



Bainbridge College

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

www.bainbridge.edu

The University System of Georgia

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Bainbridge College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, Web site: www.sacscoc.org, to award the associate of arts degree, the associate of science degree, the associate of applied science degree, and technical diplomas and certificates. Inquiries to the Commission should relate only to the accreditation status of the institution, not to general admission information.

Bainbridge College is an Equal Opportunity College.

WELCOME TO BAINBRIDGE COLLEGE

Welcome to our community of learners, and thank you for choosing Bainbridge College. First opened in 1973 and now located in beautiful state-of-the-art facilities in Bainbridge and Blakely, your community's college is a place where dreams come true.

Whether you are trying to complete the first two years of a baccalaureate degree, are seeking to improve your job skills and immediately enter or re-enter the workforce, or are simply hoping to expand your horizons through continuing education, Bainbridge College has an academic program that will fit your needs. Our highly-qualified faculty are here because they enjoy teaching and changing lives, and they will give you the individual attention you need in order to meet your full potential.

Bainbridge College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, and we offer a full array of transfer associate degrees and technical diplomas and certificates. No matter what your academic or career goals might be, you can get there from here.

When you are not in class, you will benefit from beautiful new dining, recreational and wellness spaces in both Bainbridge and Blakely. Additionally, our student services staff members will help you enroll in classes that meet your educational goals. Many of our students receive financial assistance, and our financial aid staff will help you apply for the many grants, scholarships and loans that are available. Finally, you will have lots of chances to get involved and meet new friends in clubs and organizations.

Simply put, if what you are looking for is an opportunity to change your life and access to people who are committed to helping you do it, why would you go anywhere else? Our people are the reason we are the fastest growing college in the University System of Georgia, and we can't wait to help you achieve your goals for higher education and beyond!

Dr. Richard Carvajal
President, Bainbridge College

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Disclaimers and Notifications

CHANGES IN PROGRAMS AND CATALOGS

The statements in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Bainbridge College reserves the right to change any provision listed in this catalog including, but not limited to, academic requirements for graduation without actual notice to individual students. Every effort will be made to keep students advised of any such changes. These changes will be made, periodically, to the catalog maintained online. Information on changes is available in the Office of Admissions and Records and the Office of Academic Affairs. Students are responsible for keeping themselves apprised of current graduation requirements.

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

Bainbridge College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. Bainbridge College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American with Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA): Dr. Lisa Burroughs, Director of Human Resources.

For further information, contact the Office for Civil Rights at 1-800-421-3481 or 202-245-6800 or file an OCR Electronic Complaint Form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

ACADEMIC CALENDARS

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

2011 Fall Semester

May 23 – Aug. 16	Open registration for Fall 2011 for all students. New students should make an appointment with the Academic Success Center for advisement and registration. Returning students should schedule an appointment with their assigned advisor for advisement and registration.
TBA	New Student Orientation for Main Campus
TBA	New Student Orientation for Early County Center
Aug. 17	First day of classes for Regular and A terms; online courses open today.
Aug. 17 – 24	Drop/Add/Registration Important Reminder to Financial Aid Recipients: Financial aid awards are based on hours enrolled in ALL parts of term as of the close of business on August 24, 2011. Courses added after this date, regardless of the course start date, will not increase the award.
Sept. 5	Labor Day – College offices closed. <i>No classes on Saturday, September 3.</i>
Sept. 13	Midterm for A Term Last day to withdraw from A Term classes with no academic penalty.
Oct. 7	Last day of classes for A term
Oct. 10	Final Exams for A Term Last day of registration for B Term Midterm for Regular Term – Last day to withdraw from regular term classes with no academic penalty.
Oct. 11	First day of classes for B term; online courses open today.
TBA	Regents' Test – Students must register for the Regents' Test at the start of the semester. For information, contact the Testing Center (229-248-2579).
Nov. 1	Financial Aid Priority Deadline for Spring 2012 term. All new students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
Nov. 1 – Jan. 6	Open Registration for Spring 2012 for all students
Nov. 3	Midterm for B Term Last day to withdraw from B Term classes with no academic penalty.
Nov. 23 – 26	Thanksgiving Holiday – No classes. College offices closed November 24 – 25.
Dec. 5	Last day of classes for regular and B terms
Dec. 6 – 10	Final Exams
Dec 12	All grades due by Noon
Dec. 22 – Jan. 2	College Offices Closed. College reopens January 3, 2012.

2012 Spring Semester

Nov. 1 – Jan. 6	Open registration for Spring 2012 for all students. New students should make an appointment with the Academic Success Center for advisement and registration. Returning students should schedule an appointment with their assigned advisor for advisement and registration.
Jan. 5	New Student Orientation for Main Campus
Jan. 5	New Student Orientation for Early County Center
Jan. 9	First day of classes for Regular and A terms; online courses open today.
Jan. 9 - 13	Drop/Add/Registration Important Reminder to Financial Aid Recipients: Financial aid awards are based on hours enrolled in ALL parts of term as of the close of business on January 13, 2012. Courses added after this date, regardless of the course start date, will not increase the award.
Jan. 16	M.L. King Jr. Holiday – College offices closed. Classes will be held Saturday, January 14.
Feb. 3	Midterm for A Term Last day to withdraw from A Term classes with no academic penalty.
Mar. 1	Last day of class for A term
Mar. 2	Final Exams for A Term Last day of registration for B Term Midterm for Regular Term – Last day to withdraw from regular term classes with no academic penalty.
Mar. 5 - 9	Spring Break for students. College offices closed March 9 for spring holiday.
Mar. 12	First day of classes for B term; online courses open today.
TBA	Regents' Test – Students must register for the Regents' Test at the start of the semester. For information, contact the Testing Center (229-248-2579).
April 2	Financial Aid Priority Deadline for Summer/Fall 2012. All students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
April 4	Midterm for B Term Last day to withdraw from B Term classes with no academic penalty.
April 4 – May 27	Open registration for Summer 2012
May 1	Last day of classes for regular and B terms
May 2 – 7	Final Exams (Finals for potential graduates will be held May 2-3.)
May 4	Potential graduates' grades due by 9 o'clock a.m.
May 9	All grades due by Noon
May 12	Graduation, 10 o'clock a.m., Student Wellness Center

2012 Summer Semester

April 4 – May 29	Open registration for Summer 2012 for all students. New students should make an appointment with the Academic Success Center for advisement and registration. Returning students should schedule an appointment with their assigned advisor for advisement and registration.
TBA	New Student Orientation for Main Campus
TBA	New Student Orientation for Early County Center
May 30	First day of classes for Regular and A terms; online courses open today.
May 30 – June 5	Drop/Add/Registration Important Reminder to Financial Aid Recipients: Financial aid awards are based on hours enrolled in ALL parts of term as of the close of business on June 5, 2012. Courses added after this date, regardless of the course start date, will not increase the award.
June 13	Midterm for A Term Last day to withdraw from A Term classes with no academic penalty.
June 27	Last day of class for A term
June 28	Final Exams for A Term Midterm for Regular Term – Last day to withdraw from regular term classes with no academic penalty.
July 1	Last day of registration for B Term
July 2	First day of classes for B term; online courses open today.
July 4	Holiday (College Offices Closed)
July 17	Midterm for B Term Last day to withdraw from B Term classes with no academic penalty.
August 1	Last day of classes for regular and B term
August 2	Final Exams
August 3	All grades due by 5 o'clock p.m.

GENERAL INFORMATION

THE COLLEGE YEAR

The academic year is divided into two 15-week semesters, designated as fall and spring. The College also offers accelerated enrollment options in summer and within the semesters. Starting and ending dates for all terms appear in the College calendar and the individual term schedule of classes. Students may enroll at Bainbridge College during registration times and are encouraged complete their programs of study in as timely a manner as possible.

HOURS OF OPERATION

Generally, Bainbridge College offices are open Monday through Thursday from 8 a.m. until 6 p.m. and from 8 a.m. until noon on Friday during the fall and spring semesters. During the summer, the hours are 7 a.m. to 6 p.m. Monday through Thursday. Some offices are open into the evening or by appointment after 6:00 p.m. Call the respective office (see Information Directory) for information or appointments. Evening, off-campus, and weekend classes are held according to published schedules. Library hours are posted each semester.

