.) will not be authorized.

No items of goods or services will be sold on campus by faculty, staff, students or student organizations without prior approval by the President's Office. Off-campus sales by faculty, staff, or student organizations conducted in the name of the college or using the OFTC logo must be approved by the president. Requests must be submitted at least two (2) weeks prior to the requested date of the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the president.

Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of materials used to prepare the item(s) for sale is authorized.

Student organizations are subject to the following restrictions using funds:

- **The president must approve all fundraisers.**
- No organization shall have the right to disturb or infringe upon the privacy of students. Disturbing or interrupting the conduct of classes for the purpose of raising funds is considered inappropriate. Students will not be released from class to purchase items for sale.
- All fundraising events must be scheduled at least two weeks in advance by completing a fundraising form.
- Organizations may sponsor bake sales or other events/contests to raise funds, but under no circumstance should they contact area business and industry for donations. Due to state and local health regulations, goods may not be prepared, baked, prepped, or cooked on OFTC premises. Additionally, only goods that are prepared by an approved OFTC caterer (contact the OFTC Conference Center Coordinator of the campus in which the fundraiser is being requested for, for additional information and approval) or goods pre-packaged by a certified vendor/distributor

may be sold and/or provided on College premises.

- Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.
- The organization must deposit all monies raised through approved fundraising activities immediately with the Business Office.

Student Recognition and Awards

Georgia Occupational Award of Leadership

The GOAL (Georgia Occupational Award of Leadership) program is a prestigious recognition sponsored by the Technical College System of Georgia and the Business Council of Georgia. Locally, various civic clubs, businesses, and organizations sponsor the program. The purpose of GOAL is to spotlight the importance of technical education in today's world by recognizing outstanding students in Georgia's technical colleges. Grades, attitude, personal goals, and self-confidence are considered in selecting GOAL winners, along with a speech written and presented by the student detailing what technical education means to him or her.

Exceptional Adult Georgian in Literacy Education

The EAGLE (Exceptional Adult Georgian in Literacy Education) program, under the auspices of the Technical College System of Georgia Office of Adult Education, is the only statewide program in the nation that recognizes the outstanding achievements of adult education students. OFTC Adult Education instructors nominate students from the following areas – EAGLE adult education student and EAGLE adult education graduate. These students participate in local competition, and the winner travels to Atlanta to represent OFTC at the statewide EAGLE Leadership Institute. The local winners also serve as ambassadors for the Adult Education program in the community during the following year.

Veteran's Education Services

OFTC is approved for the educational training of Veterans and certain eligible spouses and dependents of Veterans. The college serves only as a source of certification and information to the Veterans Administration as all financial transactions and eligibility determinations are handled directly between the student and the VA Office. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admissions.

The Office of the Registrar serves as the Certifying Official to the Department of Veterans Affairs on behalf of OFTC. The School Certifying Official (SCO) will work with Veterans and the dependents of the Veterans who are eligible to receive benefits:

- Assist Veteran students with the processing of VA forms
- Advise Veteran students, when appropriate, about certain procedural requirements
- Certify enrollment of OFTC Veteran students to the Department of Veteran Affairs

After gaining admissions to the college, eligible students should begin the process of applying for VA Educational Benefits. Students may apply for VA Benefits online at https://benefits.va.gov/gibill/ and clicking the Apply for Benefits link to be connected to the Veterans Online Application System (VONAPP). A student may request a paper application by calling 888-442-4551. The application process normally takes 6 – 8 weeks for new education claims.

VA students are also required to approve their schedules prior to their hours being certified by the School Certifying Official each semster. The form can be accessed at the OFTC website under the Student Resources tab. Click "Forms and Procedures" then "Veteran Educational Benefits Approval Form".

Veterans Affairs Chapter 31 and Chapter 33 Guidelines

Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® individuals are permitted to attend or participate in the

course of education during the period beginning on the date on which the individual provides to OFTC a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. Ninety (90) days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

OFTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Chapter 31 and Chapter 33 individuals should take the following additional actions:

1. Submit a Certificate of Eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Provide additional information necessary to the proper certification of enrollment by the educational institution.
3. Student is required to pay additional payment or fees for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

STUDENT CONDUCT AND DISCIPLINE

Oconee Fall Line Technical College (OFTC) promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom, and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

Definitions:

1. Faculty Member: any person hired by Oconee Fall Line Technical College (OFTC) to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Procedure (p. 428).
3. Member of the OFTC community: any person who is a student, faculty or staff member, contractor, technical college official, or community member
4. Policy: the written regulations of OFTC as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), OFTC Procedure Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
5. Student: all persons taking courses at OFTC, including fulltime, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with OFTC are also considered “students.”
6. System: the Technical College System of Georgia or TCSG.
7. OFTC Official: any person employed by OFTC performing assigned responsibilities on a part-time, full-time or adjunct basis.
8. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by OFTC (including adjacent streets and sidewalks).

Proscribed Conduct:
Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure (p. 428).

Academic Misconduct

Academic misconduct is any act that does or could improperly distort student’s grades or other student academic records. A student enrolls at Oconee Fall Line Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only “cheating” the student of learning the needed skills; it is an offense to the academic integrity of the learning environment regardless of the mode of delivery. All forms of academic dishonesty will call for discipline.

The deans of academic affairs and the vice president of academic affairs have jurisdiction over the enforcement procedure of the Code of Conduct as it relates to academic misconduct and follow Oconee Fall Line Technical College’s Academic Misconduct Procedure. The deans of academic affairs may determine that the academic misconduct violation is so severe that a complaint will be filed against the student(s), and the director of student affairs will implement the student disciplinary procedure.

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

1. Aiding and Abetting Academic Misconduct
    a. Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. Cheating
    a. Use and/or possession of unauthorized material or technology during an examination or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
    b. Obtaining assistance with or answers to an

examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
e. Representing as one's own examination or any other written, recorded, video or oral work submitted for evaluation and/or a grade created by another person.
f. Taking an examination or any other written, recorded, video or oral work submitted for evaluation and/or a grade in place of another person.
g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by OFTC officials, college administrators or faculty members.

3. Fabrication
   a. The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Plagiarism
   a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
   b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
   c. Submitting as one's own original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Procedures for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

First Offense:

- The student will be assigned a grade of "0" for the test or assignment. The instructor completes an incident report, attaches the student's documentation, and forwards all information to the respective dean of academic affairs. The dean reviews and forwards the information to the vice president of academic affairs. The vice president of academic affairs keeps a record of the offense.

Second Offense:

- The instructor completes an incident report, attaches student's documentation, and forwards all information to the respective dean of academic affairs. The dean reviews and forwards the information to the vice president of academic affairs. The vice president of academic affairs notifies the instructors to withdraw the student from all courses. The student will be assigned a failing grade (F) in the course in which offense occurs. The student is administratively withdrawn from all other courses at the college with a grade of "W." The vice president of academic affairs keeps a record of the offense.

Third and Subsequent Offenses:

- The instructor completes an incident report, attaches student's documentation, and forwards all information to the respective dean of academic affairs. The dean reviews and forwards the information to the vice president of academic affairs. The vice president of academic affairs notifies the instructors to withdraw the student from all courses. The student will be assigned a failing grade (F) in the course in which offense occurs. The student is administratively withdrawn from all other courses at the college with a grade of "W." The vice president of academic affairs notifies the student that he/she will be suspended from the college for one academic year, and any subsequent offenses will result in permanent expulsion from the college. The vice president of

academic affairs keeps a record of the offense.

Appeals

A student who is not satisfied with the instructor's decision may appeal to the dean of academic affairs for his/her respective program by filing a written request for review. Absent extraordinary circumstances, an appeal must be filed within five working days. To initiate this appeal, the student must write a letter addressed to the dean of academic affairs stating the reasons why the student feels the decision should be changed and submit this letter to the dean. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The dean will examine the facts and any applicable documentation to determine that the grade was determined fairly according to the course syllabus and to the academic misconduct procedure and will communicate the results of this review in writing to both the student and the instructor within five working days from receiving the appeal.

If the appeal is denied, the student may appeal the decision to the vice president of academic affairs within five working days from the date of the decision by the dean. The student must write a letter addressed to the vice president of academic affairs stating the reasons why the decision of the dean should not be accepted. The letter must be submitted to the vice president of academic affairs' office. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The vice president of academic affairs will review the documentation and communicate the results in writing to the student, instructor, and the respective dean of academic affairs within five working days from receiving the appeal.

The decision of the vice president of academic affairs shall be final.

Non-Academic Misconduct

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

1. Behavior:
    a. Indecent Conduct: lewd, or indecent conduct; or distribution of obscene or libelous written or electronic material.
    b. Violence: physical abuse of any person (including dating violence, domestic violence, or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions that threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence that endangers the peace, safety, or orderly function of OFTC, its facilities, or persons engaged in the business of OFTC. Note: certain physical abuse may also be considered unlawful harassment.
    c. Harassment: any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, plication affirmation or belief, disabled, veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal, and/or physical conduct. If, in the opinion of technical college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
    d. Disruption: prohibits activities not otherwise protected by law including the First Amendment of the Constitution of the United States of America, which intentionally obstruct

or interrupt teaching, research, administration, disciplinary proceedings, or other technical college activities, including public-service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.

e. Failure to Comply: Failure to comply with directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism
   a. Personal Appearance:
      i. Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training.
      ii. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.
      iii. The wearing of work-related headgear is restricted to department area in which the student is enrolled. An exception will be made to this policy if the headgear is part of an OFTC recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.), with the exception of religious headgear, to be worn indoors by either male or female students.
      iv. A primary mission of OFTC is to prepare students for workplace success; appearance is a major concern employers identify as an area of needed emphasis. OFTC trains for professions; therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertips when arms are extended to the side. The wearing of distracting clothing includes but is not limited to the following: wearing pants or skirts or other clothing three inches or more below the top of the hips (crest of the ilium) showing skin or undergarments; wearing clothing with cut outs, tank-top style shirts, mesh shirts (see-through); and wearing halter tops, tube tops, badges, insignia, or shirts with offensive, obscene, or abusive language. These styles are not permitted anywhere on campus. Dress should at all times be neat (no cutoffs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed. The exposure of bare buttocks, bare chest, or bare feet is prohibited. Students at all times should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students in class and clinical/practicum settings.

3. Use of Technical College Property
   a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of OFTC community or a campus visitor on technical college premises or at a technical college function.
   b. Occupation or Seizure: prohibits illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
   c. Presence on OFTC Premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon OFTC premises.
   d. Assembly: prohibits participation in or conduction of an unauthorized gathering that threatens or causes injury to person or

property or that objectively interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of OFTC.

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

4. Drugs, Alcohol and Other Substances
   a. Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).
   b. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic-sponsored programs or activities or in a technical college-owned vehicle is prohibited.
   c. Controlled substances, illegal drugs and drug paraphernalia: OFTC prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
   d. Food: OFTC prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.
   e. Smoking/Tobacco: OFTC prohibits smoking or using other forms of electronic, alternative smoking devices or other tobacco products on technical college premises and adjacent areas of the campus(es). This includes all indoor and outdoor areas that are owned and leased by the college, including but not limited to, all buildings and facilities, outdoor areas as well as the surrounding edges, parking lots, and vehicles on campus.

5. Use of Technology
   a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to OFTC or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improperly accessing OFTC's network, and disconnecting technical college computers or devices.
   b. Electronic Devices: Unless otherwise permitted by technical college officials, OFTC prohibits use of electronic devices in classrooms, labs, and other affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. OFTC also prohibits attaching personal electronic devices to college computers under any circumstances.
   c. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, genetic information, disabled veteran, veteran of the Vietnam Era or citizenship status.
   d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member, or technical college official. This includes the unauthorized use of another individual's identification and password.

OFTC prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. Weapons

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

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

7. Gambling

TCSG and OFTC prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college-sponsored or supervised activities.

8. Parking

Students must follow regulations set forth for the operation and parking of motor vehicles on or around OFTC's premises. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares, emergency lanes, or in the grass is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe this parking code may result in the vehicle being towed away at the owner's expense.

9. Financial Irresponsibility

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

10. Violation of TCSG Policy and Procedure or OFTC Procedure

Violation of System or OFTC policies, rules, or regulations include but are not limited to rules imposed upon students who enroll in a particular class, internship, externship, practicum, clinical site, co-operative, any academically sponsored program or activity or student organization.

11. Aiding and Abetting

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

12. Falsification of Documentation

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

13. Violation of Law
    a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to OFTC's vital interests and stated mission and purpose.
    b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
    c. When a student is charged by federal, state, or local authorities with a violation of law, OFTC will not request or agree to special consideration for that individual because of his/her status as a student. OFTC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process

Abuse of the student judicial process includes but is not limited to the following situations:

    a. Failure to obey the notification of the director of student affairs, Hearing Body, Appellate Board, or Technical College Official.
    b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
    c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
    d. Initiating a disciplinary proceeding knowingly without cause.
    e. Attempting to discourage an individual's proper participation in or use of the disciplinary process.
    f. Attempting to influence the impartiality of a member of a Hearing Body or Appellate Board prior to and/or during the course of the disciplinary proceeding.
    g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body or Appellate Board prior to, during, and/or after a disciplinary proceeding.
    h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct (p. 422).

Record Retention

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

Student Disciplinary Procedure

Definitions

1. Academic Misconduct: includes, but is not limited to, the definition found in the Oconee Fall Line Technical College (OFTC) Student Code of Conduct, Article II, Paragraphs 1-4.
2. Business Days: weekdays that the technical college administrative offices are open.
3. Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
4. Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.

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

Procedure

1. Filing a Complaint
   a. Any person may file a complaint with the director of student affairs against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Concern Form, and provide it to the director of student affairs.
   b. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.
   c. Investigation and Decision
      i. Within five business days after the Student Code of Conduct Concern Form (the "Complaint") is filed, the director of student affairs shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the director of student affairs shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
      ii. The student shall have five business days from the date contacted by the director of student affairs to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the director of student affairs within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the director of student affairs will consider the available evidence without student input and make a determination.
      iii. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
      iv. If the director of student affairs determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the director of student affairs determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

2. Disciplinary Sanctions
   a. After a determination that a student has violated the Student Code of Conduct, the director of student affairs may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
      i. Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited

to the actual cost of repair or replacement.

ii. Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

iii. Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

iv. Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

v. Failing or lowered grade – In cases of Academic Misconduct, the dean of academic affairs will make a recommendation to the vice president of academic affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

b. After a determination that a student has violated the Student Code of Conduct, the director of student affairs may recommend the imposition of one of the following sanctions if appropriate. The director of student affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section B above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

i. Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

ii. Disciplinary Expulsion – Removal and exclusion from the technical college, technical college-controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the vice president of student affairs. Students who have been dismissed from the technical college for any reason may apply in writing to the vice president of student affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the vice president of student affairs or the technical college president's designee.

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

c. Violation of Federal, State, or Local Law

i. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

ii. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

iii. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a

student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

d. Interim Disciplinary Suspension
   i. As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the director of student affairs that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

e. Conditions of Disciplinary Suspension and Expulsion
   i. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the director of student affairs.
   ii. In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from the director of student affairs. A suspended or expelled student must contact the director of student affairs for permission to enter the technical college premises for a limited, specified purpose.
   iii. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the director of student affairs must accept the form by mail or fax if he/she refuses the student's request to enter the technical college premises for that specified purpose.
   iv. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the director of student affairs for a student to enter the technical college premises for the duration of that hearing.

3. Mediation
   a. At the discretion of the technical college president, the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

4. Hearing/Appeals Procedure
   a. A student who wishes to appeal a disciplinary decision by the director of student affairs regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office or designee for review by the Hearing Body within five (5) business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
   b. If the director of student affairs recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the director of student affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
   c. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within ten (10) business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five (5) days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of

people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president, the vice president of student affairs, and the director of student affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

d. If the student appeared before the Hearing Body to appeal the director of student affairs' sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
e. If the student appeared before the Hearing Body after the director of student affairs has recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
f. If entitled to an appeal to the technical college president, the student shall have five (5) business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
g. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The vice president of student affairs shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The vice president of student affairs will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Unlawful Harassment and Discrimination of Students Procedure

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and Oconee Fall Line Technical College (OFTC) shall be provided an environment free of unlawful harassment, discrimination, and retaliation.

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

Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation, or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure.

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

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

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

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

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

Related Authority

1. Title IX of the Educational Amendments of 1972
2. 20 U.S.C. §§ et seq.
3. Violence Against Women Reauthorization Act of 2013
4. Campus Sexual Violence Elimination Act (Campus SaVE)
5. O.C.G.A. § 19-7-5
6. Titles VI and VII of the Civil Rights Act of 1964
7. Age Discrimination Act of 1975
8. Americans with Disabilities Act of 1990
9. Americans with Disabilities Amendments Act (ADAAA) of 2008
10. Rehabilitation Act of 1973, as amended
11. Genetic Information Nondiscrimination Act (GINA) of 2008

Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

Definitions

1. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information, or disability and which:
   a. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile, or offensive educational environment, or
   b. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

   Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, age, genetic information, or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, national origin, age, or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in the college community in any format.

   Conduct which threatens, coerces, harasses, or intimidates another person or identifiable group of persons in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities, may also be considered unlawful harassment under this procedure.
2. Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information, or disability.
3. Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.
4. Technical College System of Georgia: all work units and technical colleges under the

governance of the State Board of the Technical College System of Georgia.

5. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
6. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public, etc.) who conducts business or regularly interacts with a work unit or technical college.
7. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
8. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
9. Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.
10. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
11. Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
12. Title IX Coordinator: an individual designated by the president of OFTC to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
13. Section 504 Coordinator: an individual designated by the president of OFTC to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to, evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

Students Procedure

1. Administration and Implementation
   a. The OFTC president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
   b. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (p. 15).
   c. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
   d. The Compliance Officer will conduct training programs and monitor the college to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

2. Reporting and Management Action
   a. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation against themselves or others.
   b. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

c. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that harassment and retaliation for filing a complaint is prohibited and steps to prevent retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
d. OFTC may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.
e. Reports concerning all prohibited conduct references in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
f. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the technical college's vice president of student affairs, Section 504 Coordinator, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsg.edu. OFTC's contacts are listed below.
Title IX Coordinator
Jennifer Todd
Office: North Campus 315
478-553-2098
jtodd@oftc.edu

ADA/504 Coordinator
Saketta Brown
Office: South Campus WRS 112-B
478-274-7643 or 478-553-2124
sdbrown@oftc.edu

EEOC Officer
Rosemary Selby
Office: North Campus 205
478-553-2055
rselby@oftc.edu

g. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.
h. If an allegation of unlawful harassment, discrimination, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
i. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
j. The Commissioner or president may suspend, transfer, or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence, or retaliation; to facilitate the investigation, or to implement preventative or corrective action under this procedure.
k. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence. or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

3. Investigations
a. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously.
b. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within five (5) business days of receiving the notice. The

president's decision will be final.

c. Individuals designated to investigate, review or recommend corrective actions in response to allegations will have been trained to conduct Investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
d. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
e. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, and/or unlawful retaliation has occurred.
f. Investigations and summary findings will be documented appropriately.

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

5. Reviews and Dispositions
   a. Any of the parties to a complaint under this procedure may request a review of the investigative findings within five (5) business days of receiving notice of the investigative results by submitting a written request to the president.
   b. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
   c. Within ten (10) business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within three (3) business days by regular mail or email to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345
or
Unlawfulharassment@tcsg.edu

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

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

Sexual Harassment and Misconduct Procedure

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and Oconee Fall Line Technical College (OFTC) are provided access to a safe educational environment free from any discrimination on the basis of gender. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

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

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

Related Authority
1. State Board Policy 2.1.1. Statement of Equal Opportunity
2. Title IX of the Educational Amendments of 1972
3. 20 U.S.C. §§ 1681 et seq.
4. Violence Against Women Reauthorization Act of 2013 Campus Sexual Violence Elimination Act (Campus SaVE) O.C.G.A. § 19-7-5
5. Titles VI and VII of the Civil Rights Act of 1964

Definitions
1. Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.
2. Affirmative Consent: affirmative, conscious, and

voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will."

3. Appeal Officer: the Commissioner of TCSG or his designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.
4. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
5. Complainant: the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.
6. Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).
7. Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.
8. Court Order: any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary or permanent restraining order.
9. Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.
10. Decision-Maker: a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility.
11. Domestic Violence: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim (a) a person with whom the victim shares a child in common (b) a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner (c) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (d) any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
12. Duress: a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.
13. Employee: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
14. Expert Witness: a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.
15. Force: an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.
16. Formal Complaint: a document filed and signed

by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

17. Hearing: a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.
18. Hearing Coordinator: the person who manages Hearings under this Title IX Procedure.
19. Hearing File: the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.
20. Hearing Schedule: a time-table specific to each matter that schedules key dates for the matter after it has been charged.
21. Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.
22. Incapacitation: a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.
23. Informal Resolution: a voluntary process that the Parties may consent to participate in, as described in Section IV.F.
24. Initial Report: a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.
25. Intimidation: includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.
26. Investigation: the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.
27. Investigative Report: a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
28. Investigator: the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.
29. Menace: a threat, statement, or act showing intent to injure someone.
30. New Evidence: evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.
31. Nonforcible Sexual Violations: Any of the following acts:
    a. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
    b. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.
32. Notice of Charge: the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.
33. Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.
34. Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.
35. Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.
36. Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).
37. Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-

Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

38. President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.
39. Privacy: means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.
40. Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.
41. Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
42. Respondent: the person alleged to have engaged in Title IX Prohibited Conduct.
43. Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.
44. Sanctions: individualized measures implemented after a Hearing that may be disciplinary in nature.
45. Sexual Assault: any of the following acts:
    a. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
    b. Sodomy: oral or anal sexual intercourse with another person:
        i. forcibly and/or against that person's will; OR
        ii. not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    c. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
        i. forcibly and/or against that person's will; OR
        ii. not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    d. Fondling: the touching of the private parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification.
        i. forcibly and/or against that person's will (non-consensually); OR
        ii. not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
46. Sexual Harassment (a form of sex discrimination): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
    a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
    b. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or
    c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an

intimidating, hostile or offensive educational environment based on sex.

47. Stalking: occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct consists or two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
48. Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
49. Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.
50. Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following:
    a. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
    b. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
51. TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.
52. TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.
53. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
54. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.
55. Violence: the use of physical force to cause harm or injury.
56. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.
57. Witness: a person asked to give information or a statement under this Title IX Procedure.
58. Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes:
    a. identification of the allegations potentially constituting Title IX Prohibited Conduct;
    b. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held;

c. findings of fact;
d. conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
e. the rationale for the result as to each allegation;
f. any disciplinary Sanctions imposed on the Respondent;
g. whether Remedies or Supportive Measures will be provided to the Complainant; and
h. information about how to file an appeal.

Procedure

1. Administration and Implementation
   a. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (p. 15) (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.
   b. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.
   c. The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct.
   d. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs f or ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.
   e. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.
2. Reporting and Management Action
   a. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to unlawfulharassment@tcsg.edu. OFTC's Title IX Coordinator is listed below.
      Title IX Coordinator
      Jennifer Todd
      Office: North Campus 315
      478-553-2098
      jtodd@oftc.edu
   b. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
   c. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.
   d. All allegations of sex discrimination and

sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.

e. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the System-wide investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.
f. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

   Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
g. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other complaints about the same individual, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.
h. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.
i. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
j. Allegations of any sexual conduct involving individuals under the age of 18 must also be

reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

k. Interim protective measures may be imposed by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Interim protective measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure.

l. Discretionary Dismissal.
   i. TCSG and/or the College may dismiss the Formal Complaint if:
      1. the Respondent is no longer enrolled or employed by TCSG and/or the College;
      2. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
      3. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
   ii. Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.
   iii. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

3. Investigations
   a. All complaints of prohibited conduct under this procedure will be reported immediately to the System-wide investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
   b. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
   c. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
   d. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
   e. The investigation should be completed within 45 business days of the receipt of the complaint by the system-wide investigator. The investigator will notify the parties and the Title IX Coordinator in writing (typically by email) if extraordinary circumstances exist requiring additional time.
   f. A complaining party will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, if any. The complaining party

may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

g. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
h. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. (a) It is important that all parties preserve any documents or other evidence which may pertain to the investigation. (b) Any medically related evidence is best preserved by trained medical personnel. (c) Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
i. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
j. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
k. A report of investigation will be provided to the college's Title IX Coordinator within five (5) days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.
l. If the System-wide investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

4. Hearings
   a. Format of Hearing:
      i. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
      ii. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.
   b. Recording of Hearing:
      Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.
   c. Role of Advisor:
      If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on

behalf of that Party.

d. Role of the Decision-Maker:
   i. The Decision-Maker will:
      1. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
      2. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
      3. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
   ii. Conflict of Interest:
      1. No person who has a conflict of interest may serve as the Decision-Maker.
      2. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
      3. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
      4. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
      5. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.
   iii. At the Hearing, the Decision-Maker will:
      1. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have an Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
      2. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
      3. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
      4. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

e. Hearing Process:
   i. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
   ii. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
   iii. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing

File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).

iv. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.

v. The Decision-Maker may ask questions of the Parties and/or Witnesses.

vi. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.

vii. Written Determination Regarding

Responsibility:

1. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
   a. identification of the allegations potentially constituting Title IX Prohibited Conduct;
   b. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
   c. findings of fact;
   d. conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
   e. the rationale for the result as to each allegation;
   f. any disciplinary Sanctions imposed on the Respondent;
   g. whether Remedies or Supportive Measures will be provided to the Complainant; and
   h. information about how to file an appeal.
2. Sanctions:
   a. The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
   b. The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
   c. The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
   d. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
   e. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
   f. For students, to the Office of Student Affairs
   g. For staff, to Human Resources
   h. For faculty, to the Office of Academic Affairs
   i. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
   j. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.
   k. The Written Determination Regarding Responsibility becomes final:
   l. if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
   m. if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.
5. Corrective Actions
   a. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

b. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.
   i. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.
   ii. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
   iii. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

c. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.
   i. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

d. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

e. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure may not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

6. Appeals

a. Appeal of a Written Determination Regarding Responsibility
   i. Submission of Appeal
      1. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
      2. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
      3. The Appeal Officer will be the Commissioner of TCSG or his designee.
      4. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
      5. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
   ii. Grounds for appeal are limited to the following:
      1. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
      2. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
      3. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
      4. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

   iii. Receipt of Appeal
      1. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
      2. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
      3. Each Party must submit this response to the Commissioner within 10 calendar

days after the other Party's appeal has been shared.
4. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.

iv. Response to Appeal
1. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
2. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
3. Each response by the Title IX Coordinator should be no more than 1,500 words.
4. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

v. Appeal Decision
1. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
2. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
3. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

Record Retention
Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the System-wide Investigator, vice president of student affairs or the president's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

Acceptable Computer and Internet Use Procedure

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG) and is therefore subject to its policies and standards. In an effort to protect the individuals it serves and the computer resources it provides, the college is establishing the following procedures. This procedure is applicable to all employees, students and visitors of OFTC.

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

Procedure
This procedure is posted on SharePoint Forms and Documents and is distributed to each new employee during orientation. It is the responsibility of each employee to review, sign and return the "Acknowledgement" form to the Human Resources (HR) office. HR is responsible for ensuring that each employee's file contains a signed acknowledgement form.

General
Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A § 16-9-90-et seq.):
1. Computer theft (including theft of computer services, intellectual property such as copyright material, and any other property);
2. Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
3. Computer invasion of privacy (unauthorized access to financial or personal data or the like);
4. Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
5. Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 – in practice, this includes any

disclosure that requires a system security audit afterward); and
6. Misleading transmittal of names or trademarks (falsely identifying oneself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a $50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a $5,000 fine and 1 year of imprisonment, plus civil liability.

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

All information created, stored or transmitted by college computers or networks is subject to monitoring for compliance with applicable laws and policies. The following uses of college-provided computers, networks and internet access are not permitted:
1. To create, access or transmit sexually explicit, obscene, or pornographic material;
2. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person;
3. To violate any local, state or federal statute;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's password, materials, information, or files without permission;
6. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
7. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
8. To knowingly endanger the security of any college computer or network;
9. To willfully interfere with another's authorized computer usage;
10. To connect any computer to any of the college networks unless it meets technical and security standards;
11. To create, install, or knowingly distribute a computer virus, "Trojan horse" or other surreptitiously destructive program on any college computer or network facility, regardless of whether any demonstrable harm results;
12. To modify or reconfigure the software or hardware of any college computer or network without proper authorization;
13. To conduct unauthorized not-for-profit business activities;
14. To conduct any activity or solicitation for political or religious causes;
15. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of college data and information; and
16. To create, access, or participate in online gambling. Occasional access to information or website of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of internet connectivity and email do not involve any inappropriate use as described above, may occur, if permitted by the college. Any such use should be brief, infrequent and shall not interfere with user's performance, duties, and responsibilities.

Users of college computers and computer systems are subject to the college's procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action. When and where applicable, law enforcement agencies may be involved.

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

provided internet access. The college shall not be responsible for unauthorized financial obligations resulting from college-provided access to the internet.

Enforcement
Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, the college will take appropriate action in response to user abuse or misuse. Action may include, but necessarily limited to, the following:

1. Suspension or revocation of computing privileges;
2. Reimbursement to OFTC for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users will be referred to the appropriate office for disciplinary action, as applicable.

Drug-Free Campus

The following is a statement of policy concerning narcotics, alcoholic beverages, and stimulant drugs in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

The unlawful possession, use, or distribution of illicit drugs and alcohol on campus, in any institutional facility or grounds, at any institutional off-campus activities, in any institutional owned/leased vehicles, participating at a clinical/internship/practicum sites, or at any function of OFTC is prohibited and may be considered sufficient grounds for serious punitive action including expulsion and may be punishable by local, state, and federal law, which may include a fine, prison term, or both. Any student convicted (including a plea of nolo contendere or first offender) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction regardless of whether the alleged violation occurred at OFTC or elsewhere, will be suspended immediately and denied state and/or federal funds from the date of conviction. Such denial of funds will be effective the first day of the term for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment and shall continue through the end of such school term. OFTC will impose sanctions on students who violate institutional rules by: 1) temporary or permanent dismissal and 2) referral for prosecution.

Note: Use of a drug as prescribed by a medical prescription from a registered physician shall not be considered a violation of this rule. Prescribed medications must be in the container that clearly identifies the person the medication is prescribed for.

Tobacco-Free Campus

Oconee Fall Line Technical College (OFTC) prohibits the use of tobacco products on any property owned, leased, or controlled by OFTC.

Technical College System of Georgia Tobacco-Free Policy: Tobacco use causes enormous financial, social, and public health harm to the citizens of Georgia. Accordingly, tobacco* use is prohibited within the System Office, all technical colleges and within all other facilities under the supervision or control of TCSG.

*(Prohibited tobacco products include e-cigarettes, chewing tobacco, dip, snuff, vaping and any other form of tobacco product.)

Because of the deleterious effects of tobacco use, OFTC has committed to tobacco-free campuses for the purpose of promoting a healthy environment for all persons, including faculty, students, staff, visitors, and others who come on campus at any of our locations.

All OFTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. This procedure applies to all persons while on campus. The above may not use tobacco products to include cigarettes, e-cigarettes/vaping, cigars, pipes, smokeless tobacco (dip/snuff), or any other form of tobacco product. Campus sidewalks, streets, and adjacent neighboring property are not to be used as tobacco use areas.

Procedure: Student

The following process will be used when dealing with student infractions of Oconee Fall Line Technical College's (OFTC) Smoking/Smokeless Tobacco Procedure:

1. Any OFTC employee may politely inform the student that he/she may not use tobacco on the OFTC campus/property, etc. After delivering a verbal warning, the student will be asked for their student identification. The employee will report the student to the director of student affairs.
2. If the director of student affairs identifies a student who has violated this procedure twice, the director of student affairs will send the student a written warning that if the problem continues, the student will be in danger of being dismissed from the college.
3. If the director of student affairs identifies a student who has violated this procedure for a third time, the director of student affairs will refer the student for a student hearing through the student disciplinary process. The hearing body will determine the sanctions that will be imposed.

Procedure: Employees
The following process shall be used when dealing with employee infractions of this procedure:

1. It is the responsibility of each OFTC employee to support and comply fully with the tobacco-free policy. If employees observe anyone using tobacco while on campus, he/she should politely inform the user of the tobacco-free procedure. If the tobacco user is an employee and refuses to comply with the procedure, the employee's supervisor will be notified.
2. Failure of an employee to comply will result in progressive disciplinary action.

Procedure: Others (Not Students or Employees)
Visitors, vendors, contractors, and others not covered above will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting OFTC Security. In circumstances where departmental leadership is unable to get the offender to comply with this procedure, OFTC Security will be contacted for assistance.

COVID-19 and Public Health-Informed Campus Policies

Oconee Fall Line Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no vaccine for COVID-19 at this time.

COVID19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Oconee Fall Line Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Oconee Fall Line Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

WARNING
Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the Oconee Fall Line Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

General Principles

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United

States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic, and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time, the College may implement additional requirements restricting your behavior, and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

Requirements

Students will comply with governmental, state, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;

Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;

If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

- Inform the College by notifying appropriate personnel;
- If living on campus, stay in their dorm room until given further instructions by the College;
- Remain off campus if not currently residing on campus;
- If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities, and/or move to a different room in order to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

ACADEMIC POLICIES AND PROCEDURES

Grades

OFTC observes a uniform procedure for calculating grade point averages: all grades will be assigned based upon a 4.0 grading scale. Final course grades are posted by faculty at the end of each semester; the Registrar's Office then processes the grades and academic standing. All courses in degree, diploma, and technical certificate programs require a grade of "C" or higher in order to satisfy program requirements. Students are responsible for viewing their grades, academic history, and academic standing online each semester through BannerWeb.

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

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at OFTC.

Grades are issued at the end of each semester using the following grading system(s):

Grades	Explanation	Range	Points
A	Excellent	90 – 100	4
B	Good	80 – 89	3
C	Satisfactory	70 – 79	2
D	Poor	60 – 69	1
F	Failing	0 – 59	0
Z	WCOVID		nc
W	Withdrew		nc
WF	Administrative Withdrawal		0
I	Incomplete		nc
AC	Articulated Credit		nc
AU	Audit		nc
EXE	Credit by Exam		nc
TR, TRA, TRB, TRC, or TRM	Transfer Credit		nc

Grade Definitions

- "Z" WCOVID

The grade of "Z" represents withdrawal from a course before completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA. This grade has no financial or academic impact on a student record.

- "W" WITHDREW

"W" is assigned if the student withdraws on or prior to withdrawal deadline.

- "WF" ADMINISTRATIVE WITHDRAWAL

"WF" is assigned if the student is administratively withdrawn from a course.

- "I" INCOMPLETE

The grade of "I" (Incomplete) may be given to a student, who for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. Exceptions to nonacademic reasons are (1) Commercial Truck Driving and the Department of Motor Vehicle Safety testing schedule; and (2) Business Technology and the "Timed Writing." In order to qualify for an "I," a student must (a) have completed the majority of the assignments of the course; (b) be passing the course (aside from the assignments not completed), and (c) have an extenuating non-academic justification. It is the student's responsibility to request in writing to the instructor consideration of the "I" (incomplete grade) stating the conditions why he/she feels the "I" is warranted. The "I" will be given at the discretion of the instructor, and the Incomplete Grade Record form will be submitted by the instructor two (2) days before the end of the semester to the dean of academic affairs. The student will have until the posted deadline to complete the work to receive credit for the course. If the work is not completed by the posted deadline, the Incomplete grade will become an "F." If a student receives a grade of "I" in a course that is a prerequisite to other courses, the student must complete the required makeup work to determine the final grade and eligibility to enroll in subsequent courses. The "I" is not calculated in the grade point average.

- "AU" AUDIT

A student who registers as an auditor of a course must meet the usual admissions requirements or have departmental approval. By registering as an auditor and paying fees and tuition, the student is permitted to audit a course with the consent of the instructor without meeting all requirements of the course and without receiving course credit.

Exceptions to this policy include certain laboratory courses and supervised work experience. A student is not permitted to change from audit to credit or from credit to audit, after the first day of the term. Neither financial aid nor VA benefits can be used for audited courses.

- "EXE" CREDIT BY EXAM

The student receives credit for a course by successfully completing a competency examination on the coursework.

- "TR," "TRA," "TRB," "TRC," OR "TRM" TRANSFER CREDIT

The student transfers coursework to Oconee Fall Line

Technical College from another regionally-accredited institution. To be eligible for transfer credit, the student must have earned a "C" (2.0) or better in the course.

NOTE: If a student has completed a degree (Bachelor or Associate), diploma, or certificate, the coursework must have been completed within the last five years in order for any of the occupational courses within the degree to transfer to OFTC. Oconee Fall Line Technical College may, at its option, require any student to take an examination for advanced placement or transfer.

Program specific technical courses will be considered for transfer credit for coursework completed within the past 60 months. A student desiring consideration of credit for technical courses or experiences not approved may request credit by exemption testing. General education courses do not have a specified time limit to be considered for transfer. Certain Allied Health courses may have a more stringent time limit requirement on transfer courses.

Credit awarded by nationally-accredited institutions will be accepted only when faculty credentials can be verified as greater than or equivalent to OFTC standards.

Transfer credit will not be considered for remedial English, remedial mathematics, or remedial reading.

Grade Point Average

Calculation of GPA
The semester grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours attempted in a semester. Courses with "NC" (not computed) are not calculated in the GPA.

Cumulative GPA
The cumulative grade point average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts of all credit courses taken at the institution. The cumulative grade point average is recalculated after each semester to include the current semester's grade(s).

Graduation GPA
The graduation grade point average (GGPA) is calculated only on those courses required for graduation. When a course is taken more than once, the higher grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation. Students must achieve a minimum course grade of "C" or above in all courses.

Proctoring

In order to validate student identity for all online courses, students enrolled in online courses at OFTC are required to complete at least one proctored event per course (a major exam, assignment, or presentation). The event will be reflected as part of the grading scale on the course syllabus. Proctored events must be completed by the end of the official final exams period. Instructors will provide details regarding the proctored event(s) in their courses.

OFTC utilizes a remote proctoring service, Respondus

Monitor, in addition to face-to-face proctoring with instructors. Students must present a photo ID to participate in any proctored event, whether remotely using Respondus Monitor or on campus with their instructor. Students will need access to a laptop with a camera or to a webcam to complete their proctored event(s) via Respondus Monitor. Respondus Monitor instructions can be found on the college's website as well as from instructors.

Students arranging proctoring at a non-OFTC site must take the event during the same time frame established by the instructor for other class members. The site and the proctor must meet OFTC's requirements.

Students in online classes who do not complete the proctored event(s) will receive an "F" for the course.

Practicum/Clinical Courses

Students enrolled in off-campus practicum or clinical courses will be required to travel to businesses, industries, and hospitals. Students must make all travel arrangements and provide costs for practicum/clinical courses.

Work Ethics

To be effective, technical education must include two key elements. First, it must provide training and experiences that approximate, as nearly as possible, the conditions found in the actual work place. The program content, instructional methods, tests, equipment, lab projects, and practices must be current and up-to-date and reflect the conditions the student will encounter on the job. Of equal importance, an effective technical education program must identify and develop those personal characteristics often referred to as "good work habits." These characteristics include punctuality, dependability, initiative, and teamwork. Studies show that the reason 85% of persons lose jobs is that they lack good work habits rather than they lack good job skills. Factors most often cited are tardiness and absenteeism, failure to follow instructions, and inability to get along with supervisors or fellow workers.

At Oconee Fall Line Technical College, we believe that it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. The Technical College System of Georgia has, therefore, developed a system to evaluate "work ethics" in each occupational program. Although the work ethics grade does not calculate into the grade point average, it is included on the student's academic transcript. Prospective employers are encouraged to request a copy of a student's transcript in order to examine not only the academic grade, but the professional work ethics grade as well.

Work Ethics Grade Definitions

Exceeds Expectations	3
Meets Expectations	2
Needs Improvement	1
Unacceptable	0

Academic Progress

Oconee Fall Line Technical College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students.

Absent extraordinary circumstances, instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify the grade a student earns. This documentation shall be maintained for three years following the semester the grade was conferred or until any grade appeal is resolved, whichever occurs last.

A student who engages in academic misconduct such as cheating shall face disciplinary charges under the Student Code of Conduct in addition to any loss of academic credit or standing that may result from his/her having failed to meet a course's academic requirements.

Good Standing
Academic good standing means that a student is

eligible to enroll or re-enroll. To be in academic good standing, a student must have a cumulative grade point average of 2.0 or higher, must successfully complete at least 67% of all coursework attempted, and must complete his/her program of study within 150% of the published length of the program measured in credit hours attempted.

Academic Probation
The purpose of academic probation is to alert students to the fact that their academic performance is not acceptable and to point out the possible consequences if improvement is not made during the next semester of enrollment. Students must maintain a minimum of a 2.0 cumulative grade point average to be in satisfactory academic standing. Students whose semester grade point average falls below a 2.0 will be placed on academic probation for the next academic semester.

Academic Suspension and Dismissal
A student will be suspended from the college for a minimum of one semester if the semester grade point average is less than a 2.0 during the semester enrolled on academic probation. When the student returns to the college, he/she will be placed on academic probation.

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next semester in attendance after being placed on suspension will be academically dismissed for three semesters.

Students will be advised and counseled as to academic deficiencies and given official notification of academic probation/suspension status. Academic probation and suspension status are indicated on transcripts.

In appropriate circumstances, a student may be dismissed from an academic program or the college without first being placed on probation.

A student who is dismissed from the college may appeal his/her suspension or dismissal by filing a written appeal with the vice president of academic affairs within ten (10) calendar days from the first day of class of the following term the suspension or dismissal status was attained.

The decision of the vice president of academic affairs shall be final.

Grade and Other Academic Appeals

A student may appeal a final grade and/or work ethics grade by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of.

If the consultation with the instructor does not resolve the appeal, a student may appeal to the dean of academic affairs for his/her respective program (listed below) by filing a written request for review. Absent extraordinary circumstances, the appeal must be filed within twenty (20) business days from the date the student learned or reasonably should have learned of the grade or other action complained of. To initiate this appeal, the student must write a letter addressed to the dean of academic affairs stating the reasons why the student feels the grade should be changed and submit this letter to the dean. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The dean will examine the facts and any applicable documentation to determine that the grade was determined fairly according to the course syllabus and will communicate the results of this review in writing to both the student and the instructor.

If the student is not satisfied with the decision of the dean, the student may appeal the decision to the vice president of academic affairs within thirty (30) business days from the date the student learned or reasonably should have learned of the grade or other action complained of. A student must write a letter addressed to the vice president of academic affairs stating the reasons why the grade should be changed and explain why the decision of the dean should not be accepted. The letter must be submitted to the vice president of academic affairs' office. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The vice president of academic affairs or designee will review the documentation and communicate the results in writing to the student, instructor, division chairperson, and the respective dean of academic affairs. The decision of the vice president of academic affairs shall be final.

Allied Health and Professional Services Courses
Tammy Bayto
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Transportation and Trade/Industrial Courses

Lee Radney
lradney@oftc.edu

Business Services and Arts/Sciences Courses
Jacqueline Copenny, Ed. D.
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Grade Reports

Final grades are recorded by instructors and submitted to the Registrar's Office at the end of each semester. All academic transcripts and semester grades are available via BannerWeb. Grades will not be given out on the phone, and grades are not mailed to students.

Repeated Courses

If a student desires to repeat the course(s) in which he or she received the unsatisfactory grade(s), then previous grades in the repeated classes will not be calculated into the credit hours and grade point ratios for graduation. The highest grade received will be used in the recalculation of grade point ratios for graduation purposes. If a student elects to repeat a course in which he or she earned a satisfactory grade ("A," "B," or "C"), the student's advisor must obtain permission from the dean of academic affairs over that program area. The student's permanent record will show all work attempted and all grades earned. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at that college. The Graduation Grade Point Average is calculated only on those courses required for graduation. When a course is taken more than once, the highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

Repeated courses are included in the qualitative and quantitative calculations for financial aid satisfactory progress. Students may repeat each previously passed course only once for Title IV purposes. For Title IV, a "D" is considered passing. However, a "D" is not considered academically passed for OFTC.

Academic Recognition

President's List
Regular admit students completing twelve (12) credit hours or more and who attain a grade point average of 3.5 and above are placed on the President's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

Dean's List
Regular admit students completing seven (7) credit hours or more and who attain a grade point average of 3.0 and above are placed on the Dean's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

Honor Graduates
To qualify as an honor graduate, a student must complete all course requirements in a degree or diploma program with a program GPA of 3.5 or above in program-required courses.

Independent Study

By arrangement between individual students and faculty members, the college offers independent study opportunities. Independent study is conducted under the guidance and at the discretion of a faculty member qualified in the subject area. Independent study is considered part of a regular course load, and regular academic calendar deadlines and requirements will apply. Interested students may obtain information from their advisor. Independent study is a program that allows a student to learn outside the confines of scheduled classes. As the name implies, much of the learning takes place without the direct involvement of an instructor. The delivery of course content may vary, but a student must achieve the same course competencies that exist in conventional classes.

General Education Core Competencies

Oconee Fall Line Technical College has identified a set of core general education competencies designed to prepare graduates for successful careers. OFTC has identified the following general education competencies:

- Mathematical Reasoning Skills
- Reading and Analytical Skills
- Standard Written English Usage Skills

Students in degree or diploma programs will take general education competency exams. All general education competency testing will be scheduled as a

part of the general education coursework.

Attendance Procedure

Attendance in classes, laboratories, and lectures is important. OFTC students are expected to attend all classes for which they are registered as scheduled throughout the semester. Students must be present, on time, and academically engaged in all classes. Students who are called to military or jury duty should inform their instructors and, if appropriate, the Financial Aid and Veteran Affairs offices prior to their absence, and provide appropriate documentation. Students anticipating any other absences or tardiness should contact the instructor as soon as possible.

Students must not be absent from announced quizzes, laboratory periods, or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences.

Some programs have attendance procedures in occupational courses as governed by requirements of accreditation/governing bodies. Students enrolled in occupational courses in the Associate Degree in Nursing Bridge, Associate Science in Nursing, Cosmetology, Diagnostic Medical Sonography, Medical Assisting, Nurse Aide, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiologic Technology, and Respiratory Therapy are subject to an attendance requirement. Attendance requirements will be listed on each class syllabus. Students who do not meet the attendance requirement for an occupational course in these programs cannot progress to subsequent program courses.

The list of courses that have attendance procedures are below:

- COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070, COSM 1080, COSM 1090, COSM 1100, COSM 1110, COSM 1115, COSM 1120, COSM 1125
- DMSO 1010, DMSO 1020, DMSO 1040, DMSO 1050, DMSO 1060, DMSO 1070, DMSO 1080, DMSO 1090, DMSO 1100, DMSO 2010, DMSO 2020, DMSO 2030, DMSO 2031, DMSO 2032, DMSO 2040, DMSO 2050
- IMSA 1100
- MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1120, MAST 1170, MAST 1180, MAST 2100, MAST 2108
- MRIM 2300, MRIM 2320, MRIM 2330, MRIM 2350, MRIM 2350, MRIM 2360, MRIM 2370
- PHAR 1000, PHAR 1010, PHAR 1020, PHAR 1030, PHAR 1040, PHAR 1050, PHAR 2060, PHAR 2070
- PHLT 1030, PHLT 1050
- PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2220, PNSG 2230, PNSG 2240, PNSG 2250, PNSG 2255, PNSG 2310, PNSG 2320, PNSG 2330, PNSG 2340, PNSG 2410, PNSG 2415, PNSG 1600, PNSG 1605, PNSG 1610, PNSG 1615, PNSG 1620, PNSG 1625, PNSG 1630, PNSG 1635, PNSG 1640, PNSG 1645
- RADT 1010, RADT 1030, RADT 1060, RADT 1065, RADT 1075, RADT 1085, RADT 1200, RADT 1320, RADT 1330, RADT 2090, RADT 2201, RADT 2210, RADT 2220, RADT 2230, RADT 2250, RADT 2260, RADT 2265, RADT 2340, RADT 2360
- RESP 1110, RESP 1120, RESP 1130, RESP 1193, RESP 2090, RESP 2100, RESP 2110, RESP 2120, RESP 2130, RESP 2140, RESP 2150, RESP 2160, RESP 2170, RESP 2180, RESP 2190, RESP 2200, RESP 2220, RESP 2270
- RNSG 1151, RNSG 1170, RNSG 2051, RNSG 2070, RNSG 2151, RNSG 2170, RNSG 2280, RNSG 2330

The attendance expectations will be stated in each course syllabus, which is distributed to students at the beginning of the semester in each class. Students who are absent because of their participation in college-approved activities, such as field trips and extracurricular events, will be permitted to make up the work missed during their absences provided the student communicates with their instructor in a timely manner.

Faculty will report any student who has not attended a physical class or participated in an online course by the no-show deadline of the academic term. A student who does not complete the Attendance Verification Activity (AVA) will be reported as a no show. Any student who is not submitted as a no show or who does not self-withdraw by the 80% mark for the term will receive a grade of A, B, C, D, or F. All F grades will have a last date of attendance recorded and must be supported with an academically- related activity documentation.

Attendance Verification
Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to complete the attendance verification activity during the first seven (7) calendar days of each term. A student not meeting the attendance verification requirement will be reported as a no- show for the class.

Online Courses
The mistake most students make about online learning is in thinking they only have to log on once a week. To receive credit for accessing (attending) the class, students must log into Blackboard and then click on each course they are taking. Just logging into Blackboard does not count for attendance. Many courses require submission of work as proof of attendance.

The recommendation is to check the site at least equal to the number of contact hours for the course, just like attending class on campus on a regular basis. For example, if the class is a five (5) contact hour class, this would be the minimum number of times per week to log on to check announcements, complete assignments, etc.

Auditing Courses

A student who wishes to audit a course(s) and receive no credit may apply as a special admit student if not already enrolled as a regular student. By registering as an audit student and paying the regular fees and tuition, a student is permitted to audit a course. Exceptions to this policy are clinical courses, certain laboratory courses, and supervised work experience. Students auditing courses are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks or to operate equipment. A student is not permitted to change from audit to credit or from credit to audit after the first day of the semester. However, a student will be permitted to register for the course for credit at a later semester.

Advanced Placement

Students may be eligible for advanced placement through two methods—transfer credit and exemption credit. Advanced placement allows a student to receive course credit based on previous training and education or experience determined equivalent to courses offered at Oconee Fall Line Technical College.

Articulation and Transfer Credit

Oconee Fall Line Technical College may recognize course credits for courses not earned through instruction at OFTC. The following general provisions regarding articulation and transfer credits will apply:

1. Residency Requirements for Degree/Diploma - Each technical college shall require that a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at the technical college granting the award. Students in certain allied health programs which require licensure or certification examinations must complete at least fifty percent (50%) of the credit hours of the required curriculum for graduation in residency at OFTC.
2. Prior Learning Assessment - Colleges will engage in a prior learning assessment for awarding of credit for non-credit work-related experiences and/or training.
3. Transferability of Credit - Technical colleges must honor local secondary and post-secondary articulation agreements statewide when students move from one area of the state to another. Each technical college can determine its preferred method of competency validation.
4. Designation of Credit - Technical colleges within the system should indicate exemption credit awarded by use of the letters “EX” on transcript/permanent records. Transfer credit awarded should be indicated on transcript/permanent records by the use of the letters “TR.”, “TRA”, “TRB”, or “TRC.” The third letter indicates the grade earned in the course;

however, this grade will not be counted in the cumulative Grade Point Average (GPA). Articulated credit awarded should be indicated on transcript/permanent records by use of the letters "AC." Students may receive credit for course work at Oconee Fall Line Technical College (OFTC) through Institutional Exemption Exams, Standardized Exam Credit, Professional Certifications and Licensures, Military Training, and Non-Transferable Credit.

Transfer Credit
Oconee Fall Line Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses at an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than Oconee Fall Line Technical College will be considered for award of transfer of credit. Credit may be granted for formal military schools, training and correspondence courses in accordance with American Council on Education.

Oconee Fall Line Technical College distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements.

The registrar, in conjunction with the program faculty members, deans of academic affairs, or vice president of academic affairs, determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which the student seeks transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Oconee Fall Line Technical College; and the appropriateness and applicability of the learning experiences to the programs offered at Oconee Fall Line Technical College and how recently they occurred. The college established the following procedures to guide the registrar in awarding transfer of credit:

- In order for the registrar to evaluate credit, students must submit official transcripts from all colleges. All official transcripts must include final grades.
- Courses to be transferred must have the same number of credit hours (or greater) as the course at Oconee Fall Line Technical College.
- Students may receive transfer credit for courses for which they earned a "C" or better or other grades that denote successful completion. The registrar will not award transfer credit for courses with grades below a "C," including "D," "F," "I," "IP," "S," "U," "EXE," "AC," "W," "WF", and "Z."
- Due to the rapid changes in technology and technical information, program specific technical courses will be considered for transfer of credit only if the coursework has been completed within the last 60 months. A student desiring consideration of credit for technical courses or experiences that are more than 60 months old can request transfer credit by exemption testing.
- Transfer credit will be considered without restriction of completion dates for courses in academic disciplines - language arts and communication, social/behavioral sciences, natural sciences/mathematics, and humanities/fine arts.
- Allied health programs may have more stringent transfer credit procedures. OFTC will accept the following courses within a three-year period of time: DMSO, IMSA, MAST, NAST, PHAR, PNSG, RADT, and RESP. OFTC will accept the following courses within five-year period of time: ALHS, BIOL, CHEM, and PHYS. If the student has been continuously enrolled at OFTC, the three-year and five-year period will not apply. Please check with the dean of academic affairs for allied health for these procedures.
- The Commercial Truck Driving program will accept transfer credit for CTDL 1010 provided the applicant holds a valid unexpired Georgia Class A Commercial Learners Permit. The credit must be less than 2 years old. The applicant will still be subject to all other requirements for admission into the OFTC CTD program.
- The registrar will not award transfer credit for learning support coursework taken at other colleges. Students transferring from another college or university are not required to retake learning support courses they have successfully completed, unless they undergo placement testing at OFTC which indicates they need to take learning support courses.