HISTORY OF THE COLLEGE

The Board of Regents of the University System of Georgia authorized the establishment of a junior college in Decatur County, Georgia, in December, 1970. As required by Board policy, the local community provided and developed the College site and on September 23, 1971, approved a \$2 million bond issue to provide funds for the initial physical plant. The State of Georgia continues to operate and maintain the College. In fall, 1998, the College converted from the quarter system to the semester system.

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

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

In June, 1987, the Board of Regents removed the word *Junior* from the names of all two-year colleges in the University System. That year Bainbridge College became the second College in the country to be designated a Bicentennial Campus by the Commission on the Bicentennial of the U. S. Constitution.

Bainbridge College Early County, 40 Harold Ragan Dr. in Blakely, became part of the College in July, 2006, expanding the educational offerings in southwest Georgia. Enrollment at BCEC grew dramatically in the first several years, from 211 before it became part of Bainbridge College to 1,200 students taking classes there in fall, 2010. This growth brought about a 14,000-square-foot expansion added to the original 30,000-square-foot facility. Opening in 2010 and built with funds and input from students, the addition includes a 4,640-square-foot instructional area with a state-of-the-art science laboratory, classrooms, and offices; expanded space for the media center; fitness workout room, game room, reading room, and 24-station computer lab; men's and women's locker/dressing facilities, offices, and snack area with large windows overlooking the rolling landscape.

Another major building project was completed in 2008 when the College opened the Charles H. Kirbo Regional Center and hosted the 10th Annual Georgia Literary Festival as its first big event, attracting more than 3,000 participants. The center houses a conference center with an auditorium, a dining facility, high tech lecture hall, and meeting rooms.

In early 2011, Bainbridge College opened its midtown facility, which houses the Cosmetology program and the Continuing Education Division.

Also in 2011, the Bainbridge campus signature building opened. The \$20 million Student Wellness Center, dedicated to student life, was designed with student input and funded by student fees. At 78,000 square feet, the two-story building includes a 2,500-seat capacity gymnasium, exercise equipment in the 4,000-square-foot fitness center with plasma screen televisions, a 120-seat dining room and serving area, the campus bookstore, a 2,000-square-foot game room, men's and women's locker rooms with showers, a second floor walking track that encircles the basketball court, a computer lab, classrooms, and a quiet lounge area overlooking the campus.

The College welcomed President Richard Carvajal in January, 2011, as its fourth president as BC continues to experience growth in enrollment and facilities. More than 4,000 students were enrolled in the 2010-11 academic year, and graduation 2011 marked the awarding of 358 degrees and diplomas, which topped 2010's record of 347.

LOCATION AND SERVICE AREA

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

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

BAINBRIDGE COLLEGE/EARLY COUNTY (BLAKELY)

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

COLLEGE CODE

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

BAINBRIDGE COLLEGE MISSION STATEMENT

Bainbridge College, a two-year institution of the University System of Georgia, promotes an accessible, affordable, and excellent education for the diverse population of southwest Georgia and beyond through transfer degrees, technical degrees, diplomas and certificates, continuing education courses, public service opportunities, and collaboration with other educational providers, resulting in life-long learning, economic development, and graduates empowered for success in a global society.

ADMISSIONS & RECORDS

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

ADMISSIONS TESTING

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

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

POLICY ON COMPASS RETESTING

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

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

- The student must retest between two and ten business days after the initial testing, up until the first day of classes. No retests will be given after classes have started.
- The student must pay \$10 per retest in each subject area (\$30 for all three areas of math, reading, and English) to the Business Office and bring the receipt to the Testing Center before he or she can retest.
- A student who has retested and wishes to appeal the second COMPASS score(s) may do so directly to the Chair of the Learning Support Division for a third test only under exceptional circumstances: An appeal for a third test is possible only if the retest appears to be invalid in that COMPASS scores are inconsistent with a student's prior history (such as passing grades in AP Calculus), or if there is other evidence that the retest was invalid (such as a student becoming ill during testing or the computer malfunctioning).

ADMISSION REQUIREMENTS BY CLASSIFICATION

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
<p>Beginning Freshman in Associate of Arts Programs of Study - Traditional Students</p> <p><i>(Applicants who have graduated from high school within the last five years)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official High School Transcript(s) • Submit Official College Transcripts (from all postsecondary institutions attended) • Submit COMPASS Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. <u>Note:</u> Applicants whose SAT I Verbal Score is 480 AND whose SAT I Math Score is 440 (ACT English 20 AND ACT Math 18) are exempt from taking the COMPASS unless the College Preparatory Curriculum has not been completed • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Graduation from a Board of Regents' approved high school. <i>[GED recipients must meet Board of Regents' mandated minimum GED scores to be admissible in the Limited Admissions category.]</i> • Completion of the College Preparatory Curriculum (CPC) for Regular Admission <i>[A limited number of applicants may be accepted who do NOT meet the CPC requirement. Early application is encouraged.]</i>
<p>Beginning Freshman in Associate of Arts Programs of Study - Non-Traditional Students</p> <p><i>(Applicants who have been out of high school five years or more)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official High School Transcript(s) or GED Score Reports • Submit Official College Transcripts (from all post-secondary institutions attended) • Submit COMPASS Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. <u>Note:</u> Applicants whose SAT I Verbal Score is 480 AND whose SAT I Math Score is 440 (ACT English 20 AND ACT Math 18) are exempt from taking the COMPASS. • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Graduation from a Board of Regents' approved high school or GED recipient. <i>[Applicants who score low on the COMPASS Placement Test will be encouraged to attend an adult learning center prior to enrollment. Bainbridge College reserves the right to refuse admission to applicants who do not have necessary basic skills.]</i>

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
<p>Beginning Freshman in Career Degree (AAS) Programs of Study - Traditional Students</p> <p><i>(Applicants who have graduated from high school within the last five years)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official High School Transcript(s) • Submit Official College Transcripts (from all post-secondary institutions attended) • Submit COMPASS Placement Test Scores • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Graduation from a Board of Regents' approved high school. [GED recipients must meet Board of Regents' mandated minimum GED scores to be admissible in the Limited Admission category; please call the Director of Admissions for more information.]
<p>Beginning Freshman in Career Degree (AAS) Programs of Study – Non-Traditional Students</p> <p><i>(Applicants who have been out of high school five or more years)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official High School Transcript(s) or GED Score Report • Submit Official College Transcripts (from all post-secondary institutions attended) • Submit COMPASS Placement Test Scores • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Graduation from a Board of Regents' approved high school or GED recipient. [Applicants who score low on the COMPASS Placement Test will be encouraged to attend an adult learning center prior to enrollment. Bainbridge College reserves the right to refuse admission to applicants who do not have necessary basic skills.]
<p>Transfer Student</p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official Transcripts from all post-secondary institutions attended (After evaluation of college transcript, the student may be required to take the COMPASS Placement Test.) • Submit Certificate of Immunization form <p><u>Note:</u> Some transfer applicants may be required to submit official high school transcripts for the evaluation of CPC proficiency.</p>	<ul style="list-style-type: none"> • Applicants transferring fewer than 30 hours must meet freshman admission CPC requirements if out of high school for less than five years. <p>Transfer admission criteria are subject to change.</p> <p>Call the Admissions Office for updated requirements.</p>

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
<p>Diploma Program of Study</p> <p><i>(excluding LPN applicants –see LPN section below)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit COMPASS Placement Test Scores • Submit Official High School Transcript(s) or GED Score Report and Official College Transcripts (from all post-secondary institutions attended) • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Minimum COMPASS test scores required (call Admissions Office for minimum required scores) <p>(High school graduation is NOT required except for the Early Childhood and Medical Assisting Certificates.)</p>
<p>Special Student</p> <p><i>(For applicants with a baccalaureate degree who wish to enroll in one or two courses of special interest)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official College Transcripts showing Bachelor's or Higher Degree from Recognized College • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Bachelor's or Higher Degree from Recognized College
<p>Transient</p> <p><i>(For applicants who are enrolled at other colleges)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Transient letter for each term of attendance at BC showing Good Standing at sending Institution • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Permission from sending institution
<p>Audit</p> <p><i>(No college credit is awarded)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Official High School Transcript if enrolling in any degree level course • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • High school graduate or GED recipient [not required for certificate courses]
<p>Joint Enrollment Program for Diploma Students</p> <p><i>(For high school students desiring dual credit in transfer degree programs.)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Joint Enrollment Application including permission signatures from school and parents • Submit Official High School Transcripts • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Compass Scores that meet or exceed the compass score minimum requirement • 3.0 high school cumulative grade point average on academic courses • 16 years of age or junior/senior • Permission from parent and high school

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
<p>Joint Enrollment Program for Diploma/Certificate Students</p> <p><i>(For high school students desiring dual credit in technical education.)</i></p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit Joint Enrollment Application • Submit Official High School Transcripts • Submit COMPASS Placement or ASSET Test Scores • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Minimum scores on COMPASS Placement or ASSET Exam (Call the BC Admissions Office for minimum required scores) • 16 years of age or junior/senior • Permission from parent and high school
<p>Licensed Practical Nursing (LPN) Certificate Program</p>	<ul style="list-style-type: none"> • Submit BC Application for Admission • Submit LPN Supplemental Application for Admission • Submit COMPASS Placement Test Scores • Submit Official High School Transcript(s) and submit Official College Transcripts (from all post-secondary institutions attended) • Submit documentation proving age of 17 years • Submit satisfactory results for prescribed physical examination • Provide a criminal background check • Provide three letters of personal references • Submit Certificate of Immunization form 	<ul style="list-style-type: none"> • Graduation from a Board of Regents' approved high school or GED recipient • Minimum scores on COMPASS Placement Exam (Call the BC Admissions Office for minimum required scores) • Criminal background check

ADMISSION REQUIREMENTS BY CLASSIFICATION cont.

CLASSIFICATION	STEPS FOR ADMISSION	MINIMUM REQUIREMENTS FOR ADMISSION
<p>Associate of Science Degree in Nursing</p>	<p>Generic Option:</p> <ul style="list-style-type: none"> • Submit BC Application for Admission • Take the TEAS for RN entrance exam within the last two years of application date. • Submit ADN application to the Health Sciences Division Secretary. • Participate in an on-campus interview. • Complete all remaining requirements: criminal background check, AHA healthcare provider CPR, and physical by specified time frame upon acceptance. <p>Advanced Placement Option:</p> <ul style="list-style-type: none"> • Meet all of the above generic option steps for admission • Submit copy of unencumbered license with ADN Advanced Placement Option application • Pass the ATI Fundamentals Exam with Level 2 competency in two attempts at student's cost • Pass a Fundamental skills validation within 2 attempts with ADN faculty • Pass a Drug Calculation exam with 100% proficiency within 3 attempts. 	<ul style="list-style-type: none"> • Must not have failed two nursing courses within the last 5 years at any nursing school. • Must not have failed a core class twice within the last 3 years. • BIOL 2111, BIOL 2112, and BIOL 2115 cannot be more than five years old to be counted for the admissions requirements. • Must have successfully exited or exempted all learning support classes. • Must have earned a minimum GPA of 2.5 on required core courses for the ADN program. • Students must have completed the following core classes with a C or higher prior to admittance into the ADN Program: BIOL 2111, ENGLISH 1101, PSYC 1101, and CSCI 1000. All remaining core classes must be completed prior to entering the final semester of the program. • Must have satisfied the Regents' Skills requirements. • Able to perform physical and mental demands of a Registered Nurse. <p>Advanced Placement Option</p> <p>In addition to the Generic requirements above:</p> <ul style="list-style-type: none"> • Must have all completed all core classes with a GPA of 2.5 prior to admission • Must not have failed a nursing class in the generic option after becoming an LPN.

COLLEGE PREPARATORY CURRICULUM REQUIREMENTS APPLICABLE TO STUDENTS PURSUING ASSOCIATE OF ARTS DEGREES

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

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

- **MATHEMATICS:** Four (4) units of Mathematics, including Algebra I, Algebra II, and Geometry. For students who graduate from a Georgia Public School in 2012 or later, the 4 units of Mathematics must include a course at the level of Math 3 or higher.
- **ENGLISH:** Four (4) units of English which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
- **SCIENCE:** Three (3) units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who graduate in 2012 or later must have four (4) units of science. Georgia Public high School graduates must have at least one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.
- **SOCIAL SCIENCE:** Three (3) units of social science, with at least one (1) course focusing on United States studies and one (1) course focusing on world studies.
- **FOREIGN LANGUAGE:** Two (2) units in the same foreign language emphasizing speaking, listening, reading, and writing. Two (2) units of American Sign Language may be used to satisfy this requirement.

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

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

- **SOCIAL SCIENCE**-Students with fewer than the three required units of social science will be required to complete an additional social science course as specified by Bainbridge College. Students should see the Director of Admissions and Records for required course information since the requirements are subject to change.
- **FOREIGN LANGUAGE**-Students with fewer than two units of the same foreign language will be required to complete an additional foreign language course as specified by Bainbridge College. Students should see the Director of Admissions and Records for required course information since the requirements are subject to change.

The following provisions apply to the science, social science, and foreign language requirements: These additional required courses represent three or four semester hours each of academic credit coursework which will NOT count toward a student's degree program. The student must earn a "C" or better in each of these courses. Students transferring from outside the University System with fewer than 30 hours of transferred courses and who accumulate 30 or more semester hours of college-level credit at Bainbridge College before completing all CPC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses. Students transferring from outside the University System with 30 semester hours or more academic core curriculum courses are exempt from the above outlined CPC policies.

'COLLEGE CREDIT NOW' OPPORTUNITIES

Bainbridge College offers a variety of dual and joint enrollment programs to provide challenging academic opportunities for high school students. These programs enable high school students to enroll in Bainbridge College courses, possibly earning both college and high school credit. The minimum admission requirements for the ACCEL and Move on When Ready programs for degree-seeking students, and for the Dual and Joint enrollment programs for diploma- or certificate-seeking students are listed in the previous Admission Requirements by Classification section. ACCEL students may qualify for financial aid through the Georgia Student Finance Commission, which provides free tuition for eligible participants. The Move on When Ready program is funded through the Georgia Board of Education and fully pays for 12 hours of tuition. The student would be considered a full-time student on our campus and not attend classes at the sponsoring high school. Dual and Joint Enrollment students may apply for financial assistance through the HOPE Grant program. Possible restrictions may apply.

High school students interested in learning more about these opportunities should see their high school guidance counselor and talk with our specialist in the Student Success Center for specific program details.

SENIOR CITIZEN ENROLLMENT POLICIES

Residents of Georgia who are at least sixty-two years of age may attend college credit courses at no charge on a space available basis pursuant to Section 4.2.1.5 of the Georgia Board of Regents' Policy Manual. The steps for admission and minimum requirements for each admissions classification must be met. Pursuant to the Board of Regent's Policy, Bainbridge College "*may exercise discretion in exceptional cases where circumstances indicate that certain requirements such as high school*

graduation and minimum test scores are inappropriate. In those instances involving discretionary admission, institutions will provide diagnostic methods to determine whether or not participation in Learning Support will be required prior to enrollment in regular credit courses."

STUDENTS WITH SPECIAL NEEDS

Applicants or students who have any physical, emotional, or learning condition that will require additional assistance to the student must submit a special needs form to the Department of Testing, Counseling, and Disability Services. Students requesting accommodations must also present the appropriate documentation to the Disability Service Provider. Medical (physical) and psychiatric forms need to be completed by a physician or other appropriate medical personnel. Students with Learning Disabilities need to submit a psychological evaluation that will be sent to Georgia Southern Regent's Center for Learning Disorders to establish accommodations. Upon approval of the special needs form, the Disability Service Provider will meet with the student to arrange reasonable accommodations for each course in which the student enrolls.