- The registrar transfers all coursework under the semester system. If students are coming in from institutions on the quarter system, the registrar will convert the quarter hours to semester hours.
- The transfer credit is recorded as "TR," "TRA," "TRB," "TRC," or "TRM" on the OFTC transcript and is not included in the calculation of the semester, cumulative, or graduation grade point averages. The third letter indicates the grade earned in the course. For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.
- The registrar sends email notification regarding the award of transfer of credit. Students may also access their records online through the college website (BannerWeb) to verify the transfer credit awarded by the registrar.
- If coursework is earned at a nationally accredited college, OFTC reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.
- A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the placement exam.

Students wishing to transfer from Oconee Fall Line Technical College to another college must contact that college directly to determine transfer of credit.

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

International Credit Evaluation
OFTC may choose to receive accurate evaluations of international credentials for comparability to US credits from private credential evaluation services. Students should refer to the US Network for Education Information (USNEI), a US Department of Education (ED) administered website and public-private partnership that provides a list of possible credential evaluation services.

International Articulation
TCSG may establish an Articulation Agreement or Joint Diploma/Degree Plan with an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Courses from an international institution must be evaluated to show that state standards and applicable accreditation criteria are met.

Secondary School Articulation
OFTC may establish articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved. Any articulation agreement must be a formal written agreement between interested area high schools and the technical college.

OFTC shall bank credit after a secondary student successfully passes the exemption exam required to articulate subject credit. This credit shall be applied to the student's record once he/she matriculates to the technical college. The secondary student must matriculate within two (2) years after high school graduation, unless dictated by programs standards. No fee shall be charged to students taking an exam to evaluate articulated credit from high school. Each technical college is responsible for the academic quality of any course work or credit recorded on the technical college's transcript.

Institutional Exemption Exam
Oconee Fall Line Technical College provides students an opportunity to receive credit for courses by successfully exempting courses. The student must demonstrate thorough mastery of written and/or performance tests that have been developed locally to adequately demonstrate achievement of the necessary competency level.

A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course or made a grade of "D" or "F" in an equivalent course at OFTC or another postsecondary institution. The vice president of academic affairs may waive this due to extenuating circumstances. Students wishing to pursue credit by examination must meet the following requirements:

- Be admitted to OFTC.
- Complete the Application for Credit by Exemption Examination form in the Admissions Office.
- Pay a fee $80.00 per course prior to taking the exam(s).
- Present photo ID to the test administrator.
- Earn a score of at least an "80."

A student cannot exempt more than 50% of program requirements. A grade of "EXE" will be entered on the permanent record if the exemption exam is successfully completed. The hours for the exempted grades will not be computed in the grade point average which may affect financial aid status and/or eligibility for the President's or Dean's List. Exemption exams may NOT be taken more than once. If a student takes an exemption exam and does not make the required score, the student is required to take the course to receive course credit. A student competing for admission to a competitive program may only exempt two courses.

Standardized Exam Credit
OFTC will award credit based on nationally normed exams including:

- CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examination. Credit will be awarded if the student scores a 50 or more on the CLEP exam. Student may register to take the exam on the College Board website: https://clep.collegeboard.org/?navId=www-clep.
- International Baccalaureate Credit - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.
- Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieved a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.
- DANTES DSST (DANTES Subjects Standardized Test) - Credit will be awarded to students who score 400 or higher.
- Credit earned through a nationally-standardized exam will be entered on a student's record as "TR."

Military Training Credit
OFTC is committed to ensuring military service members and Veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. Credit will be given when training experience meets the required competencies of the courses offered at the college. PLA processing fees will be waived for evaluation of military training experiences for college credit.

Prior Learning Assessment (PLA)
OFTC may award college credit for on the job learning, corporate training, independent study, military service, industry certification/credential, or volunteer service that is consistent with TCSG's mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own academic programs. The college must engage in a process for evaluating the knowledge and skills acquired in order to award college credit. Each college assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

Non-Transferable Credit
Oconee Fall Line Technical College recognizes credit from other institutions if the institution has met the accrediting standards of the appropriate institutional accrediting association. OFTC adheres to TCSG policy 5.1.8 for accepting transfer credit from postsecondary institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education. The policy is available on the TCSG and OFTC websites. A list of recognized accrediting agencies is available on the OFTC PLA webpage on the Regionally and Nationally Recognized Accreditation Agencies Tables. Coursework completed at postsecondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for course exemption credit.

Residency Requirement
OFTC will award degrees, diplomas, and certificates only to those students who have earned at least 25% of the work through instruction offered at OFTC. Due to the rapid changes in technology and technical information, program specific technical courses will be considered valid if coursework has been completed at OFTC or the former Heart of Georgia Technical College or Sandersville Technical College within the last 10 years. A student desiring consideration of credit for technical courses or experiences that are more than 10 years old can request transfer credit by applying for Prior Learning Assessment (PLA) credit.

Students in certain allied health programs which

require licensure or certification examinations must complete at least fifty percent (50%) of the credit hours of the required curriculum for graduation in residency at OFTC.

U.S. and Georgia Constitution and History Requirement

A Georgia law requires that all candidates for a degree from an institution supported by public funds shall pass an examination "of the History of the United States and the History of Georgia" and an examination "upon the provisions and principles of the United States Constitution and the Constitution of Georgia." The requirements for instruction in the above areas can be met by passing a test in each of the four areas by satisfactorily completing one of the following courses at either OFTC or another college in the Technical College System of Georgia or a university in the University System of Georgia: HIST 2111, HIST 2112, or POLS 1101.
If a student transferred in one or more of these courses into OFTC from a private or out-of-state institution, the student will have to take an exam to meet the mandated requirements. See the following exam options.

- If a student received AP or CLEP credit for POLS 1101, the student needs to take the Georgia Constitution exam.
- If a student received AP or CLEP credit for HIST 2111 or HIST 2112, the student needs to take the Georgia History exam.
- If a student transferred from another state or from a private institution and has taken POLS 1101, the student needs to take the Georgia Constitution exam.
- If a student transferred from another state or from a private institution and has taken HIST 2111 and/or HIST 2112, the student needs to take the Georgia History exam.

Students who fall into this category will receive a letter from the Registrar's Office and an email from the vice president of academic affairs with further directions.

OFTC Diploma Graduates to Degree Programs

Business Services Programs Diploma Graduates
Currently employed graduates of the Accounting diploma program, the Applied Business Technology diploma program, the Business Technology diploma program, the Business Management diploma program, the Computer Support Specialist diploma program, Cybersecurity, and the Networking Specialist diploma program who exceed the established time limits for course credit may return to OFTC and complete the associate degree-level core courses and remaining associate degree-level occupational courses to be granted an Associate of Applied Science Degree in the respective field. An employment verification form and a diploma-level capstone exam will be required prior to admission. The employment verification form may be obtained from the program faculty member, and the capstone examination may be scheduled with the program faculty member.

Pharmacy Technician Diploma Graduates
Practicing Certified Pharmacy Technicians who were graduates of the Pharmacy Technology diploma program may return to OFTC and complete the associate degree-level core courses to be granted an Associate of Applied Science Degree in Pharmacy Technology within five (5) years of graduation. An employment verification form and a diploma-level capstone exam with skills check off will be required prior to admission and can be obtained/scheduled with the program faculty member. The student must be enrolled continuously through completion of all core classes to avoid expiration of certain courses.

Double Majors
Oconee Fall Line Technical College does not allow a student to enroll in two different programs at the same time unless the program is a technical certificate of credit embedded in a diploma or degree. Oconee Fall Line Technical College's procedure is that a student must complete all requirements for one program before applying and being accepted into another program.

Change of Program
Students have the option of changing from one program to another while enrolled at the college, provided the student has the necessary qualifications for the change of program and a vacancy is available in the program. Student interested in changing to a different program should first contact the Admissions Office to initiate a change of program and obtain information about the intended program. Next, a student should meet with the Financial Aid Office to obtain information about how the change may affect financial aid. Finally, students still interested in changing to a different program should return to the Admissions Office for completion of the change of program. In the event a student declares a change of

program, the student's previously earned credits will be evaluated in terms of the new program. Students must complete the change of program request form on the OFTC website.

Students are allowed to change their program of study for the first 10 days of the full term and the first 7 days of C-Term. Any change of program request submitted after that tie will be processed for the next semester.

Change of Address/Name

Students are responsible for notifying the Registrar's Office of any change of address or name. OFTC will mail all notices and official correspondence to the last address on the student's record which then constitutes official notification. Students should complete and sign the Information Change Request on the OFTC website and provide proper documentation for name changes. If a student reapplies to the college with a different name, the student must also provide proper documentation for the change to be valid.

ADULT EDUCATION

The mission of the Oconee Fall Line Technical College Adult Education Program is to enable every adult learner in our Service Delivery Area to obtain the necessary skills in language arts and math to be able to transition into post-secondary education, compete successfully in today's workplace, and be productive citizens.

Admission to the program may be for the purpose of High School Equivalency (HSE) preparation or basic skills upgrading. All applicants to the program are assessed with the Test of Adult Basic Education (TABE) prior to program entry. There is no charge for classes or TABE assessments. Books are available for student use while in class.

Classes

A variety of adult education class options are available to fit students' needs. Face to face and online classes are offered during the day and evening. The specific class schedules and days or hours of operation vary at each of the adult education locations.

Classes offered through the Adult Education Division may include instruction in the following areas:

- High school equivalency (HSE) exam preparation (GED® test and *HiSET* exam), including math, science, social studies, and English language arts
- Basic skills instruction in reading, math, job skills, computer literacy skills, and more
- Work Ready assessment remediation (GAP Training)
- Workplace literacy programs through integrated education and training (IET) and collaborative classes with employers
- Academic support for college credit students
- Remediation for high school exit exam

A career services specialist is available for all students to help them prepare for the next step after completing the adult education program, whether the student intends to transition to post-secondary education or enter the workforce by providing career advice, guidance, support and referral to resources.

Eligibility for Enrollment

An individual must be sixteen years old or older to enroll in adult education.

All individuals must have a state-issued photo identification card with proof of age. Acceptable forms of photo identification are a valid driver's license, state identification card, military I.D., or Passport.

Proof of residence is NOT a requirement to enroll in adult education.

Under 18
Individuals whose high school class has not graduated must provide an official withdrawal form from the last school attended or a letter signed by the superintendent/designee verifying the student is no longer enrolled in the public/private school system, If the student was homeschooled, an affidavit signed by the parent/legal guardian verifying completion or withdrawal from the home study program will be required.

All individuals under age 18 must complete the underage application with signature of a parent or legal guardian supporting the request to enroll in the Adult Education program.

Exceptions
An individual under 18 may enroll without a parent or guardian's permission if he/she is:

- Enrolled in a special program for at-risk students, i.e., State and Federal Social Service Agencies, Youth Challenge programs, and private providers (documentation required);
- Emancipated (documentation required);
- Court-ordered/adjusted (documentation required); or
- Married (documentation required)

Enrollment Procedure

To enroll in Adult Education, an individual must complete the Adult Education Online Intake Form. The online intake form and other information about the Adult Education program can be found under the Programs tab on the OFTC website: https://www.oftc.edu/programs/adult-

education/ged-virtual-enrollment/

If you are unable to complete the online registration intake form, or for more information about enrolling in the program, please call 478-274-7848 for assistance.

OFTC's adult education staff will contact the applicant.

All applicants are required to take the Test of Adult Basic Education (TABE) as an assessment prior to program entry. There is no charge for taking the TABE.

The adult education staff will review the application package and assessment results and enroll the individual upon receipt of appropriate supporting documentation.

GED® and HiSET® Testing

GED® Testing
At Oconee Fall Line Technical College (OFTC), GED® testing is conducted at the OFTC North and South Campuses. The GED® test is made up of four sections, including Reasoning Through Language Arts, Math, Social Studies, and Science. . To learn more about the GED® test or register to take the GED® test, visit https://ged.com/.

GED® is a registered trademark of the American Council on Education (ACE) and may not be used without permission. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license.

***HiSET*® Testing**
HiSET® testing is conducted at the OFTC North and South Campuses, which are both official *HiSET*® testing centers. The *HiSET*® exam is made up of five sections, including Language Arts - Reading, Language Arts - Writing, Mathematics, Social Studies, and Science. To learn more about *HiSET*® testing or register to take the *HiSET*® exam, visit https://hiset.ets.org/.

ETS and *HiSET*® are registered trademarks of Educational Testing Service (ETS) and used in the United States under license.

OFTC Adult Education Locations

Bleckley County
Bleckley Adult Learning Center
137 E. Beech Street, Cochran, GA 31014
478-231-1124 or 478-274-7848

Dodge County
Middle Georgia State University
Eastman Campus
71 Airport Road, Eastman, GA 31023
478-374-6431 or 478-274-7848

Glascock County
Glascock Action Partners – Family Connection
370 W. Main Street, Gibson, GA 30810
478-625-6008 or 478-274-7848

Hancock County
Oconee Fall Line Technical College
Hancock County Center
10571 Highway 15, Sparta, GA 31087
478-274-7848

Jefferson County
Oconee Fall Line Technical College
Jefferson County Center
1257 Warrior Trail, Louisville, GA 30434
478-625-6008 or 478-274-7848

Laurens County
Oconee Fall Line Technical College
South Campus
560 Pinehill Road, Dublin, GA 31021
478-274-7848

Oconee Cultural Center
511 Wabash Street, Dublin, GA 31021
478-304-1407 or 478-274-7848

Transform Dublin Program
223 Prince Street, Dublin, GA 31021
770-733-8001 or 478-274-7848

Telfair County
Little Ocmulgee Instructional Center
140 N. Third Avenue, McRae-Helena, GA 31037
478-274-7848

Warren County
Warren County Career Academy
115 Gibson Highway, Warrenton, GA 30828

478-274-7848

Washington County
Oconee Fall Line Technical College
North Campus
1189 Deepstep Road, Sandersville, GA 31082
478-553-2079 or 478-274-7848

Wheeler County
Adult Learning Center
203 W. Forest Avenue, Alamo, GA 30411
478-274-7848

Wilkinson County
Gordon-Eagle's Life Center
4118 Main Street
Gordon, GA 31031
478-240-5174 or 478-984-6022 or 478-274-7848

Certified Literate Community Programs

The Washington County Alliance for Literacy (WCAFL) and the Communities in Schools of Laurens County believe literacy greatly influences the economic development and the quality of the life of citizens in our community. The goal WCLCP for both of these Certified Literate Community Programs (CLCPs) is to create and sustain a grassroots community awareness and public demand for a literate community.

COURSES

Course Numbers

Course designations consist of a four-letter prefix, a number, and the title of the course. The four-letter prefix indicates the subject. Courses numbered 1000 and above carry credit toward graduation. General education courses carrying a course number 1100 and above are degree-level courses.

Prerequisites

Prerequisites are required before enrolling in a course; they will be identified immediately preceding the course description in the catalog.

Corequisites

Corequisites are courses that must/may be taken at the same time and will be identified immediately preceding the course description.

ACCT-ACCOUNTING

ACCT 1100 - Financial Accounting I (4)

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

Prerequisite: Program Admission.

ACCT 1105 - Financial Accounting II (4)

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

Prerequisite: Instructor approval for Provisional Students and ACCT 1100.

ACCT 1115 - Computerized Accounting (3)

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

Prerequisite: ACCT 1100, COMP 1000 or COLL 1060.

ACCT 1120 - Spreadsheet Applications (4)

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

Prerequisite: COMP 1000 or COLL 1060.

ACCT 1125 - Individual Tax Accounting (3)

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

Prerequisite: None.

ACCT 1130 - Payroll Accounting (3)

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

Prerequisite: ACCT 1100.

ACCT 2000 - Managerial Accounting (3)

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

Prerequisite: ACCT 1105.

ACCT 2120 - Business Tax Accounting (3)

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

Prerequisite: None. Corequisite: ACCT 1125.

ACCT 2140 - Legal Environment of Business (3)

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

Prerequisite: Program Admission.

ACCT 2145 - Personal Finance (3)

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

Prerequisite: None.

AIRC-AIR CONDITIONING TECHNOLOGY

AIRC 1005 - Refrigeration Fundamentals (4)

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

Prerequisite: Provisional Admission.

AIRC 1010 - Refrigeration Principles and Practices (4)

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

Prerequisite: Provisional Admission.
Corequisite: AIRC 1005.

AIRC 1020 - Refrigeration Systems Components (4)

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

Prerequisite: None.
Corequisite: AIRC 1010.

AIRC 1030 - HVACR Electrical Fundamentals (4)

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

Prerequisite: Provisional Admission.

AIRC 1040 - HVACR Electrical Motors (4)

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Prerequisite: Provisional Admission.
Corequisite: AIRC 1030.

AIRC 1050 - HVACR Electrical Components and Control (4)

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

Prerequisite: Provisional Admission.

AIRC 1060 - Air Conditioning Systems Application and Installation (4)

Provides instruction on the installation and service of

residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

Prerequisite: Provisional Admission.
Corequisite: AIRC 1010, AIRC 1030.

AIRC 1070 - Gas Heat (4)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Prerequisite: AIRC 1030.

AIRC 1080 - Heat Pumps and Related Systems (4)

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

Prerequisite: AIRC 1010, AIRC 1030.

AIRC 1090 - Troubleshooting Air Conditioning Systems (4)

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Prerequisite: AIRC 1010, AIRC 1030.

ALHS-ALLIED HEALTH SCIENCE

ALHS 1011 - Structure and Function of the Human Body (5)

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: Regular Admission.

ALHS 1040 - Introduction to Health Care (3)

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

Prerequisite: Provisional Admission.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Program Admission.

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)

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

Prerequisite: Provisional Admission.

ALHS 1140 - Health Care Communication (3)

Effective communication skills are essential for all health care workers. This course aims to improve understanding of the ways in which people communicate and relate to each other in various health care settings. It also seeks to promote more effective communication and relationships among health care workers, patients, and other health team members. A Course content is designed for front line workers in any health care profession or setting.

Prerequisite: Diploma level proficiency in Reading, English, and Math.

AMCA-MACHINE TOOL TECHNOLOGY

AMCA 2010 - Advanced Milling I (4)

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

Prerequisite: MCHT 1120, MCHT 1220.