Individuals with impaired hearing or speech may communicate with personnel at Bainbridge College via one of the following methods:

E-mail: geninfo@bainbridge.edu.

FAX: (229) 248-2589 (specify Testing)

Text Telephone: 1-800-255-0056 (via Georgia's Relay Service)

CAREER PATHWAY PROGRAM OF STUDY (COLLEGE CREDIT FOR HIGH SCHOOL COURSES)

The Career Pathway Program of Study provides high school preparation in career and technical education fields. The Career Pathway Program of Study also

- provides a planned program of study that includes two years of high school and two years of technical studies courses that can apply to a two-year degree.
- provides courses that may count for high school and technical studies credit. These courses include dual enrollment and/or articulated courses.
- builds academic skills in math, science, and English through applied instruction.
- leads to a diploma or Associate in Applied Science degree from Bainbridge College in a technical area.

The Dual Enrollment Specialist can assist high school students enrolling at Bainbridge College in determining the career path and course listings for articulated programs of study. Articulated courses are those taken in high school and with an agreement between the high school and Bainbridge College; these courses are counted for college credit. Articulated credit is granted after acceptable completion of the high school course and after specified criteria of the College are met. Contact the Dual

Enrollment Specialist, the Bainbridge College Admissions Director, or the high school guidance counselor to receive detailed information.

ARTICULATED CREDIT

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

High School Course	Bainbridge College Course
Principles of Accounting I	BUSN 1011 Principles of Bookkeeping I and BUSN 1012 Principles of Bookkeeping II
Principles of Accounting I and Principles of Accounting II	ACCT 2101 Principles of Accounting I *
Computer Applications I and Computer Applications II	COMS 1000 Microcomputer Concepts
Intro to Healthcare Science	AHEA 1140 Medical Terminology
Application of Healthcare Science	AHEA 1130 Anatomy & Physiology
Applied Algebra	TECH 1120 Tech Math
Algebra I	TECH 1120 Tech Math
Euclidian Geometry & Physical Science	TECH 1120 Tech Math
Informal Geometry	TECH 1120 Tech Math
Algebra II & Advanced Alg/Trig	TECH 1130 Algebra & Trigonometry
Arc Welding Process I	INDM 1001 Welding I
ARC Welding Process II	INDM 1002 Welding II
Gas Metal Arc Welding Specialty	INDM 1006 MIG Welding
Intro to Metals	INDM 1120 Industrial Tools and Equipment

*Principles of Accounting I requires a score of 80 on a challenge exam in order for credit to be awarded. Other classes do not require a challenge exam at this time.

Note: This list is subject to change. Students interested in receiving credit should discuss this program with the Director of Admissions or their high school counselor.

GRADUATION REQUIREMENTS

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

The requirements for graduation are the following:

1. A student must earn a graduation grade point average of at least 2.0 at Bainbridge College. The graduation average is calculated on all courses taken at Bainbridge College that are used to meet the requirements for graduation for an identified program of study. When calculating graduation grade point average for repeated courses, the Records Office will count the highest grade. If students have transfer courses from other institutions that are used to meet graduation requirements, the combined cumulative grade point average of the transfer courses and the BC courses used toward graduation must equal at least a 2.0 in addition to the 2.0 requirement for courses taken at Bainbridge College.
2. Georgia State Law, Section 20-3-68, states that each graduate of a Georgia college or university must demonstrate competency in the areas of the United States and Georgia constitutions and in United States and Georgia history. At Bainbridge College, students meet this requirement by successfully completing POLS 1101 AND either HIST 2111 or HIST 2112. Students entering from colleges outside of Georgia who have earned transfer credit in POLS 1101 or HIST 2112 still must meet the Georgia constitution and history requirements. To meet the Georgia constitution requirement, the transfer student must complete successfully SEMR 2500, Georgia Constitution and Government. To meet the Georgia history requirement, the transfer student must see the Chairperson of the Arts and Sciences Division to arrange for tutoring sessions and to schedule a Georgia history examination. Once the test has been passed, the Records Office will post to the student's record the completion of the U.S. and Georgia History requirement. For further information, students should contact the Records Office or the Chairperson of the Arts and Sciences Division.
3. The minimum residency requirement for a degree at Bainbridge College is 18 semester hours **or 25 percent of the credit hours (whichever is larger)** toward Areas A, B, C, D, E, or F of the degree which the student is pursuing.
4. Students must pass the Regents' Test to earn an Associate of Arts degree.
5. Students must meet all financial obligations to the College before graduation, or the diploma and transcript will be withheld.

HONOR GRADUATE REQUIREMENTS

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

1. The minimum residency requirement for a degree at Bainbridge College is 18 semester hours **or 25 percent of the credit hours (whichever is larger)** toward Areas A, B, C, D, E, or F of the degree which the student is pursuing.

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

FEES & EXPENSES

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

Tuition rates and fees are determined by the Board of Regents of the University System of Georgia and are subject to change. For the most up-to-date information, consult the College website at http://www.bainbridge.edu/administration/busi_offi/BursarCashier.htm

RESIDENT TUITION

A freshman entering in fall semester 2011 paid a tuition rate of \$82.34 per credit hour in addition to all other fees. Tuition is set annually by the Board of Regents, and the rate is available in the summer prior to the start of the fall semester. The cost to audit a course is the same as that for credit. Students residing in Gadsden County, Florida, and Henry and Houston counties in Alabama for the past 12 months will pay tuition at the in-state resident rate.

NON-RESIDENT TUITION

A freshman entering in fall semester 2011 had a tuition rate of \$311.60 per credit hour in addition to all other fees. (Residents of Gadsden County, Florida, and Henry and Houston counties in Alabama are treated as in-state students.)

STUDENT ACTIVITY FEE

Each student taking 6 or more credit hours of regular or institutional credit will be charged a Student Activity Fee of \$50. Students taking 1 to 5 hours will pay an Activity Fee of \$25. This fee is used to help defray the expenses of various Student

Services, such as publications, athletics, awards, social events, excursions, and other College activities and services for students.

TECHNOLOGY FEE

Each student taking 6 or more credit hours of regular or institutional credit will be charged a Technology Fee of \$42; students taking 1 to 5 hours will pay a Technology Fee of \$21. The Technology Fee provides the students full access to computers, computer supplies, and computer assistance from Technical Support personnel. All students are provided a BC email that should be used when emailing instructors and other College personnel. In addition, certain courses meet in a computer classroom and require extensive computer activities as a part of the learning experience.

STUDENT LIFE BUILDING FEE

Each student taking 6 or more credit hours of regular or institutional credit will be charged a Student Life Building Fee of \$125.00 per semester; students taking 1 to 5 hours will pay a Student Life Building Fee of \$63.00. This fee is used to help fund the Student Wellness Center.

PARKING FEE AND REGULATIONS

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

The parking permit must be displayed on the outside of the rear window of the driver's side or on the rear bumper on the driver's side. The decal must be permanently affixed to the vehicle to be valid.

A grace period allowing for the purchase of permits will be in effect during the first week of the semester, but the grace period pertains only to permits, with all other parking regulations enforced at all times in all parking lots (including unauthorized parking in disabled parking spaces). Parking is permitted only on blacktop surfaces in specifically marked parking spaces for students. Parking on unpaved areas, in roadways, in areas posted as no parking zones, or in any unauthorized area is prohibited. Vehicles backed into parking spaces will also be subject to citation.

More information is available at

http://www.bainbridge.edu/administration/busi_offi/files/ParkingBrochure_rev082411a.pdf.

INSTITUTION FEE

Each student is charged an institution fee of \$200.00 per semester. This fee is mandated by the Board of Regents and is used to help defray budget cuts.

MUSIC FEE

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

FUEL SURCHARGE

Students enrolled in the Commercial Truck Driving Program are required to pay a fuel surcharge. This fee was \$130 as of fall 2011.

TEXTBOOKS AND SUPPLIES

The Bainbridge College Bookstore, operated by Barnes and Noble in the Student Wellness Center in Bainbridge and in the main building at BCEC, stocks required textbooks and school supplies. The cost of books varies, and textbooks can also be rented. Some books may be used for more than one course. New and used books are typically available.

GRADUATION FEE

Students must pay a Graduation Fee of \$50 to cover the diploma and cost of renting a cap and gown. This fee is payable at the time a student applies for graduation. Students graduating in absentia will pay a \$20 fee to cover the cost of the diploma. There is a \$15 late fee for payment after deadline (established each year) as well as a \$15 charge for each additional diploma or certificate.

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

LIBRARY FINES

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

REFUND POLICY

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

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

percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

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

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for a refund of any portion of any fee. No refunds follow a reduction in hours unless such is the fault of the College.

MILITARY SERVICE REFUNDS

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are authorized for students who meet the following requirements:

1. Military reservists (including members of the National Guard) who receive emergency orders to active duty after having enrolled at the College and having paid tuition and fees;
2. Active duty military personnel who receive an emergency assignment after having enrolled at the College and having paid tuition and fees;
3. Students who are unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exception equitable relief.

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

VETERAN'S BENEFITS

Veterans desiring to use their VA Education Benefits for the first time need to submit VA Form 22-1990. Dependents under the Post 9-11 program desiring to use TEB (Transfer of Education Benefits) must submit VA Form 22-1999e once benefits have been transferred to begin receiving these benefits. Dependents desiring benefits under CH. 33 and 35 need to submit VA Form 22-5490. Disabled Veterans desiring to enter into the VA Vocational Rehabilitation Program must submit VA Form 22-1990 directly to the VA and then follow up with the Tifton, Georgia, VA office once accepted into the program. These forms will generate the Certificate of Eligibility that Bainbridge College needs for the certification process. Veterans interested in the VA work-studies program must submit VA Form 22-8691 to the VA certifying official. In addition, a signed contract must be on file with the VA prior to beginning employment, and job duties must involve veteran-related functions.

Students in training using VA Educational Benefits are responsible for ensuring that all tuition and fees are paid on their accounts. CH. 1606, CH. 30, and CH. 35 students who receive funds directly are responsible for bringing their funds to the Business Office to pay any unpaid balance once they receive payment. Failure to do

so will result in being dropped from classes. Furthermore, CH. 31 students are responsible for ensuring that the College receives VA Form 28-1905, and Bainbridge College students who are using CH. 31 benefits must go through the Tifton, Georgia, VA office. Bainbridge College uses VA Form 28-1905 to bill the VA to pay for tuition, fees, and books, so it must be completed for CH. 31 benefits to be paid.

For CH. 31 students, the VA designates payment specifically for tuition and fees and pays it directly to the school. As a result, students receiving CH. 31 benefits lose their HOPE eligibility while receiving CH. 31 benefits. This is due to the HOPE legislation stating that if a second payer is paying specifically to cover tuition and fees, then that amount must be applied first. Since VA covers the full tuition and fees, there are no funds for HOPE to pay out.

The Post 9-11 Educational Benefit pays tuition and fees based upon a percentage (10% to 100%) that the veteran is eligible for based upon time in service. For CH. 33 students, due to recent Post 9-11 legislation, HOPE is applied differently when used in conjunction with Post 9-11 benefits than those of CH. 31. Both pieces of legislation (HOPE/State of GA and POST 9-11/Federal) have similar second-payer rules regarding payments designated to tuition and fees. Under the Post 9-11, as a result, since the VA is federal and supersedes the State of Georgia, the Post 9-11 law dictates that any state benefit being used must be applied first, and then the Post 9-11 will cover the remaining balance. (NOTE: Veterans who are 90%-100% Post 9-11 should consider not using their HOPE at the same time since VA will pay the 90% to 100% of tuition and fees.)

Tuition Assistance (TA) payments are handled directly with the Business Office.

Any time a student changes his/her program of study or training establishment, a VA Form 22-1995 should be submitted to the VA Certifying Official before the VACO is allowed to submit certification. (Dependents under CH. 33 or 35 should use VA Form 22-5495). Delays or failure to submit this form will impact certification of classes and delay payments both to the school and the veteran. It is the responsibility of the veteran to ensure that adequate documentation is submitted to the VA Certifying Official to ensure timely payment. Failure to do so may result in being dropped from classes for non-payment of any unpaid balance of tuition and fees.

All forms can be submitted online through VONAPP at <https://www.ebenefits.va.gov> or mailed to the Southern Region VA Regional Office, P. O. Box 100022, Decatur, GA 30031-7022.

For further information, contact the School Certifying Official in the Financial Aid Office or call 1-888-GI BILL-1 to speak directly to the VA.

VOCATIONAL REHABILITATION

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

FEES FOR CONTINUING EDUCATION PROGRAMS

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

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

DEFINITION OF A LEGAL RESIDENT

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

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

(b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12-month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment and then only by properly showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as non-resident students provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

6. Waivers—An institution may waive out-of-state tuition for the following:
- (a) Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
 - (b) International students, selected by the institution president or her/his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed 1% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived, provided (1) institutions are allowed 1% of waivers for special cases, such as superior out-of-state students in selected programs and/or international students; (2) the maximum fee waiver for any institution is 2%;
 - (c) Full-time employees of the University System, their spouses, and their dependent children;
 - (d) Medical and dental residents and medical and dental interns at Georgia Health Sciences University;
 - (e) Full-time teachers in the public schools of Georgia or in the programs of the State Board of The Technical College System of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;
 - (f) Career consular officers and their dependents who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate with educational reciprocity toward the United States;
 - (g) Military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to System institutions for educational purposes;
 - (h) Students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are enrolled in said institution.

RIGHT OF APPEAL OF RESIDENCE CLASSIFICATION

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

FINANCIAL AID

The Bainbridge College (BC) Office of Financial Aid (OFA) assists students in locating and obtaining monetary aid in the form of student grants, scholarships, and loans to help pay for their college expenses.

HOW TO APPLY FOR FEDERAL FINANCIAL AID

Students must complete the Free Application for Federal Student Aid (FAFSA) if they are seeking assistance through any Federal aid program. The FAFSA is located on the www.fafsa.gov website. Frequently Asked Questions (FAQ's) concerning the FAFSA and instructions on how to complete the FAFSA can be found at www.studentaid.ed.gov. Students will need the Bainbridge College school code (**011074**) when completing their FAFSA.

After submitting the FAFSA online, students should receive a Student Aid Report (SAR) from the Federal Department of Education within two to three business days via the email address that was provided on the FAFSA. Students should review the SAR to verify the accuracy of the posted information. If there is a discrepancy, students need to go back to the FAFSA website, correct the discrepancy on the FAFSA, and then save the submission again.

Processing of a student's FAFSA can possibly take up to three weeks; therefore, it is imperative that documentation is submitted before Bainbridge College's deadlines so that financial aid can be processed completely before classes begin.

STUDENT INFORMATION VERIFICATION

A student might be selected for "Verification" by the United States Department of Education (ED) if the information submitted on the FAFSA is incomplete and/or does not match the student's and/or the student's family's tax information submitted previously to the Internal Revenue Service (IRS). For auditing purposes, ED also selects other FAFSA submissions randomly for Verification even though data between the FAFSA and tax documentations match. More information concerning Verification can be found at: (<http://ifap.ed.gov/sfahandbooks/attachments/0809AVGCh4.pdf>).

The OFA will contact the student if a Bainbridge College Verification form is needed, and if any additional documentation is required. Students may also log in to their Banner Web account under "Financial Aid Eligibility" to view unmet requirements. The OFA will not process a student's FAFSA until all unsatisfied requirements are met and all financial aid documentation has been received.

FEDERAL STUDENT LOANS AND GRANTS

In addition to submitting the FAFSA, students who want to apply for a Federal Direct Student Loan at Bainbridge College must complete and submit a Bainbridge College loan application. This application is online and also available in the OFA. More information concerning Federal Direct Student Loans can be found at <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

To receive a student loan, a student must be eligible for that loan and be registered in at least six (6) credit hours of classes during the semester. If eligible, the student is required to complete the BC Loan Application and also the Department of Education's Direct Master Promissory Note and Loan Entrance Counseling. The student must contact his Financial Aid counselor before completing and submitting the loan application. Processing of a student loan can possibly take up to three weeks; therefore, it is imperative that documentation is submitted before Bainbridge College's deadlines so that financial aid can be processed completely before classes begin.