AMCA 2030 - Advanced Milling II (4)

Provides instruction in advanced techniques of milling machine operations and is a continuation of Advanced Milling I. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.

Prerequisite: AMCA 2010.

AMCA 2050 - Advanced Lathe Operations I (4)

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

Prerequisite: MCHT 1119, MCHT 1219.

AMCA 2070 - Advanced Lathe Operations II (4)

Provides instruction in advanced lathe operations and procedures and is a continuation of Advanced Lathe Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

Prerequisite: AMAC 2050.

AMCA 2080 - Advanced Grinding I (2)

Provides instruction in advanced grinding operations and procedures. An emphasis is placed on skill development through laboratory experiences.
A Topics include: A surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

Prerequisite: MCHT 1015.

AMCA 2090 - Advanced Grinding Operations II (2)

Provides instruction in advanced grinding operations and procedures, and is a continuation of Advanced Grinding Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

Prerequisite: AMCA 2080.

AMCA 2110 - CNC Fundamentals (4)

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

Prerequisite: MCHT 1011 and MCHT 1012 or IDSY 1161.

AMCA 2130 - CNC Mill Programming (5)

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

Prerequisite: None.
Corequisite: AMCA 2110.

AMCA 2150 - CNC Lathe Programming (5)

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

Prerequisite: None.
Corequisite: AMCA 2110.

AMCA 2170 - CNC Practical Applications (4)

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

Prerequisite: AMCA 2110, AMCA 2130, AMCA 2150.

AMCA 2190 - CAD/CAM Programming (4)

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

Prerequisite: None.
Corequisite: AMCA 2110.

AUMF-ROBOTICS TECHNOLOGY

AUMF 1150 - Introduction to Robotics (3)

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

Prerequisite: AUMF 1120, IDSY 1120.

AUMF 2060 - Work Cell Design Laboratory (2)

Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

Prerequisite: None.

AUTT-AUTOMOTIVE TECHNOLOGY

AUTT 1010 - Automotive Technology Introduction (2)

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

Prerequisite: Provisional Admission.

AUTT 1015 – Automotive Electrical Principles (3)

This course introduces automotive electrical principles emphasizing basic electrical circuit laws and diagnosis and service/repair of 12V batteries.

Prerequisite: AUTT 1010.

AUTT 1020 - Automotive Electrical Systems (7)

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

Prerequisite: None.
Corequisite: AUTT 1010.

AUTT 1021 - Automotive Electrical Systems I (4)

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Prerequisite: None.
Corequisite: AUTT 1010.

AUTT 1022 - Automotive Electrical Systems II (3)

Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

Prerequisite: None.
Corequisite: AUTT 1021.

AUTT 1030 - Automotive Brake System (4)

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Prerequisite: None.
Corequisite: AUTT 1010.

AUTT 1040 - Automotive Engine Performance (7)

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

Prerequisite: AUTT 1020.

AUTT 1041 - Automotive Engine Performance I (3)

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

Prerequisite: AUTT 1020.

AUTT 1042 - Automotive Engine Performance II (4)

Continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

Prerequisite: AUTT 1020, AUTT 1022.

AUTT 1050 - Automotive Suspension and Steering Systems (4)

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

Prerequisite: None.
Corequisite: AUTT 1010.

AUTT 1060 - Automotive Climate Control Systems (5)

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

Prerequisite: AUTT 1020.

AUTT 1070 - Automotive Technology Internship (4)

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real-world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The

internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

Prerequisite: AUTT 1010, AUTT 1020, AUTT 1030.

AUTT 1580 – Automated Manufacturing Skills (3)

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

Prerequisite: Program Admission.

AUTT 2010 - Automotive Engine Repair (6)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2-cycle and 4-cycle internal combustion engines. Â Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine clocks assembly and repair; lubrication and cooling systems diagnosis and repair.

Prerequisite: None. Corequisite: AUTT 1010.

AUTT 2011 - Automotive Engine Repair I (3)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

Prerequisite: None.
Corequisite: AUTT 1010.

AUTT 2012 - Automotive Engine Repair II (3)

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

Prerequisite: None.
Corequisite: AUTT 2011.

AUTT 2020 – Automotive Manual Drive Train and Axles (4)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive, drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

Prerequisite: None.
Corequisite: AUTT 1010.

AUTT 2030 - Automotive Automatic Transmission and Transaxles (5)

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

Prerequisite: AUTT 1020.

AUTT 2100 - Automotive Alternative Fuel Vehicles (4)

This course will give students the basic knowledge to

understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

Prerequisite: AUTT 1020.

AUTT 2105 – Introduction to EV/Hybrid Vehicles and Safety Protocols (3)

This course introduces entry level automotive technicians to the differences in operation and service procedures for EV and Hybrid vehicles. The fundamental safety protocols that must be observed when performing service procedures on these types of vehicles are also addressed in detail. Topics include review of electrical/electronic system principles, types of EV/Hybrid vehicles in the market, safety equipment, PPE and special tooling, and standard EV/Hybrid shop safety protocols.

Corequisite: AUTT 1010.

BIOL-BIOLOGY

BIOL 2113 - Anatomy and Physiology I (3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Prerequisite: Program Admission.
Corequisite: BIOL 2113L.

BIOL 2113L - Anatomy and Physiology Lab I (1)

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

Prerequisite: Program Admission.
Corequisite: BIOL 2113.

BIOL 2114 - Anatomy and Physiology II (3)

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: BIOL 2113, BIOL 2113L.
Corequisite: BIOL 2114L.

BIOL 2114L - Anatomy and Physiology Lab II (1)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: BIOL 2113, BIOL 2113L.
Corequisite: BIOL 2114.

BIOL 2117 - Introductory Microbiology (3)

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

Prerequisite: BIOL 2113, BIOL 2113L OR BIOL 1111 and BIOL 1111L.
Corequisite: BIOL 2117L.

BIOL 2117L - Introductory Microbiology Lab (1)

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

Prerequisite: BIOL 2113, BIOL 2113L OR BIOL 1111 and BIOL 1111L.
Corequisite: BIOL 2117.

BUAS-MECHATRONICS TECHNOLOGY

BUAS 1010 - BAS Fundamentals (2)

BAS Fundamentals provides an overview of the BAS industry in general. Topics include history, BAS manufacturers contractors, industry scope trends, careers in BAS, overview of point types, required skills, types of BAS systems, and general BAS architecture.

Prerequisite: None.

BUSN-BUSINESS TECHNOLOGY

BUSN 1190 - Digital Technologies in Business (2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Prerequisite: COMP 1000 or COLL 1060.

BUSN 1240 - Office Procedures (3)

Emphasizes essential skills required for the business office. Topics include: Â office protocol, time management, telecommunications, telephone techniques, office equipment, workplace mail records management, travel/meeting arrangements, electronic mail, and workplace documents.

Prerequisite: COMP 1000 or COLL 1060.

BUSN 1400 - Word Processing Applications (4)

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

Prerequisite: COMP 1000 or COLL 1060.

BUSN 1410 - Spreadsheet Concepts and Applications (4)

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

Prerequisite: COMP 1000 or COLL 1060.

BUSN 1420 - Database Applications (4)

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

Prerequisite: COMP 1000 or COLL 1060.

BUSN 1430 - Desktop Publishing and Presentation Applications (4)

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

Prerequisite: COMP 1000 or COLL 1060.

BUSN 1470 – Professional Communication Skills (3)

This course equips participants with the tools to communicate and interact more effectively in person and in writing. Participants learn how to work in teams to create a collaborative environment for

accomplishing goals. This course consists of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict. This course incorporates the use of presentation software throughout to support the mission of professional communication skill development.

Prerequisite: COLL 1060.

BUSN 2150 – Social Media and Electronic Communication (3)

Provides an overview of digital technology used for conducting business, such as, the fundamentals of communicating with others inside and outside the organization. Students will learn the application of business activities using various digital platforms. Emphasis is placed on Professional Social Media Conduct and Workplace Computer Security and Safety.

Prerequisite: Program Admission, COLL 1060.

BUSN 2160 - Electronic Mail Applications (2)

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: internal and external communication, message management, calendar management, navigation, contact and task management, and security and privacy.

Prerequisite: Program Admission, COMP 1000 or COLL 1060.

BUSN 2190 - Business Document Proofreading and Editing (3)

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders' marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting

Prerequisite: ENGL 1010 or ENGL 1101.
Corequisite: BUSN 1440.

BUSN 2200 - Office Accounting (4)

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts

Prerequisite: Program Admission.

BUSN 2210 - Applied Office Procedures (3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440.
Corequisite: BUSN 2190 and BUSN 2200 or ACCT 1100.

BUSN 2300 - Medical Terminology (2)

Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

Prerequisite: Program Admission.

BUSN 2310 - Anatomy & Term for the Medical Admin. Assist. (3)

Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

Prerequisite: Program Admission.

BUSN 2340 - Healthcare Administrative Procedures (4)

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011, BUSN 1440, COMP 1000 or COLL 1060.

BUSN 2375 - Healthcare Coding (3)

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, international classification of diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

Prerequisite: BUSN 1010 only OR either BUSN 2300 or ALHS 1090 AND one of BUSN 2310, ALHS 1100 or ALHS 1011.

CARP-CARPENTRY

CARP 1000 - Fundamental Carpentry Skills (3)

Fundamental Carpentry Skills provides the basic carpentry instruction all other carpentry skills build upon. Topics include orientation to the trade, materials and fasteners, hand and power tools, drawings and specifications, building layout, and building foundations.

Prerequisite: None.

CARP 1015 - Structural Framing I (3)

Structural Framing describes the layout and construction procedures for floor, wall, and stair systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, components, and system materials. It also covers how to estimate the amount of materials needed for an assembly and on some common alternative framing systems.

Prerequisite: CARP 1000, COFC 1080.

CARP 1020 - Structural Framing II (3)

Structural Framing II completes the rough-in phase of building a structure. This course includes ceiling and roof framing as well as building envelope systems.

Prerequisite: CARP 1000, COFC 1080.

CARP 1025 - Intermediate Carpentry Techniques (5)

Intermediate Carpentry Techniques completes the rough-in phase of building a structure. This course includes building envelope systems, stair framing, roof coverings, thermal and moisture protection, exterior finishes, and reading commercial drawings.

Prerequisite: CARP 1000, COFC 1080.

CARP 1035 - Advanced Carpentry I (5)

Advanced Carpentry I continues the progression of carpentry skills to include specialty skills including drywall installation and finishing, suspended ceilings, door and drawer hardware, interior finish trim procedures, and cabinet installation.

Prerequisite: CARP 1000, COFC 1080.

CARP 1056 - Advanced Commercial Carpentry (4)

Advanced Commercial Carpentry contains the culmination of skills needed to be a journeyman commercial carpenter. Topics in this course include rigging equipment and practices, advanced roof systems, introduction to welding, commercial finish work, and crew leader skills.

Prerequisite: CARP 1000, COFC 1080.

CARP 1070 - Site Layout Footings and Foundations (3)

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for laboratory and field practice. Topics include: zoning regulations and building codes, plot plan interpretation, the nature of concrete, building layout, squaring methods, batter board installation, footings, foundation types, foundation forms, edge forms, and materials estimation.

Prerequisite: None.

CARP 1105 - Floor Wall and Stair Framing (4)

This course provides instruction in framing materials and estimation, and framing production of floors, walls, and stairs. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, installation procedures.

Prerequisite: None.

CARP 1110 - Ceiling and Roof Framing (4)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framing. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

Prerequisite: None.

ARP 1112 - Exterior Finishes and Roof Coverings (4)

Introduces materials identification, estimation, and installation procedures for exterior finishes, trim and roof covering, including window and door unit installation. Topics include: doors and windows, siding, trim, and roofing types, materials identification, materials estimation, and installation procedures.

Prerequisite: None.

CARP 1114 - Interior Finishes (4)

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, interior doors, gypsum wallboard, and paneling used in finishing jobs.

Prerequisite: None.

CARP 1190 - Advanced Residential Finishes and Decks (3)

This course discusses finishing and trim techniques for residential floors, fireplaces, stairs, and decks. Emphasis will be placed on identification, estimation and installation of various types of finish materials and coverings. The course also introduces locating and installing cabinets and millwork.

Prerequisite: None.

CARP 1310 - Doors and Door Hardware (2)

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weather stripping, and overhead doors.

Prerequisite: None.

CARP 1320 - Site Development, Concrete Forming, and Riggin and Reinforcing (4)

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

Prerequisite: None.

CARP 1340 - Carpentry Internship (3)

The Carpentry Internship/Practicum course allows students the opportunity to complete an internship with a local business or industry, or to undertake a practical project in a lab setting if internship opportunities are not available.

Prerequisite: Program Advisor Approval.

CCMN-CONSTRUCTION

MANAGEMENT

CCMN 1030 - Construction Graphics (3)

This course provides the skills to read and interpret commercial construction graphical documents. Topics include dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.

Prerequisite: None.

CCMN 1050 - Commercial Building Code (2)

This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.

Prerequisite: None.

CCMN 1060 - Construction Estimating I (4)

This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

Prerequisite: CCMN 1030.

CCMN 2010 - Construction Law (3)

This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

Prerequisite: None.

CCMN 2020 - Construction Scheduling (4)

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, time scaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.

Prerequisite: None.

CCMN 2040 - Construction Project Management (4)

This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.

Prerequisite: None.

CHEM-CHEMISTRY

CHEM 1151 - Survey of Inorganic Chemistry (3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

Prerequisite: None.
Corequisite: MATH 1101, MATH 1103, or MATH 1111 and CHEM 1151L.

CHEM 1151L - Survey of Inorganic Chemistry Lab (1)

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

Prerequisite: None.
Corequisite: MATH 1101, MATH 1103, or MATH 1111 and CHEM 1151.

CIST-COMPUTER INFORMATION SYSTEMS

CIST 1001 - Computer Concepts (4)

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology,

Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

Prerequisite: None.

CIST 1122 - Hardware Installation and Maintenance (4)

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

Prerequisite: None.

CIST 1130 – Operating Systems Concepts (5)

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

Prerequisite: None

CIST 1305 - Program Design and Development (3)

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the three logic structures file processing concepts, and arrays.

Prerequisite: None.

CIST 1306 - Programming Foundations - Swift (3)

Learn key computing concepts, building a solid foundation in programming with Swift. Learn about the impact of computing and apps on society, economies, and cultures while exploring iOS app development, including the app design process: brainstorming, planning, prototyping, and evaluating an app design of their own.

Prerequisite: None.

CIST 1401 - Computer Networking Fundamentals (4)

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

Prerequisite: Program Admission.

CIST 1510 – Web Development I (4)

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

Prerequisite: None.

CIST 1601 - Information Security Fundamentals (3)

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

Prerequisite: None.

CIST 1602 - Security Policies and Procedures (3)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

Prerequisite: None.

CIST 2127 - Comprehensive Word Processing Techniques (3)

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

Prerequisite: None.

CIST 2128 - Comprehensive Spreadsheet Techniques (3)

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

Prerequisite: None.

CIST 2129 - Comprehensive Database Techniques (4)

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

Prerequisite: COMP 1000 or COLL 1060.

CIST 2130 - Desktop Support Concepts (3)

This course is designed to give an overview to Desktop Support Management.

Prerequisite: None.

CIST 2301 - Application Development in Swift I (4)

Build fundamental iOS app development skills with Swift. Master the core concepts and practices that professional programmers use daily and build a basic fluency in Xcode source and UI editors. Create iOS apps that adhere to standard practices, including the use of stock UI elements, layout techniques, and common navigation interfaces. Explore app design by brainstorming, planning, prototyping, and evaluating an application.

Prerequisite: CIST 1306.

CIST 2302 - Application Development in Swift II (4)

Expand on the knowledge and skills they developed in Develop in Swift Fundamentals by extending work in iOS app development, creating more complex and capable apps. Work with data from a server and explore new iOS APIs that allow for much richer app experiences including displaying large collections of data in multiple formats. Build an app in Xcode from the ground up with step-by-step instructions.

Prerequisite: CIST 2301.

CIST 2411 - Microsoft Client (4)

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Prerequisite: Program Admission.

CIST 2412 - Microsoft Server Directory Services (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and

administer Microsoft Directory Services.

Prerequisite: Program Admission.

CIST 2413 - Microsoft Server Infrastructure (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft network infrastructure.

Prerequisite: Program Admission.

CIST 2414 - Microsoft Server Administration (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

Prerequisite: Program Admission.

CIST 2420 - Microsoft Exchange Server (4)

Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.

Prerequisite: CIST 2413, CIST 2414.

CIST 2601 - Implementing Operating Systems Security (4)

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

Prerequisite: CIST 1401 or CIST 2451 or CIST 2441, and CIST 1601.

CIST 2602 - Network Security (4)

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

Prerequisite: CIST 1401 or CIST 2451 or CIST 2441, and CIST 1601.

CIST 2611 - Network Defense and Countermeasures (4)

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

Prerequisite: CIST 1401 or CIST 2451 or CIST 2441, and CIST 1601.

CIST 2612 - Computer Forensics (4)

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

Prerequisite: CIST 1122, CIST 1601.

CIST 2613 - Ethical Hacking and Penetration Testing (4)

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

Prerequisite: CIST 1601.

CIST 2921 - IT Analysis, Design, and Project Management (4)

IT Analysis, Design, and Project Management will provide a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

Prerequisite: CIST 1305.

CMTT-CONSTRUCTION MANAGEMENT

CMTT 2020 - Construction Drafting (3)

This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

Prerequisite: None.

COFC-CONSTRUCTION MANAGEMENT

COFC 1080 - Construction Trades Core (4)

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

Prerequisite: None.

COLL-COLLEGE STUDIES SKILLS

COLL 1060 - Introduction to College and Computers (3)

This course is designed to provide tools to assist students in the acquisition of skills necessary to achieve academic and professional success in their chosen program of study. Topics include: Getting to Know Your College, Learning Styles, Computer Literacy, Time and Financial Management, Stress Management and Wellness, Studying and Test-Taking Skills, and Communication Skills.

Prerequisite: Provisional Admission.

COSM-COSMETOLOGY

COSM 1000 - Introduction to Cosmetology (4)

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Prerequisite: Program Admission.

COSM 1010 - Chemical Texture Services (3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1020 - Hair Care and Treatment (3)

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

Prerequisite: None. Corequisite: COSM 1000.