Students can get information on their personal student loans or grants from the National Student Loan Data System (NSLDS). NSLDS is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. This information can be found at http://www.nsls.ed.gov/nsls_SA/.

General information concerning eligibility for **Federal Grants and Loans** can be found at the Federal Government's website:
<http://studentaid.ed.gov/PORTALSWebApp/students/english/loanGrantFactsheets.jsp>.

Information concerning the various **Federal Grant Programs** can be found on the Federal Government website:
<http://studentaid.ed.gov/PORTALSWebApp/students/english/grants.jsp>.

Information Concerning the **Repayment of Student Loans** can be found at the Federal Government website:
<http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp?tab=repaying>

WORK-STUDY PROGRAMS

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Most jobs are on campus, and due to limited funding, employment is not guaranteed. Funds earned under this program do not have to be paid back to the Federal Government.

To apply, a student must complete the FAFSA, submit any extra required financial documentation, the Bainbridge College (BC) Work-Study Application, and be registered for at least six credit hours before he or she can be considered for employment. Payment is made at the current Federal minimum wage rate. BC requires that the student meet the College's Standard Academic Progress (SAP) to be accepted into the program and to continue in the program. The student must also pass the College's criminal background check prior to being hired.

For more information concerning work-study opportunities at BC, please contact the Office of Financial Aid.

VETERANS ADMINISTRATION PROGRAMS

Students who plan to use their Veteran's training and educational benefits should contact the VA Certifying Official in the Office of Financial Aid for assistance. Veterans are eligible for financial assistance under the following programs:

- CH 30 G. I. Bill
- CH 31 Veterans' Vocational Rehabilitation
- CH 33 Post 9-11 Ed Benefits
- CH 35 Dependents
- CH 1606 Selected Reserve
- National Guard
- GSFC HERO Scholarship
- War Orphans' Benefits
- Veterans' Work-Study Program
- Tutorial Assistance

For more information concerning Veterans Administration Programs at BC, please contact the Office of Financial Aid.

HOW TO APPLY FOR GA FINANCIAL AID (HOPE PROGRAMS)

To apply for state financial aid, all students should complete and submit their FAFSAs. In addition,

- **To receive state financial aid for Certificate or Diploma programs:** The HOPE Grant program, which helps to pay tuition for Certificate and Diploma courses, will automatically be checked against the student's account for eligibility. The student only needs to complete the FAFSA to be checked for HOPE Grant eligibility.
- **To receive state financial aid for degree programs:** In addition to the FAFSA, a student must complete a "Request for HOPE Scholarship" form. **The Financial Aid Office does not automatically check a students' accounts to see if they are eligible for the HOPE Scholarship or the Zell Miller Scholarship.** This form is also available in the Office of Financial Aid.

For more information on the HOPE Program Regulations, please visit this website: http://www.gsfc.org/gsfnew/SandG_regs_2011.cfm

FINANCIAL AID AWARD LETTER

A student awarded any financial aid will be sent an award letter from Bainbridge College informing him or her of the fund type(s) and amount(s) that he or she has been awarded. These letters are typically sent to the student two to three weeks before classes begin for that semester. This award information will also be posted to the student's BANNER Web account.

A student's financial aid is initially awarded for the academic year (fall and spring semesters). If available, additional aid is awarded for the summer semester. Awards will be based on full-time enrollment; however, it is possible for a student to be eligible for financial aid when his or her enrollment is less than full-time. Students must meet Standard Academic Progress (SAP) to be eligible for their award amounts.

Financial Aid Awards will pay for classes ONLY that are in a student's **primary major**. Any classes that are taken outside of the primary major will not be covered by financial aid. The student is responsible to verify that he or she is registered for only those classes that are under his or her primary major. A student will be financially responsible for classes attempted that are not under the primary major.

HOW TO APPLY FOR LOCAL PRIVATE SCHOLARSHIPS

Thanks to the generosity of individuals, families, and foundations, each year Bainbridge College (BC) awards a variety of scholarships funded by donations from these groups. A student wishing to apply for any of these scholarships must do so through the Office of Financial Aid (OFA).

The Bainbridge College Scholarship Application and the scholarship brochure, which lists all available scholarships typically available to students, are accessible on the BC website and in the OFA during the months of February and March each year. Completed applications must be submitted to the OFA by the last College business day in March.

In addition to the Bainbridge College Scholarship Application, students are also required to submit the Free Application for Federal Student Financial Aid (FAFSA) (<http://www.fafsa.ed.gov/>) for the current school year. Students should submit their current year FAFSA no later than February 1 to verify that their FAFSA data will be available to the OFA before the last business day of March.

Scholarship awards will automatically be paid toward the recipient's tuition and fees by the Bainbridge College Business Office for the following school year (fall, spring, and/or summer semester), depending upon the individual scholarship's award requirements. These private scholarships must be used toward courses taken only at Bainbridge College. Scholarship recipients will be invited to the annual Bainbridge College Awards Banquet in May, where they will be recognized for their awards.

OTHER AGENCIES PROVIDING FINANCIAL ASSISTANCE

Workforce Investment Act: The Workforce Center, 502 West Shotwell Street, provides financial and support services through the Workforce Investment Act. Interested individuals should call the Workforce Center at (229) 243-5313.

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

SATISFACTORY ACADEMIC POLICY (SAP)

Students who receive financial aid from the federal government, state government, and Bainbridge College private scholarships must meet Bainbridge College Office of Financial Aid (OFA) Standards for Satisfactory Academic Policy (SAP). The Bainbridge College SAP is as follows:

The Educational Amendments of 1976 provide that financial aid payments through Title IV federal programs are authorized only if a student is maintaining SAP, both **QUALITATIVELY AND QUANTITATIVELY**. At Bainbridge College, SAP standards include the components as defined below for all financial aid that the College provides to its students:

A student's academic progress will be evaluated at the end of the each semester as follows:

I. **QUALITATIVE – Grade Point Average (GPA) REQUIREMENTS:** Students must maintain a 2.0 or above cumulative GPA. Cumulative semester hours are defined as all credit hours, including learning support and transfer hours.

II. **QUANTITATIVE - REQUIREMENTS FOR HOURS COMPLETED**

a. **COMPLETION RATE:** The financial aid recipient must satisfactorily complete at least **67%** of cumulative semester hours attempted. A student who fails to satisfactorily complete this required 67% (two-thirds) of cumulative semester hours attempted is ineligible for continued financial aid until such time as he or she satisfactorily completes 67%.

Satisfactory completion is defined as grades of **A, B, C, D, IP, or S**. **Unsatisfactory** completion is defined as grades of **F, FN, W, WP, WF, or U**.

If a grade of **"I"** is received, the student will be evaluated at the time the "I" is received, and again after it is changed to a letter grade.

b. **TIME FRAME AND PROGRAM OF STUDY:** The maximum time frame allowed is **150%** of the number of cumulative semester hours required to earn the degree, diploma, or certificate. For example, if a student is pursuing a program of study that requires 62 semester hours to complete, the student cannot receive financial aid after attempting 93 hours ($62 \times 150\% = 93$). Cumulative semester hours include all courses attempted **even if the student has changed majors**.

Repetition of Courses: All attempts at a course are counted in the maximum hours allowed.

Withdrawals: Students should be reminded that withdrawing from a course does not count as successful completion and may adversely affect the successful completion rate.

Learning Support: In addition to the above, no student may receive federal financial aid for more than **30** semester hours of learning support course work.

Students who do not meet these SAP standards will be placed on financial aid probation for one semester **unless they receive a combination of unsatisfactory grades in all classes for a semester. Such students are not eligible for the one-semester probation and will be placed on financial aid suspension.**

Students on probation will be reviewed at the end of the enrolled semester to determine if their cumulative GPA is 2.0 or greater and if the cumulative percentage of completion is at least 67%. If the cumulative minimum requirements for both qualitative and quantitative requirements are met, the student will return to good

standing regarding SAP and will no longer be on financial aid probation. If the cumulative GPA and percentage of completion are not within the mandated requirements, but if the student has a semester GPA of 2.0 or greater with a semester percentage completion rate of at least 67%, then the student will remain on probation for another semester.

Students who do not meet these SAP standards after being on financial aid probation will be placed on financial aid suspension and are not eligible to receive financial aid until they are again meeting SAP requirements. Students may apply for reinstatement of financial aid by paying for classes (or by securing alternative financing) until they meet SAP requirements.

Right of Appeal: A student who has experienced mitigating circumstances (defined below) and whose aid has been terminated shall have the right to appeal to the Financial Aid Appeals Committee. The student should complete a Financial Aid Appeal Form (available in the OFA) and attach all supporting documents for the appeal. Students must include on the appeal form actions that have been taken or will be taken to change the circumstances and improve the academic status. The Financial Aid Appeal Committee's decision is final, and the student will be notified in writing of the decision.

Mitigating Circumstances include 1) health reasons (pregnancy does not qualify unless there are unforeseen complications), 2) death of an immediate (mother, father, brother, sister, child, spouse) family member or 3) undue hardship. Please note that problems involving computers, transportation, or childcare problems are not considered undue hardship.

Reinstatement of Financial Aid: A student whose aid was terminated due to financial aid suspension may apply for reinstatement of aid after he or she has successfully attempted and completed enough hours to meet the requirements of the SAP policy. It shall be the student's responsibility to petition the Office of Financial Aid for reinstatement of financial aid prior to the beginning of the semester for which aid is requested. An approval of an appeal submitted to the Financial Aid Appeals Committee will reinstate financial aid for one term. Not enrolling for a semester or longer does not change the financial aid suspension status.

Withdrawal from school: Anytime a student withdraws from school, the student may be responsible for owing funds to Bainbridge College, The Department of Education, and/or the State of Georgia. If this occurs, the student may become ineligible for future financial aid.

Withdrawal from classes: Anytime a student withdraws from a class during the Drop/Add period of the semester, the student's aid will be adjusted to reflect the new hours. Any financial balance that becomes due as a result of this change is the responsibility of the student.

Determination of Award Amounts: Award amounts are directly affected by a student's selected program of study. Award amounts are also based on the number of semester hours taken in a student's primary program of study as follows:

- a. Full-time: Must maintain a minimum of 12 or more semester hours of credit required in the student's primary program of study.

- b. Three-quarter-time: Must maintain a minimum of 9-11 semester hours of credit required in the student's primary program of study.
- c. Half-time: Must maintain a minimum of 6-8 semester hours of credit required in the student's primary program of study.

Student's Program of Study: Students are advised to take courses pertaining only to their primary program of study. Students who take courses outside their primary program of study risk not receiving funds for those courses and also jeopardize depleting the number of hours paid in their total program of study.

Clarification of SAP Policy: Students may request a clarification of the SAP policy from the OFA. The OFA reserves the right to void or adjust any offer or award due to changes in the student's eligibility, the correction of data, availability of funds, or changes in federal or state regulations.

Discrimination: Bainbridge College does not discriminate on the basis of race, color, national origin, handicap, sex, religion, or age in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

ACADEMIC AFFAIRS

UNITS OF CREDIT

The unit of credit is the semester hour. A semester hour represents fifty minutes of class time per week for one 15-week semester or its equivalent. Two to three hours of laboratory work may be considered to be the equivalent of one semester hour of credit. Students are also expected to complete two to three hours of study outside of class for each semester credit hour assigned to the course.

CLASS ATTENDANCE

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

ACADEMIC ADVISEMENT

Each new student should meet with the staff in the Student Success Center prior to registering for classes. Returning students should meet with their assigned advisor each semester to be sure that they remain on track with their chosen program of study. Students should follow the programs of study outlined in the catalog,

complete courses in the proper sequence, and take infrequently offered courses when they are scheduled.

Bainbridge College publishes registration procedures and a schedule of classes online each semester prior to registration. For the most recent version of the schedule, please check the College's website at www.bainbridge.edu.

Students who wish to change majors or advisors must notify the Records Office.

It is the responsibility of students to meet with their advisors; to read this catalog, official announcements, official bulletin boards, other pertinent official publications, Bainbridge College student email, and the Student Handbook; and otherwise to inform themselves completely in regard to their program of study, credits, degree requirements, quality points, graduation requirements, and school policies in all programs.

FOUNDATIONS FOR SUCCESS—BC 0100

In the first semester of enrollment, new part-time and full-time students are required to complete the BC 0100 Foundations for Success course. Re-admitted students who have not yet earned credit in BC 0100 will also be required to enroll in BC 0100 in their first semester of enrollment. In addition, students placed on academic suspension will be required to retake BC 0100 during their next semester of enrollment. Students who do not pass BC 0100 must retake it during their next semester(s) of enrollment.

Transient students, transfer students (those students with 30 or more transfer hours who are not required to meet freshman admission standards), joint enrollment students, special students (students with a bachelor's degree), and students auditing their courses are not required to enroll in BC 0100. Any other exceptions must be documented by the Vice President for Academic Affairs. In addition, students not required to enroll in BC 0100 may elect it.

Students may take an online section of BC 0100 only if they have no Learning Support requirements.

MINORITY ADVISING PROGRAM (MAP)

The Minority Advising Program (MAP) was established in 1983 to address the specific problems faced by minority students within the University System of Georgia that affect their recruitment and retention. MAP, while open to all students, is an achievement-based program designed to facilitate the transition to college for minority students. The primary initiative of MAP is to foster a more nurturing and inviting environment on campus, thereby promoting success and improving the retention of minority students. MAP provides a range of programs, such as academic counseling/referrals, seminars, speakers, mentoring, and other student support services. Most importantly, the Minority Advising Program provides students with the necessary skills and the access to resources on campus that will assist them in their academic pursuits.

HONORS PROGRAM

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

Eligibility:

New BC students: minimum SAT of 1100; minimum high school GPA of 3.5.

Transfer students: minimum SAT score of 1100; minimum GPA of 3.25 average.

To remain eligible, students must maintain at least a 3.25 grade point average at BC and fulfill the requirements of the program.

Requirements:

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

Students who complete the requirements of the Honors Program will have an Honors seal affixed to their diploma for an earned degree from Bainbridge College and will have "Honors Graduate" noted on their academic transcript. For more information, students should meet with the Honors Director.

REPEATING COURSES

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

SCHEDULE ADJUSTMENTS

Students may adjust their schedules at any time prior to the start of the semester through the normal registration process. For assistance with schedule adjustments prior to the start of the semester, students should meet with their academic advisor.

Drop/Add: After the start of the semester, students may drop or add courses without penalty during the Drop/Add period listed in the semester calendar. Financial aid awards are based on enrolled hours as of the end of the Drop/Add period and will not be increased due to courses added after that date. Dropping a course after financial aid has been awarded may result in a requirement to return funds awarded for that class. For information and assistance with the Drop/Add

process, students should meet with their assigned academic advisor. Students who receive financial aid should meet with their financial aid counselor prior to making schedule adjustments. **The deadline to drop or add classes through this process is the close of business on the end date of the drop/add period as published in the College calendar.**

Withdrawals: Once the Drop/Add period has ended, a student may withdraw from a course by the designated midterm date published in the College calendar. Students who officially withdraw by the midterm date will receive a "W" grade for the term. The "W" grade is not computed in the student's grade point average but may affect a student's eligibility for financial aid. To officially withdraw from a course, students must file the appropriate paperwork with the Admissions & Records office. **The deadline to drop/withdraw from classes with a course grade of "W" is the midpoint of the semester as published in the College calendar.**

Late Withdrawals: Students who withdraw from a course or courses after the published midpoint of the semester will receive a grade of "WF". A "WF" will be computed as a 0.0 in the student's grade point average (GPA), just as if the student had received an "F". The deadline to late withdraw from classes with a course grade of "WF" is the last day of classes for the semester as published in the College calendar.