COSM 1030 - Haircutting (3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1040 - Styling (3)

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1050 - Hair Color (3)

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1060 - Fundamentals of Skin Care (3)

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1070 - Nail Care and Advanced Techniques (3)

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1080 - Physical Hair Services Practicum (3)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various

phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Prerequisite: COSM 1000, COSM 1020, COSM 1030, COSM 1040.

COSM 1090 - Hair Services Practicum I (3)

This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050.

COSM 1100 - Hair Services Practicum II (3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Prerequisite: None.
Corequisite: COSM 1090.

COSM 1110 - Hair Services Practicum III (3)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Prerequisite: None.
Corequisite: COSM 1100.

COSM 1115 - Hair Services Practicum IV (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Prerequisite: None.
Corequisite: COSM 1110.

COSM 1120 - Salon Management (3)

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

Prerequisite: None.
Corequisite: COSM 1000.

COSM 1125 - Skin and Nail Care Practicum (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of

applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Prerequisite: None.
Corequisite: COSM 1060, COSM 1070.

CRJU-CRIMINAL JUSTICE

CRJU 1010 - Introduction to Criminal Justice (3)

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

Prerequisite: Provisional Admission.

CRJU 1030 - Corrections (3)

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 1040 - Principles of Law Enforcement (3)

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 1043 - Probation and Parole (3)

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 1052 - Criminal Justice Administration (3)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 1062 - Methods of Criminal Investigation (3)

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 1068 - Criminal Law for Criminal Justice (3)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia

Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision-making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 2020 - Constitutional Law for Criminal Justice (3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

Prerequisite: Program Admission
OFTC REQUIREMENT Provisional Admission.

CRJU 2050 - Criminal Procedure (3)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

Prerequisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission.

CRJU 2060 - Criminology (3)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

Prerequisite: Provisional Admission.

CRJU 2070 - Juvenile Justice (3)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

Prerequisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission.

CRJU 2090 - Criminal Justice Practicum (3)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

Prerequisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission.

CRJU 2100 - Criminal Justice Externship (3)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

Prerequisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission.

CRJU 2201 - Criminal Courts (3)

This course examines the historical context on the development, functions, and controversies in the

courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.

Prerequisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission.

CTDL-COMMERCIAL TRUCK DRIVING

CTDL 1010 - Fundamental of Commercial Driving (3)

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

Prerequisite: None.

CTDL 1021 - Combination Vehicle Basic Operation and Range Work (3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Prerequisite: None.
Corequisite: CTDL 1010.

CTDL 1031 - Combination Vehicle Advanced Operations (3)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Prerequisite: None.
Corequisite: CTDL 1021.

DIET-DIESEL EQUIPMENT TECHNOLOGY

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

Prerequisite: Provisional Admission.

DIET 1010 - Diesel Electrical and Electronic Systems (7)

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

Prerequisite: None.
Corequisite: DIET 1000.

DIET 1011 - Diesel Electrical and Electronic Systems I (4)

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

Prerequisite: None.

DIET 1012 - Diesel Electrical and Electronics Systems II (3)

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

Prerequisite: None.
Corequisite: DIET 1011.

DIET 1020 - Preventive Maintenance (5)

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

Prerequisite: None.
Corequisite: DIET 1010.

DIET 1030 - Diesel Engines (6)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

Prerequisite: None.
Corequisite: DIET 1010.

DIET 1031 - Diesel Engine Repair (3)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

Prerequisite: None.
Corequisite: DIET 1010.

DIET 1032 - Diesel Engine Support Systems (3)

This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

Prerequisite: DIET 1031.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

Prerequisite: None.
Corequisite: DIET 1010.

DIET 1050 - Diesel Equipment technology Internship (4)

This internship provides the student work experience in the occupational environment. Topics include: application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The student's internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

Prerequisite: DIET 1000, DIET 1010, DIET 1030.

DIET 2000 - Truck Steering and Suspension Systems (4)

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension

systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

Prerequisite: None.
Corequisite: DIET 1000.

DIET 2001 - Heavy Equipment Hydraulics (6)

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

Prerequisite: None.
Corequisite: DIET 1000.

DIET 2002 - Diesel Power Generation Basic Power Generation Fundamentals (6)

This course introduces AC voltage concepts, AC synchronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

Prerequisite: DIET 1000, DIET 1010.

DIET 2003 - Marine Auxiliary Systems (6)

This course introduces mechanical and electrical systems on diesel powered pleasure and commercial vessels. The course will also cover marine engine installation, fuel and water systems, and other specialized marine systems installation and design.

Prerequisite: DIET 1000, DIET 1010, DIET 1020.

DIET 2010 - Truck Brake Systems (4)

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

Prerequisite: None.
Corequisite: DIET 100, DIET 1010.

DIET 2011 - Off Road Driveline (6)

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

Prerequisite: None.
Corequisite: DIET 1000, DIET 1010.

DIET 2012 - Diesel Power Generation Controls, Switching, and Auxiliary Systems (6)

This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventilation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

Prerequisite: DIET 1010.
Corequisite: DIET 2002.

DIET 2013 - Marine Drive Systems (6)

This course will cover the operation, maintenance and

repair of marine transmissions, electric drives, thruster systems, and other shipboard gearing units such as winches and stern drives.

Prerequisite: DIET 1000, DIET 1010, DIET 1020.

DIET 2020 - Truck Drive Trains (7)

This course introduces drive train systems used on medium/heavy duty trucks. Topics include: clutches, transmissions, drive shafts and universal joints, and drive axles.

Prerequisite: None.
Corequisite: DIET 1000, DIET 1010.

DIET 2140 - Introduction to Mobile Temperature Control (3)

This course introduces the basic fundamentals of mobile refrigeration, installation procedures, and service and repair of mobile temperature control units.

Prerequisite: None.

DIET 2141 - Transport Temperature Control Certification (3)

Introduces the service technician certification process and the features and benefits of certification.

Prerequisite: None.

DMSO-DIAGNOSTIC MEDICAL SONOGRAPHY

DMSO 1010 - Foundations of Sonography (3)

Using classroom didactic instruction and laboratory experiences, this foundations course prepares students for the role of a sonographer. The course provides a base of knowledge and experiences from which complementary and subsequent courses build on. Topics include diagnostic medical sonography history; medical ethics and law; patient privacy and confidentiality; body mechanics, lifts and transfers; patient assessment and administration of care; transducer care; response to medical emergencies; professionalism; medical and sonographic terminology; cultural competence; ergonomics: work related musculoskeletal disorders; basic sonographic physical principles and system operation; Maslow's Hierarchy of Needs, and sonographic scanning techniques.

Prerequisite: Program Admission.

DMSO 1020 - Sectional Anatomy and Normal Sonographic Appearance (3)

This course combines the didactic education of sectional anatomy with active student participation in classroom laboratory experience. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Topics include: normal sectional anatomy of the neck, liver, biliary system, pancreas, genitourinary tract, spleen, peritoneal cavity, retroperitoneum, gastrointestinal tract, and vascular system structures within the upper and lower extremity; anatomic planes related to sonographic images; sonographic appearance and sonographic patterns of structures in the female and male pelvis, neck, liver, biliary system, pancreas, peritoneum and retroperitoneum, gastrointestinal tract, non-cardiac chest, and upper and low extremities; and related imaging, laboratory testing procedures and functional testing procedures.

Prerequisite: Program Admission.

DMSO 1040 - Sonographic Physics and Instrumentation (3)

Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images, and critical to the accurate diagnosis of disease. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, artifacts and adjustable physics parameters. Topics include: basic principles and wave analysis; propagation of acoustic waves through tissues; principles of pulse echo imaging; sonographic

transducers and sound beams; hemodynamic and Doppler imaging; sonographic instrumentation; artifacts; quality assurance/quality control of sonographic instruments; bioeffects and safety. Student laboratory scanning hours are included in this course.

Prerequisite: Program Admission.

DMSO 1050 - Abdominal Sonography (3)

This course combines the didactic education of normal and abnormal abdominal with active student participation in classroom laboratory experience. Introduces advanced abdominal anatomy, sonographic appearance and procedures, pathology and pathophysiology for diagnostic medical sonography. Topics include: embryology; anatomy; protocols for all organs and organ systems of the abdomen and non-cardiac chest; variants of normal and congenital anomalies; function of organ and organ systems; patient history and indications for examination; scanning techniques; normal sonographic appearance; pathology and pathophysiology; related imaging and functional testing results; normal and abnormal Doppler and color flow characteristics.

Prerequisite: Program Admission.

DMSO 1060 - Clinical Sonography I (4)

Provides students with a more detailed introduction into the hospital, clinic or other patient care setting work experience. This course covers the control of the physical parameters of the sonography unit and application of sonographic physics as it relates to image quality. Sonographic examinations are conducted under direct and indirect supervision. Topics include: oral and written communication; provide basic patient care; equipment manipulation for optimum image resolution; ergonomically correct scanning techniques; perform basic sonographic examinations of normal and abnormal abdominal anatomy and superficial structures; related imaging procedures and relevant laboratory findings; students must demonstrate progression of knowledge and scanning skills during this clinical rotation.

Prerequisite: Program Admission.

DMSO 1070 - Pelvic Sonography and first Trimester Obstetrics (2)

This course introduces gynecology physiology, pathology, and pathophysiology along with normal and abnormal embryonic and fetal development during the first trimester using diagnostic medical sonography. Topics include: the role of the sonographer in obstetric imaging; antepartum obstetric sonography evaluation; Doppler imaging for the obstetric patient; significant laboratory values in early pregnancy; anatomy, physiology, pathology and pathophysiology of the female pelvis; gynecologic patient care and imaging techniques; clinical assessment of obstetrical patient; normal first trimester; uterine and extrauterine assessment during the first trimester; first trimester complications; prudent use; and performance standards and documentation.

Prerequisite: Program Admission.

DMSO 1080 - Sonographic Physics and Instrumentation Registry Review (1)

Provides a review of knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include: patient care, safety and communication; physics principles, ultrasound transducers, pulse-echo instrumentation, Doppler instrumentation; and quality assurance/quality control of equipment.

Prerequisite: Program Admission.

DMSO 1090 - Introduction to Vascular Sonography (1)

This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include: machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.

Prerequisite: Program Admission.

DMSO 1100 - Clinical Sonography II (6)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students conduct sonographic examinations under direct and indirect supervision while continuing to improve their communication, professionalism and critical thinking skills. Topics include: patient care issues; advanced scanning techniques; normal anatomy and pathologic conditions of the abdomen; normal and abnormal sonographic imaging of the male pelvis; normal and abnormal anatomy and pathology of the female pelvis; normal and abnormal uterine and fetal development through the first trimester; and introduction to vascular sonography.

Prerequisite: Program Admission.

DMSO 2010 - OB Second and Third Trimesters (3)

Using classroom instruction and laboratory experiences this course introduces the knowledge of fetal anatomy, pathology, pathophysiology and procedures for diagnostic medical sonography. Instruction emphasizes normal fetal growth, fetal anomalies and maternal complications throughout all the second and third trimesters. Topics include: fetal assessment in the normal second and third trimesters; extra-fetal assessment of the second and third trimesters; assess abnormal fetal growth; high risk obstetrics; fetal structural abnormalities; genetic abnormalities and syndromes; interventional procedures; post-partum complications; prudent use; and performance standards and documentation.

Prerequisite: Program Admission.

DMSO 2020 - Specialized Sonographic Procedures (2)

This course provides students with three independent areas of concentration. They are High Resolution Sonography, Interventional Sonography and Pediatric Sonography. I. High Resolution Sonography introduces superficial structure anatomy, pathology and procedures for diagnostic medical sonography. II. Interventional Sonography this course provides instruction in sonographic procedures which are considered invasive and/or require sterile procedures. III.Â Pediatric Sonography provides the sonography student with specialized imaging procedures for the pediatric patient. Topics include: Intervention Sonography use of sonography in interventional procedures, transducer care, infection control, response to medical emergencies, contrast media, and organ transplant; High Resolution Sonography contrast media, and organ transplant; High Resolution Imaging anatomy and normal variants, function and physiology, indications for examination, sonographic imaging, pathology and pathophysiology, correlative and prior imaging, pertinent lab values; Pediatric Sonography embryology, anatomy and normal variants, function and physiology, indications for examination, sonographic imaging, and pathology and pathophysiology.

Prerequisite: Program Admission.

DMSO 2031 - Clinical Sonography III (Part A) (1)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing sonographic procedures previously introduced. Topics include: normal uterine and fetal development through the three trimesters including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen and female pelvis; fetal biometry including gestational sac size, crown-rump length, bi-parietal diameter and head circumference; ectopic pregnancies; normal anatomy of the venous and arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.

Prerequisite: Program Admission.

DMSO 2032 - Clinical Sonography III (Part B) (7)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing sonographic procedures previously introduced. Topics include: normal uterine and fetal development through the three trimesters including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen and female pelvis; fetal biometry including gestational sac size, crown-rump length, bi-parietal diameter and head circumference; ectopic pregnancies; normal anatomy of the venous and

arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.

Prerequisite: Program Admission.

DMSO 2040 - Comprehensive ABD and OB/GYN Registry Review (2)

Provides a review of knowledge from previous courses and helps the student prepare for ARDMS national certification examinations for sonography. Information concerning test taking skills is also reviewed. Topics include: patient care, preparation and technique; instrumentation, normal pelvic anatomy; abnormal pelvic anatomy; extra-pelvic pathology associated with gynecology; pediatric sonography; post menopause; infertility and endocrinology; first trimester; placenta, amniotic fluid, umbilical cord; second and third trimester; congenital fetal anomalies; complications during pregnancy; fetal demise; coexisting disorders; HIPPA and patient care techniques utilizing a professional sonographer; anatomy and physiology of abdominal structures, small parts, and superficial structures; patient preparation and protocols for sonographic examination of abdominal structure; clinical indications, pertinent related diagnostic imaging procedures and laboratory tests; sonographic technique and appearance of normal anatomic abdominal structures, small parts; characteristic sonographic features and/or patterns of pathology in the abdomen, small parts; and instrumentation.

Prerequisite: Program Admission.

DMSO 2050 - Clinical Sonography IV (10)

Provides a culminating work experience in the hospital, clinic or other patient care setting for students to improve skills in performing procedures introduced during prior clinical and didactic courses to the level of an entry-level sonographer. Topics include: refinement of equipment manipulation techniques, performance of sonographic examinations as an entry-level sonographer, role of the sonographer in performing interventional/invasive procedures, and completion of necessary competency requirements for graduation.

Prerequisite: Program Admission.

ECCE-EARLY CHILDHOOD CARE AND EDUCATION

ECCE 1101 - Introduction to Early Childhood Care and Education (3)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

Prerequisite: Provisional Admission.

ECCE 1103 - Child Growth and Development (3)

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

Prerequisite: Provisional Admission.

ECCE 1105 - Health, Safety and Nutrition (3)

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.

Prerequisite: Provisional Admission.

ECCE 1112 - Curriculum and Assessment (3)

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for

young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Prerequisite: Provisional Admission.

ECCE 1113 - Creative Activities for Children (3)

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

Prerequisite: Provisional Admission.

ECCE 1121 - Early Childhood Care and Education Practicum (3)

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Prerequisite: ECCE 1105.
Corequisite: ECCE 1105.

ECCE 2115 - Language and Literacy (3)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

Prerequisite: ECCE 1103.
Corequisite: ECCE 1103.

ECCE 2116 - Math and Science (3)

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

Prerequisite: ECCE 1103.
Corequisite: ECCE 1103.

ECCE 2201 - Exceptionalities (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 children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

Prerequisite: ECCE 1103.

ECCE 2202 - Social Issues and Family Involvement (3)

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and

agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

Prerequisite: Provisional Admission.

ECCE 2203 - Guidance and Classroom Management (3)

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

Prerequisite: ECCE 1103.
Corequisite: ECCE 1103.

ECCE 2245 - Early Childhood Care and Education Internship I (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101, ECCE 1103, ECCE 1105.
Corequisite: ECCE1105.

ECCE 2246 - Early Childhood Care and Education Internship II (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101, ECCE 1103.
Corequisite: ECCE 1105.

ECCE 2310 - Paraprofessional Methods and Materials (3)

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

Prerequisite: ECCE 1103.
Corequisite: ECCE 1103.

ECCE 2312 - Paraprofessional Roles and Practices (3)

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

Prerequisite: Program Admission, ECCE 1103.
Corequisite: ECCE 1103.

ECCE 2360 - Classroom Strategies for Exceptional Children (3)

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

Prerequisite: ECCE 2201.

ECCE 2362 - Exploring Your role in the Exceptional Environment (3)

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

Prerequisite: ECCE 2201.

ELCR-ELECTRONICS TECHNOLOGY

ELCR 1005 - Soldering Technology (1)

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

Prerequisite: Provisional Admission.

ELCR 1010 - Direct Current Circuits (6)

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

Prerequisite: None.

ELCR 1020 - Alternating Current Circuits (7)

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

Prerequisite: ELCR 1010.

ELCR 1030 - Solid State Devices (5)

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

Prerequisite: ELCR 1020.

ELCR 1040 - Digital and Microprocessor Fundamentals (5)

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

Prerequisite: ELCR 1020.

ELCR 1060 - Linear Integrated Circuits (3)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

Prerequisite: ELCR 1020.

ELCR 1300 - Mobile Audio and Video Systems (3)

Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

Prerequisite: None.

ELCR 2110 - Process Control (3)

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

Prerequisite: ELCR 1020.

ELCR 2120 - Motor Controls (3)

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

Prerequisite: ELCR 1020.

ELCR 2130 - Programmable Controllers (3)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

Prerequisite: ELCR 1020.

ELCR 2140 - Mechanical Devices (2)

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

Prerequisite: Provisional Admission.

ELCR 2150 - Fluid Power (2)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

Prerequisite: Program Admission.

ELCR 2160 - Advanced Microprocessor and Robotics (3)

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

Prerequisite: ELCR 1040.

ELCR 2170 - Computer Hardware (5)

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

Prerequisite: Program Admission.

ELCR 2190 - Networking I (3)

Provides an introduction to networking technologies. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

Prerequisite: Program Admission.

ELCR 2210 - Analog communications (5)

This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry

concepts, and noise bandwidth considerations.

Prerequisite: ELCR 1020.

ELCR 2220 - Digital Communications (3)

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

Prerequisite: ELCR 1020.

ELCR 2230 - Antenna and Transmission Lines (3)

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

Prerequisite: ELCR 1020.

ELCR 2240 - Microwave Communications and Radar (3)

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

Prerequisite: ELCR 1020.

ELCR 2250 - Optical Communications Techniques (3)

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

Prerequisite: ELCR 1020.

ELCR 2590 - Fiber Optic Systems (3)

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

Prerequisite: None.

ELCR 2600 - Telecommunications and Data Cabling (3)

Introduces the basics of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

Prerequisite: ELCR 1010.

ELCR 2620 - Telecommunications and Systems Installation, Programming, and Data Transmission (4)

This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

Prerequisite: ELCR 1020.
Corequisite: ELCR 2600.

ELCR 2650 - Home Automation Systems (5)

Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

Prerequisite: ELCR 1010.

ELCR 2660 - Security System Installation and Testing (4)

This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service

industry.

Prerequisite: None.

ELCR 2680 - Access Control and CCTV Installation (2)

The Access Control and CCTV Installation course is designed to give students a working knowledge of access control and CCTV systems applications and theory. Students will be able to identify the system components of the respective systems. The access control segment of the course utilizes hands-on training in component identification and installation including, but is not limited to processors, key pads, card swipes, biometric devices, and security devices related to the control of the pathways. The CCTV segment of the course utilizes hands-on training in component identification and installation including, but is not limited to cabling, power supplies, video cameras, VCRs, storage devices, and monitors.

Prerequisite: None.

ELCR 2690 - Prep for Low Voltage Licensure (3)

This course is designed to give students a working knowledge of responsibilities of the low voltage contractor in the State of Georgia. The materials are specifically targeted at obtaining a low voltage license and are delivered in a lecture environment. Students will utilize the reference materials allowed at the time of testing and are expected to locate the specific information in a timely manner. Some knowledge of telecommunications and/or other low voltage systems standards and installation practices is required.

Prerequisite: None.

ELTR-ELECTRICAL TECHNOLOGY

ELTR 1010 - Direct Current Fundamentals (3)

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Prerequisite: None.

ELTR 1020 - Alternating Current Fundamentals (3)

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Prerequisite: None.

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

Prerequisite: Provisional Admission.

ELTR 1205 - Residential Wiring I (3)

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

Prerequisite: None.

ELTR 1210 - Residential Wiring II (3)

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

Prerequisite: None.

ELTR 1220 - Industrial PLC's (4)

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

Prerequisite: None.

ELTR 1250 - Diagnostic Troubleshooting (2)

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

Prerequisite: None.

ELTR 1260 - Transformers (3)

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, requirements, and safety precautions.

Prerequisite: None.

ELTR 1270 - National Electrical Code Industrial Applications (3)

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

Prerequisite: None.

ELTR 1500 - Electrical Systems Technology Internship/Practicum (3)

This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

Prerequisite: None.

ELTR 1510 - Electrical Worker (3)

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tolls on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

Prerequisite: Provisional Admission.

ELTR 1520 - Grounding and Bonding (2)

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

Prerequisite: Provisional Admission.

ELTR 1525 - Photovoltaic Systems (5)

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

Prerequisite: None.

ELTR 1530 - Conduit Sizing (2)

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

Prerequisite: Program Admission.

ELTR 1540 - Wire Pulling and Codes (3)

The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

Prerequisite: Provisional Admission.

ELTR 2600 - Electrician's Assistant Internship (8)

Provides student work experience in an off-campus electronics environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Electronics program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Program Admission.

EMPL-JOB ACQUISITION SKILLS

EMPL 1000 - Interpersonal Relations & Prof Development (2)

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

Prerequisite: Provisional Admission.

ENGL-ENGLISH

ENGL 1010 - Fundamentals of English I (3)

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Prerequisite: ENGL 0097, READ 0097.

ENGL 1101 - Composition and Rhetoric (3)

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisite: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score or ENGL 0988).

ENGL 1102 - Literature and Composition (3)

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

Prerequisite: ENGL 1101.

ENGL 2110 - World Literature (3)

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

Prerequisite: ENGL 1101 with a "C" or better.

ENGL 2130 - American Literature (3)

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

Prerequisite: ENGL 1101.

GERT-ALLIED HEALTH

GERT 1000 - Understanding the Gerontological Client (2)

This course provides a description of the aging client in the aging services network as well as an examination of sociological, psychological, and biological aspects of aging.

Prerequisite: Program Admission.

GERT 1020 - Behavioral Aspects of Aging (2)

This course addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences; a discussion of prevention, diagnosis, assessment, and intervention; as well as an examination of pertinent legislation.

Prerequisite: Program Admission.

GERT 1030 - Gerontological Nutrition (1)

This course provides a study of the nutritional needs of the individual, including older adults. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Program Admission.

HIST-HISTORY

HIST 2111 - U.S. History I (3)

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

Prerequisite: Degree Level Writing (English) and Reading Placement Test Scores or ENGL 0988).

HIST 2112 - U.S. History II (3)

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores or ENGL 0988).

HORT-HORTICULTURE SCIENCE

HORT 1000 - Horticulture Science (3)

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

Prerequisite: Provisional Admission.

HORT 1010 - Woody Plant Identification I (3)

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

Prerequisite: Program Admission.

HORT 1020 - Herbaceous Plant Identification (3)

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

Prerequisite: Program Admission.

HORT 1030 - Greenhouse Management (4)

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

Prerequisite: Provisional Admission.

HORT 1050 - Nursery Production and Management (4)

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

Prerequisite: Provisional Admission.

IDFC-INDUSTRIAL FUNDAMENTAL

IDFC 1000 - Principles of Electricity I (4)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Prerequisite: None.

IDFC 1005 - Principles of Electricity II (5)

This course introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

Prerequisite: None.

IDFC 1007 - Industrial Safety Procedures (2)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Prerequisite: Provisional Admission.

IDFC 1011 - Direct Current I (3)

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Prerequisite: None.

IDFC 1012 - Alternating Current I (3)

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Prerequisite: None.

IDFC 1013 - Solid State Devices I (3)

Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

Prerequisite: IDFC 1000, IDFC 1012.

IDSY-INDUSTRIAL SYSTEMS TECHNOLOGY

IDSY 1005 - Introduction to Mechatronics (4)

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

Prerequisite: Program Admission.

IDSY 1020 - Print Reading and Problem Solving (3)

This course introduces practical problem-solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting

techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

Prerequisite: Program Admission.

IDSY 1100 - Basic Circuit Analysis (5)

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

Prerequisite: None.

IDSY 1101 - DC Circuit Analysis (3)

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Prerequisite: None.

IDSY 1105 - AC Circuit Analysis (3)

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

Prerequisite: None.

IDSY 1110 - Industrial Motor Controls (4)

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

Prerequisite: None.

IDSY 1120 - Basic Industrial PLCs (4)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Prerequisite: None.

IDSY 1130 - Industrial Wiring (4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Prerequisite: None.

IDSY 1150 - DC and AC Motors (3)

Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

Prerequisite: None.

IDSY 1160 - Mechanical Laws and Principles (4)

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem-solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

Prerequisite: None.

IDSY 1170 - Industrial Mechanics (4)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

Prerequisite: None.

IDSY 1180 - Magnetic Starters and Braking (3)

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

Prerequisite: None.

IDSY 1190 - Fluid Power Systems (4)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

Prerequisite: None.

IDSY 1195 - Pumps and Piping Systems (3)

This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

Prerequisite: None.

IDSY 1210 - Industrial Motor Controls II (4)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

Prerequisite: None.

IDSY 1220 - Intermediate Industrial PLCs (4)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

Prerequisite: None.

IDSY 1230 - Industrial Instrumentation (4)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

Prerequisite: None.

IDSY 1240 - Maintenance for Reliability (4)

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

Prerequisite: None.

IDSY 1260 - Machine Tool for Industrial Repairs (4)

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

Prerequisite: None.

IMSA-IMAGING SCIENCE TECHNOLOGY

IMSA 1100 - Clinical Practice (2)

Introduces students to the hospital clinical setting and medical office facilities with imaging services and provides an opportunity for students to participate in or observe radiographic and modality imaging procedures. Topics include: medical office and hospital protocol, film processing procedures, basic patient care, and radiation safety radiographic procedure responsibilities and office and film room procedures.

Prerequisite: None. Corequisite: RADT 1010.

LOGI-LOGISTICS

LOGI 1000 - Business Logistics (3)

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

Prerequisite: Program Admission.

LOGI 1010 - Purchasing (3)

Provides a general knowledge of purchasing for today's Supply Chains. The student will be introduced to Crossfunctional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

Prerequisite: None.

LOGI 1020 - Materials Management (3)

This course will introduce students to materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the student's knowledge of supply chains and how effective material management improves supply chain performance.

Prerequisite: None.

MAST-MEDICAL ASSISTING

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

Prerequisite: Program Admission.

MAST 1030 - Pharmacology in the Medical Office (4)

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

Prerequisite: Program Admission, MATH 1012.

MAST 1060 - Medical Office Procedures (4)

Emphasizes essential skills required for the medical

practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

Prerequisite: Program Admission.

MAST 1080 - Medical Assisting Skills I (4)

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures, respiratory evaluations, and electrocardiography.

Prerequisite: Program Admission, ALHS 1011, ALHS 1090.

MAST 1090 - Medical Assisting Skills II (4)

Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

Prerequisite: Program Admission, ALHS 1011, ALHS 1090.

MAST 1100 - Medical Insurance Management (2)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Prerequisite: Program Admission, ALHS 1011, ALHS 1090, COMP 1000 or COLL 1060, ENGL 1010.

MAST 1110 - Administrative Practice Management (3)

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

Prerequisite: ALHS 1011, ALHS 1090, COMP 1000 or COLL 1060, ENGL 1010.

MAST 1120 - Human Diseases (3)

Provides a review of anatomy and physiology per body system and fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: review of anatomy and physiology and diseases of body systems.

Prerequisite: Program Admission, ALHS 1011, ALHS 1090.

MAST 1170 - Medical Assisting Externship (4)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Prerequisite: Program Admission.

MAST 1180 - Medical Assisting Seminar (4)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

Prerequisite: Program Admission.

MAST 2100 - Electronic Medical Office Technology (2)

This course provides an introduction to the office management of medical administrative and electronic health records. Topics include: electronic health records (EHR); health record electronic coding; electronic office management software applications; and privacy and security of health records.

Prerequisite: ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310 BUSN 1400 COMP 1000.

MAST 2108 - Physician's Practice Management (6)

Provides an overview of management of the physician practice healthcare business procedures and processes. Topics include: Physician Practice Processes, Financial and Revenue Cycle Management, Healthcare Regulation and Reform, Electronic Medical Records, Human Resources, Healthcare Planning and Workflow.

Prerequisite: Program Admission.
Corequisite: HIMT 1200, MAST 1110.

MATH-MATHEMATICS

MATH 1012 - Foundations of Mathematics (3)

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

Prerequisite: MATH 0097 or Appropriate arithmetic placement test score.

MATH 1103 – Quantitative Skills and Reasoning (3)

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the in formation and the processing,and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management

Prerequisite: Appropriate Placement Test Score or MATH 0098.

MATH 1111 - College Algebra (3)

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Prerequisite: Appropriate Degree Level Math Placement Test Score or MATH 0098 and MATH 0099.

MATH 1113 - Precalculus (3)

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

Prerequisite: Program Admission, MATH 1111 with C or better.

MATH 1127 - Introduction to Statistics (3)

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

Prerequisite: Appropriate algebra placement test score. OFTC Prerequisite: MATH 1111.

MATH 1131 - Calculus I (4)

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

Prerequisite: Program Admission, MATH 1113 with a C or better.

MCHT-MACHINE TOOL TECHNOLOGY

MCHT 1011 - Introduction to Machine Tool (4)

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

Prerequisite: None.

MCHT 1012 - Print Reading For Machine Tool (3)

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

Prerequisite: None.

MCHT 1013 - Machine Tool Math (3)

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

Prerequisite: Provisional Admission, MATH 1012.

MCHT 1020 - Heat Treatment and Surface Grinding (4)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety. Â

Prerequisite: Program Admission.

MCHT 1119 - Lathe Operations I (4)

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

Prerequisite: None.

MCHT 1120 - Mill Operations I (4)

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

Prerequisite: None.

MCHT 1219 - Lathe Operations II (4)

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

Prerequisite: None.

MCHT 1220 - Mill Operations II (4)

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

Prerequisite: None.

MCTX-MECHATRONICS TECHNOLOGY

MCTX 2250 - Mechatronics Capstone (3)

This capstone course for the mechatronics specialization track will be used as the final project for the mechatronics students. Students will integrate and build upon knowledge and skills gained in previous courses to design, assemble, and analyze mechatronic systems using modern methods and

tools. Lectures and laboratory experiences will include control theory, dynamic system behavior, communication protocols, pneumatics, embedded programming, and analysis in time-and-frequency domains. The course concludes with an open-ended team-based multi-week design project.

Prerequisite: None.

MGMT-BUSINESS MANAGEMENT

MGMT 1100 - Principals of Management (3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

Prerequisite: Provisional Admission.

MGMT 1105 - Organizational Behavior (3)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

Prerequisite: Provisional Admission.

MGMT 1110 - Employment Rules & Regulations (3)

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

Prerequisite: Provisional Admission.

MGMT 1115 - Leadership (3)

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

Prerequisite: Provisional Admission.

MGMT 1120 - Introduction to Business (3)

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

Prerequisite: Provisional Admission.

MGMT 1125 - Business Ethics (3)

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic

distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society; consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

Prerequisite: Provisional Admission.

MGMT 1135 - Managerial Accounting and Finance (3)

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

Prerequisite: Program Admission.

MGMT 2115 - Human Resource Management (3)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real-world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

Prerequisite: Provisional Admission.

MGMT 2120 - Labor Management Relations (3)

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

Prerequisite: Provisional Admission.

MGMT 2125 - Performance Management (3)

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

Prerequisite: Provisional Admission.

MGMT 2130 - Employee Training and Development (3)

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees.

Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

Prerequisite: Provisional Admission.

MGMT 2135 - Management Communication Techniques (3)

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

Prerequisite: Provisional Admission.

MGMT 2140 - Retail Management (3)

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

Prerequisite: Provisional Admission.

MGMT 2145 - Business Plan Development (3)

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break-even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

Prerequisite: Provisional Admission.

MGMT 2150 - Small Business Management (3)

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

Prerequisite: Provisional Admission.

MGMT 2200 - Production/Operations Management (3)

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

Prerequisite: None.

MGMT 2205 - Service Sector Management (3)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service

sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

Prerequisite: None.

MGMT 2210 - Project Management (3)

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

Prerequisite: Provisional Admission.

MGMT 2215 - Team Project (3)

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

Prerequisite: Program Admission.

MGMT 2220 - Management Occupation-Based Instruction (3)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Prerequisite: Program admission. Corequisite: ENGL 1010 and MGMT 1100.

Prerequisite: None.

MKTG-MARKETING

MKTG 1100 – Principles of Marketing (3)
This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

Prerequisite: None.

MKTG 2500 – Exploring Social Media (3)

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

Prerequisite: Program Admission.

MKTG 2550 – Analyzing Social Media (3)

This course analyzes the application of social media to an integrated marketing communication plan. Topics include technical writing for social media, social media auditing, Social Media ROI, trend analysis, social media analytics, and Customer Experience Management (CEM).

Prerequisite: MKTG 1100.
Corequisite: MKTG 2500

MRIM-MAGNETIC RESONANCE IMAGING

MRIM 2300 - Orientation and Introduction to MRI (3)

Provides knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include: MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

Prerequisite: Program Admission.
Corequisite: MRIM 2320, MRIM 2350.

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy (3)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax, abdomen, pelvis, and musculoskeletal system. Topics include: anatomy, scanning protocol, MRI safety, image contrast, and image formation.

Prerequisite: Program Admission.
Corequisite: MIRM 2300, MIRM 2350.

MRIM 2330 - MRI Physics and Instrumentation (3)

Introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include imaging parameters, image quality, MRI Fundamentals, image processing and display, and special procedures.

Prerequisite: Program Admission.
Corequisite: MRIM 2360, MRIM 2370.

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I (6)

Introduces students to the magnetic resonance imaging department and provides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam preparation, patient care and assessment, scanning protocol, image quality and progress toward completion of clinical competency evaluations.

Prerequisite: Program Admission.
Corequisite: MRIM 2300, MRIM 2320.

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II (6)

Intermediate course that reinforces learning obtained in MRI 110. Topics include exam preparations, patient care and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, and progress toward completion of clinical competency evaluations.

Prerequisite: Program Admission.
Corequisite: MRIM, 2330, MIRM 2370.

MRIM 2370 - MRI Review (3)

Provides a comprehensive review of patient care, imaging procedures, imaging formation and data acquisition for the magnetic resonance imaging certification exam. Topics include: anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display, and special procedures.

Prerequisite: Program Admission.
Corequisite: MRIM 2300, MRIM 2320, MRIM 2330.

NAST-NURSING ASSISTING

NAST 1100 - Nurse Aide Fundamentals (6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents/patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines.

Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Prerequisite: Program Admission, ALHS 1040, ALHS 1090.

NAST 2100 - Nurse Aide Accelerated (7)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents/patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury.

Prerequisite: None.
Corequisite: ALHS 1090.

PHAR-PHARMACY TECHNOLOGY

PHAR 1000 - Pharmaceutical Calculations (4)

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Prerequisite: MATH 1012 or MATH 1111.

PHAR 1010 - Pharmacy Technology Fundamentals (5)

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

Prerequisite: Provisional Admission.

PHAR 1020 - Principals of Dispensing Medications (4)

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

Prerequisite: PHAR 1000, PHAR 1010.

PHAR 1030 - Principles of Sterile Medication Preparation (4)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

Prerequisite: PHAR 1000, PHAR 1010.

PHAR 1040 - Pharmacology (4)

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

Prerequisite: Program Admission.

PHAR 1050 - Pharmacy Technology Clinical (5)

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

Prerequisite: PHAR 1000, PHAR 1010.

PHAR 2060 - Advanced Pharmacy Technology Principals (3)

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

Prerequisite: COMP 1000 or COLL 1060, PHAR 1030, PHAR 1050.
Corequisite: PHAR 1050, PHAR 2070.

PHAR 2070 - Advanced Pharmacy Technology Clinical (5)

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

Prerequisite: COMP 1000 or COLL 1060, PHAR 1030, PHAR 1050.
Corequisite: PHAR 1050, PHAR 2060.

PHLT-PHLEBOTOMY

PHLT 1030 – Introduction to Venipuncture (4)

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from patient care areas but not limited to hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

Prerequisite: Program Admission, ALHS 1040, ALHS 1090
Corequisite: ALHS 1040, ALHS 1090

PHLT 1050 – Clinical Practice (12)

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies, procedures and work ethics; routine collections: adult (i.e. pediatric, newborn) and special procedures.

Prerequisite: PHLT 1030
Corequisite: PHLT 1030

PHYS-PHYSICS

PHYS 1110 - Conceptual Physics (3)

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Prerequisite: ENGL 1101 and MATH 1101, MATH 1103, or MATH 1111.
Corequisite: PHYS 1110L.

PHYS 1110L - Conceptual Physics Lab (1)

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Prerequisite: ENGL 1101 and MATH 1101, MATH 1103, or MATH 1111.
Corequisite: PHYS 1110.

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PNSG-PRACTICAL NURSING

PNSG 1600 – Introduction to Pharmacology and Clinical Calculations (3)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills and introduces pharmacological classes. Topics include systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education. After this pharmacology course, students will have completed a minimum of 85 lecture/lab (4250/50min) hours.

Prerequisite: Program Admission.

PNSG 1605 - Fundamentals (6)

An introduction to the nursing process and clinical practice, normal body system function, and terminology related to healthcare. Topics include: nursing as a profession; scope of practice; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, history taking, and an introduction to structure, function, terminology associated with healthcare, and physical assessment of body systems; customer/client relationships; standard precautions; activities of daily living; infection control/ blood-borne/ airborne pathogens; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care. At the end of the course, students will have completed a minimum of 66 lecture/lab (3300/50min) hours and 75 clinical (4500/60min) hours.

Prerequisite: Program Admission.

PNSG 1610 – Adult Health Nursing I (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include terminology associated with healthcare, structure and function of body systems, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions concerning the cardiovascular, respiratory, and hematological and immunological systems. Clinical topics include but are not limited to hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions about cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Prerequisite: Program Admission.

PNSG 1615 – Adulty Health Nursing II (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary systems. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Prerequisite: Program Admission.

PNSG 1620 – Adult Health Nursing III (6)

Focuses on client care and clinical client care

including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological and sensory systems, disaster preparedness, emergency response, triage, and bioterrorism. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Prerequisite: Program Admission.

PNSG 1625 – Adult Health Nursing IV (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and musculoskeletal systems and oncology. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. After, this adult health course students will have completed a minimum of 4125/50= 82.5 lecture/lab contact hours and 3750/60=62.5 clinical hour.

Prerequisite: Program Admission.

PNSG 1630 – Mental Health Nursing (4)

Presents concepts within the field of mental health nursing and their application to everyday human behavior, thinking, emotion, and communication. Focuses on health management and maintenance and the prevention of illness, care of the mental health patient as a whole, and deviations from the normal state of health. Emphasis is placed on students understanding mental health principles and their application within the context of family, work and social interactions. Topics include an overview of psychological disorders and their treatments; terminology associated with health care, stress and health; health management and maintenance and prevention of illness; care of the mental health patient as a whole, and deviations from the normal state of health in the mental health client; client care, pharmacology, and diet therapy of the mental health client; and standard precautions. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education, displaying cultural competence across the life span and with attention to special populations. At completion of this mental health course, students will have completed a minimum of 75 (3750/50) lecture contact hours and 25 (1500/60) clock hours of mental health-related clinical experience.

Prerequisite: Program Admission.

PNSG 1635 – Maternal Nursing (4)

Focuses on maternal and newborn patient care aspects of health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span, and with attention to special populations. Topics include the function of the human body systems, terminology associated with healthcare, health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client

care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn, and standard precautions. After this maternity course, students will have completed a minimum of 1500/50 (30) lecture and lab contact hours and 3000/60 (50) clock hours of reproductive, maternity, and newborn-related clinical experience.

Prerequisite: None.

PNSG 1640 – Pediatric Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client, care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; functions of the human body, terminology associated with healthcare, and standard precautions. After this pediatric course, students will have completed a minimum of 45 (2250/50) lecture/lab contact hours and 25 (1500/60) clock hours of pediatric-related clinical experience.

Prerequisite: Program Admission.

PNSG 1645 – Practical Nursing Capstone (5)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods, group dynamics, professional oral and written communication, and conflict resolution. At completion of this nursing leadership course, students will have completed a minimum of 54 lecture/lab (2700/50 min) hours and 60 clock (3600/60 min) hours of leadership-related clinical experience.

Prerequisite: Program Admission.

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement.

Prerequisite: Program Admission.

PNSG 2030 - Nursing Fundamentals (6)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

Prerequisite: Program Admission.

PNSG 2035 - Nursing Fundamentals Clinical (2)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Prerequisite: Program Admission.

PNSG 2210 - Medical-Surgical Nursing I (4)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

Prerequisite: Program Admission, PNSG 2030, PNSG 2010.
Corequisite: PNSG 2035.

PNSG 2220 - Medical-Surgical Nursing II (4)

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

Prerequisite: Program Admission
OFTC Pre-requisites: PNSG 2010, PNSG 2030, PNSG 2210.

PNSG 2230 - Medical-Surgical Nursing III (4)

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

Prerequisite: Program Admission, PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220.

PNSG 2240 - Medical-Surgical Nursing IV (4)

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2030, PNSG 2010, PNSG 2220, PNSG 2230.

PNSG 2250 - Maternity Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: heath management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2230, PNSG 2240.

PNSG 2255 - Maternity Nursing Clinical (1)

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: PPNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2230, PNSG 2240.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care

including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2030, PNSG 2010.
Corequisite: PNSG 2035.

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2310.
Corequisite: PNSG 2310.

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2310, PNSG 2320.
Corequisite: PNSG 2320.

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness;

care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: PNSG 2030, PNSG 2010, PNSG 2220, PNSG 2230.
Corequisite: PNSG 2330.

PNSG 2410 - Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Â Topics include: Â application of the nursing process, supervisory skills, client education methods, group dynamics, and conflict resolution.

Prerequisite: Program Admission,
OFTC Pre-requisites: PNSG 2010, PNSG 2030, PNSG 2210, PNSG 2220, PNSG 2230.

PNSG 2415 - Nursing Leadership Clinical (2)

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Prerequisite: None.
OFTC Pre-Requisites: Program Admission.

POLS-POLITICAL SCIENCE

POLS 1101 - American Government (3)

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

PSYC-PSYCHOLOGY

PSYC 1010 - Basic Psychology (3)

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

Prerequisite: Provisional Admission.

PSYC 1101 - Introductory Psychology (3)

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

RADT-RADIOLOGIC TECHNOLOGY

RADT 1010 - Introduction to Radiology (4)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

Prerequisite: Program Admission.

RADT 1030 - Radiographic Procedures I (3)

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Prerequisite: Program Admission.

RADT 1060 - Radiographic Procedures II (3)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures.

Prerequisite: Program Admission.

RADT 1065 - Radiologic Science (2)

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

Prerequisite: Program Admission, Program Instructor Approval.

RADT 1075 - Radiographic Imaging (4)

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Prerequisite: Program Admission, Program Instructor Approval.

RADT 1085 - Radiologic Equipment (3)

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will

demonstrate applications of theoretical principles and concepts.

Prerequisite: Program Admission, Program Instructor Approval.

RADT 1200 - Principles of Radiation Biology and Protection (2)

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

Prerequisite: Program Admission.

RADT 1320 - Clinical Radiography I (4)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

Prerequisite: RADT 1030.

RADT 1330 - Clinical Radiography II (7)

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RADT 1010, RADT 1030, RADT 1320.

RADT 2090 - Radiographic Procedures III (2)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

Prerequisite: Program Admission.

RADT 2201 - Introduction to Computed Tomography (2)

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

Prerequisite: Program Admission.
Corequisite: RADT 2220, RADT 2250.

RADT 2210 - Computed Tomography Physics and Instrumentation (5)

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

Prerequisite: Program Admission.
Corequisite: RADT 12230, RADT 2265.

RADT 2220 - Computed Tomography Procedures I (3)

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

Prerequisite: Program Admission.
Corequisite: RADT 2201, RADT 2250.

RADT 2230 - Computed Tomography Procedures II (3)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

Prerequisite: Program Admission.
Corequisite: RADT 2210, RADT 2265.

RADT 2250 - Computed Tomography Clinical I (4)

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

Prerequisite: Program Admission.
Corequisite: RADT 2201, RADT 2220.

RADT 2260 - Radiologic Technology Review (3)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Prerequisite: Program Admission.

RADT 2265 - Computed Tomography Clinical II (4)

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

Prerequisite: Program Admission.
Corequisite: RADT 2210, RADT 2230.

RADT 2340 - Clinical Radiography III (6)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RADT 1330.

RADT 2360 - Clinical Radiography V (9)

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RADT 2340.
Corequisite: RADT 2260.

RESP-RESPIRATORY CARE

RESP 1110 - Pharmacology (3)

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and

mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111.

RESP 1120 - Introduction to Respiratory Therapy (3)

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111.
Corequisite: RESP 1130, RESP 1193.

RESP 1130 - Respiratory Therapy Lab I (4)

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111.
Corequisite: RESP 1120.

RESP 1193 - Cardiopulmonary Anatomy and Physiology (4)

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L, MATH 1101 or MATH 1111.

RESP 2090 - Clinical Practice (2)

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

Prerequisite: Program Admission.

RESP 2100 - Clinical Practice II (2)

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Prerequisite: RESP 2090.
Corequisite: RESP 2090.

RESP 2110 - Pulmonary Disease (3)

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

Prerequisite: Program Admission, RESP 1110, RESP 1193.
Corequisite: RESP 1110, RESP 1120, RESP 1193.

RESP 2120 - Critical Respiratory Care (2)

Provides students with knowledge on all phases of adult critical care and continuous mechanical

ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

Prerequisite: RESP 1120, RESP 1130.

RESP 2130 - Mechanical Ventilation and Airway Management (4)

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

Prerequisite: RESP 1120, RESP 1130, RESP 2120. Corequisite: RESP 2120.

RESP 2140 - Advanced Critical Care Monitoring (1)

Provides a study of advanced critical care techniques for hemodynamic and noninvasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and noninvasive monitoring techniques.

Prerequisite: RESP 1120, RESP 1130, RESP 1193.

RESP 2150 - Pulmonary Function Testing (1)

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography.

Prerequisite: RESP 1193.

RESP 2160 - Neonatal Pediatric Respiratory Care (3)

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

Prerequisite: RESP 1120, RESP 1130.

RESP 2170 - Advanced Respiratory Care Seminar (3)

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

Prerequisite: RESP 2120, RESP 2130.

RESP 2180 - Clinical Practice III (2)

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Prerequisite: Program Admission, RESP 2100.

RESP 2190 - Clinical Practice IV (2)

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy,

aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

Prerequisite: RESP 2180.
Corequisite: RESP 2180.

RESP 2200 - Clinical Practice V (3)

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

Prerequisite: RESP 2120, RESP 2130, RESP 2180, RESP 2190.
Corequisite: RESP 2120, RESP 2130, RESP 2190.

RESP 2220 - Clinical Practice VI (7)

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

Prerequisite: RESP 2190.
Corequisite: RESP 2190.

RESP 2270 - Rehabilitation and Home Care (1)

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

Prerequisite: RESP 1120.
Corequisite: RESP 1120.

RNSG-REGISTERED NURSING

RNSG 1151 – Pharmacology and Drug Calculations (4)

Pharmacology and drug calculations introduce the principles of pharmacology, including pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications.

Prerequisite: Program Admission

RNSG 1170 - Foundations of Nursing (4)

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the health care team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the programs philosophy of nursing. Additionally, students will be exposed to the patient-centered care model, teamwork, evidence-based practice, and informatics with an emphasis on quality improvement. Principles of medication calculation and safe administration are emphasized. Development of personal responsibility and ethical behavior related to the performance of basic nursing skills will be attained through supervised lab performance.

Prerequisite: Program Admission.

RNSG 2051 – Medical Surgical Nursing I (14)

This course focuses on the care of adult clients with basic health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with basic alterations within selected body concepts and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider

will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. This clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

Prerequisite: Program Admission

RNSG 2070 - Maternal Child Nursing (8)

This course prepares the nurse to safely provide quality, patient-centered care within an interdisciplinary structure to meet the needs of families who have children. Principles of health promotion from the antepartal period through adolescence; human growth, development; and responses to health deviation during these periods in the life cycle are examined. Patient-centered care and quality improvement are the focus of care. Classroom and clinical instruction encompasses providing nursing care to antepartal, intrapartal, postpartal, and pediatric patients while incorporating evidence-based practice and previously learned knowledge and skills.

Prerequisite: Program Admission.
Corequisite: RNSG 1170.

RNSG 2151 – Medical Surgical Nursing II (14)

This course focuses on the care of adult clients with complex, multisystem health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with complex, multisystem alterations within selected body systems and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider will include: client-centered care; teamwork and collaborations; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. This clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

Prerequisite: Program Admission

RNSG 2170 - Adult Health Bridge (8)

Adult Health Bridge encompasses patient-centered care to clients experiencing respiratory, circulatory, renal, oncology, immunology, digestive, endocrine, musculoskeletal, and neurological alterations. Patient care involves the consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Teamwork, informatics, quality improvement, and evidence-based practice are vital components in the course. Development of personal responsibility and ethical behavior is acquired through supervised lab and clinical experiences with selected clients.

Prerequisite: RNSG 1170, RNSG 2070.
Corequisite: RNSG 2280.

RNSG 2251 – Medical Surgical Nursing III (16)

This course focuses on complex concepts of nursing care as they relate to clients with complex, multisystem alterations in health requiring medical and/or surgical intervention. Emphasis is placed on the care of clients with complex, multisystem alterations within selected body systems and will enhance concepts taught in previous nursing courses. Complex clinical skills, as well client-centered care; teamwork and collaboration; evidence-based practice, quality improvement; safety; informatics; professionalism; and leadership are integrated throughout the course.

Prerequisite: Program Admission

RNSG 2280 - Leadership Transition (2)

This course facilitates the transition of the student to the role of a professional nurse. Current issues and management concepts are emphasized, as well as the development of delegation skills, conflict management, and leadership attributes. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of practicing according to state regulations and statutes are examined. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role.

Prerequisite: RNSG 1170, RNSG 2070.
Corequisite: RNSG 2170.

RNSG 2330 - Adult Health Bridge II (8)

Adult Health Bridge II encompasses patient-centered care to clients experiencing cardiac, respiratory, neurological, and metabolic alterations; emergency

nursing, shock, burns, bioterrorism, disasters, and end of life care. Patient care involves the consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Teamwork, informatics, quality improvement, and evidenced based practice are vital components in the course. Development of personal responsibility and ethical behavior is acquired through supervised lab and clinical experiences with selected clients.

Prerequisite: RNSG 1170, RNSG 2070, RNSG 2170, RNSG 2280.

SOCI-SOCIOLOGY

SOCI 1101 - Introduction to Sociology (3)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

WELD-WELDING AND JOINING TECHNOLOGY

WELD 1000 - Introduction to Welding Technology (4)

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, oxyacetylene welding, and welding career potentials.

Prerequisite: Provisional Admission.

WELD 1010 - Oxyfuel and Plasma Cutting (4)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating and cutting principles, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory plasma machine setup and operation, and plasma cutting techniques.

Prerequisite: None.
Corequisite: WELD 1000.

WELD 1020 - Oxyacetylene Welding (2)

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

Prerequisite: None.

WELD 1030 - Blueprint Reading for Welding Technology (4)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

Prerequisite: None.
Corequisite: WELD 1000.

WELD 1040 - Flat Shielded Metal Arc Welding (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

Prerequisite: None.
Corequisite: WELD 1000.

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

Prerequisite: WELD 1000.

WELD 1055 - Shielded metal Arc Welding Pipe Welds (3)

This course explains how to set up shielded metal arc (SMAW) equipment for open-root V-groove welds on carbon steel pipe. This course aligns with select modules in NCCER Level III welding curricula.

Prerequisite: None.
Corequisite: COFC 1080.

WELD 1060 - Vertical Shielded Metal Arc Welding (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

Prerequisite: WELD 1000.

WELD 1070 - Overhead Shielded metal Arc Welding (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: Overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specifications.

Prerequisite: WELD 1000.

WELD 1075 - Gas Tungsten Arc Welding Pipe Welding (4)

This course explains how to prepare GTAW equipment for open-root V groove welds on carbon steel and stainless steel pipe in all positions.

Prerequisite: None.
Corequisite: COFC 1080.

WELD 1090 - Gas Metal Arc Welding (4)

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

Prerequisite: WELD 1000.

WELD 1110 - Gas Tungsten Arc Welding (4)

Provides knowledge of theory, safety practices, inert gas, equipment and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

Prerequisite: WELD 1000.

WELD 1120 - Preparation for Industrial Qualification (4)

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and

preparation for qualifications and job entry.

Prerequisite: WELD 1000.

WELD 1150 - Advanced Gas Tungsten Arc Welding (3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Prerequisite: WELD 1000.

WELD 1151 - Fabrication Processes (3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Prerequisite: WELD 1030.

WELD 1152 - Pipe Welding (4)

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

Prerequisite: WELD 1000.

WELD 1153 - Flux Cored Arc Welding (4)

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

Prerequisite: WELD 1000.

WELD 1154 - Plasma Cutting (3)

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

Prerequisite: WELD 1000.

WELD 1156 - Ornamental Iron Works (4)

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

Prerequisite: WELD 1000.

WELD 1330 - Metal Welding and Cutting Techniques (2)

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

Prerequisite: Provisional Admission.

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