Hardship Withdrawals: Students who wish to withdraw after midterm for reasons of **non-academic hardship** may petition the Vice President for Academic Affairs to receive a grade of "W". A non-academic hardship is an event (such as illness, injury, death, or employer-initiated job change) that prevents the student from completing his or her course(s). This event must occur during the semester of the request and at or after the published deadline to withdraw for the semester. Students should be prepared to provide documentation of the hardship.

It is especially important for students to communicate with their instructors if they are experiencing difficulties. The final decision for issuing a "W" or "WF" is at the discretion of the instructor and may be based on the student's performance up to the time of the hardship.

To file for a hardship withdrawal, a student should contact the Director of Advising and Academic Affairs (Office 113 in the Mobley Administration Building). Hardship withdrawal forms can also be picked up in the Office of Academic Affairs.

The deadline to seek a "W" through this process is the midpoint of the semester (as published in the College calendar) following the term in which the course or courses were taken. Exceptions to this deadline may be made for extenuating circumstances.

WITHDRAWAL FROM ALL COURSES

Students who stop attending all classes for the semester must seek a withdrawal for each course in order to avoid academic penalty. There are two types of withdrawal from all courses.

Student initiated: The student must complete the "Withdrawal from School" form, which is available in the Admissions Office. The student's instructors must sign the

withdrawal form. Withdrawal forms are declared void if not filed within five days. A student who withdraws from school prior to the midpoint of the semester will receive course grades of "W". A student who withdraws from school after midterm will receive a grade of "WF" in each course. Students who wish to withdraw after the published midpoint of the semester for non-academic reasons may request permission from the Vice President for Academic Affairs to receive a grade of "W" (see Hardship Withdrawals).

The deadline to withdraw from classes with a course grade of "W" is the midpoint of the semester (as published in the College calendar) following the term in which the course or courses were taken. Exceptions to this deadline may be made for extenuating circumstances.

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

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

Students withdrawing from classes after the Drop/Add period are not eligible for refunds unless they are withdrawing from all courses. Students who withdraw (or are withdrawn) from all courses may be required to repay financial aid funds received for their courses. Bainbridge College follows the Board of Regents' policy governing refunds for all institutions within the University System of Georgia. This policy (policy 7.3.5 Refunds) is located at the following web address:

[http://www.usg.edu/policymanual/section7/policy/7.3 tuition and fees/](http://www.usg.edu/policymanual/section7/policy/7.3%20tuition%20and%20fees/).

CLASS LOAD AND OVERLOADS

A schedule of 12 or more semester hours of credit constitutes a full-time load. Fewer than 12 semester hours is classified as a part-time load. If a student wishes to schedule more than 18 semester hours (an overload), he or she must obtain approval from the Vice President for Academic Affairs. Students seeking such permission must demonstrate that they are likely to succeed based on their performance in previous semesters.

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

DIRECTED INDEPENDENT STUDY

A student may request a Directed Independent Study (DIS) only if each of the following requirements are met:

- the student is within 16 hours of graduating,
- the student will be graduating in the semester of the DIS,
- the student has a minimum of a 2.0 GPA,
- the class is not being offered that semester, or the class time(s) conflict with another required class,
- the student receives permission from the Division Chair, and
- the Division Chair can identify an appropriate instructor for the DIS.

Faculty are limited to teaching one DIS per semester. The DIS may have a maximum of two students.

Students and faculty agreeing to a DIS must sign a contract that must be approved by the Division Chair. This contract will specify why the DIS must be taught and how the content will be controlled to ensure that the student receives appropriate instruction. The contract will specify the responsibilities of the student and include information pertaining to any required meetings. The course syllabus should be attached to the contract. The student, instructor, Division Chair and Academic Affairs office will each receive a copy of the signed contract.

GRADING SYSTEM

The grading system used at Bainbridge College is as follows:

Letter Grade	Nature of Work	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
FN	Failing (non-attendance)	0.0
W	Withdrawn (no academic penalty)	not computed
WF	Withdrawn Failing	0.0
I	Incomplete	not computed
V	Audited	not computed
IP*	In Progress	not computed
K	Credit by Examination	not computed
S*	Satisfactory	not computed
U*	Unsatisfactory	not computed

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

INCOMPLETES

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

EARLY ALERT

Early Alert identifies those students who are at risk of failing within the first quarter of the semester (within four weeks for fall and spring and within two weeks for summer) so that they have time to counteract unsatisfactory progress and are offered resources to help them succeed. Students who are reported by their instructors for an Early Alert will be contacted by Student Success Center advisors to inform them of faculty concerns and share with them how to access support services.

GRADE REPORTS

Student grades are posted in BANNER at the close of each semester. Students may request that grades be mailed by completing the request form located in the Records Office. The College issues no midterm grades from the Records Office. However, every instructor must inform each student of his/her academic progress at midterm.

GRADE CHANGES

It is the student's responsibility to review his or her grades through the Bainbridge College Student Information System at the end of each term of enrollment. Any question regarding a recorded grade should be directed to the instructor **no later than the second week of the semester following receipt of the grade.** If the student is unable to contact the instructor, the appropriate Division Chair should be contacted for assistance.

A grade that has been assigned to a student by an instructor may be changed upon written statement by the instructor that the grade was a factual error. These grade change requests must be completed no later than the last day of class of the third consecutive term following the term in which the grade was awarded. Grades included in this provision are "A", "B", "C", "D", "F", "FN", "IP", "S", and "U".

A grade of "I" (incomplete) may be changed by the instructor upon the student's completion of course work as described in the Petition for "I" (Incomplete) Grade on file with the instructor, appropriate Division Chair, and Records Office. An "I" grade not satisfactorily removed by the end of the following semester will automatically be changed to an "F". The time allowed for completing work may be extended beyond the one-semester deadline but cannot exceed a total of three consecutive calendar

semesters. Students will not be permitted to re-register for the course in order to remove an incomplete.

Any grade change request that involves an addition of a course, a deletion of a course, or a course withdrawal must be approved by the instructor, appropriate Division Chair, Vice President for Academic Affairs, Director of Admissions and Records, Bursar, and Director of Financial Aid. These requests must be completed by no later than the midpoint of the term following the term in which the course was attempted.

The student is responsible for any payment of fees or repayment of funds that may be required by Bainbridge College, the Department of Education, or a lending agency/guarantor due to a change in course grade.

GRADE POINT AVERAGE (GPA) COMPUTATION

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

Course	grade	points × hours	= grade points
ENGL 1101	B	3 × 3	= 9
MATH 1111	C	2 × 3	= 6
WELL 2000	A	4 × 2	= 8
		8 hours	23 grade points
Grade Point Average = 23 (grade points)/8(hours) = 2.87			

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

ACADEMIC STATUS

Academic Honors: A student with a semester grade point average of 3.5 or higher on 12 or more semester hours of course work (excluding learning support classes) earns placement on the Dean's List for the semester. A student with a semester average of 3.5 or higher on between 7 and 11 semester hours of course work (excluding learning support classes) earns placement on the Honors List.

Academic Alert: A student whose semester grade point average is between 1.5 and 1.8 will be placed on Academic Alert. Students on Academic Alert are encouraged to speak with their assigned advisor.

Academic Warning: When a student's semester grade point average is below 1.5, the student is placed on Academic Warning. Students on Academic Warning should make arrangements to meet with their assigned academic advisor, who will (1) assist

in the design of a schedule of courses deemed beneficial to the student's academic progress, (2) examine educational and personal alternatives and options with the student, and (3) discuss suspension possibilities regarding cumulative grade point averages.

Academic Probation: A student whose cumulative grade point average is below the minimum acceptable level as listed in the following table will be placed on Academic Probation.

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

Students on Academic Probation should make arrangements to meet with their assigned academic advisor, who will (1) assist in the design of a schedule of courses deemed beneficial to the student's academic progress, (2) examine educational and personal alternatives and options with the student, and (3) discuss suspension possibilities regarding cumulative grade point averages.

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

Appeals: Students placed on Academic Suspension shall have access to the College's appeals procedure. A review of the appeal will occur upon written notice from the student to the Director of Admissions and Records. The Director of Admissions and Records must receive the written appeal no later than noon on the last day prior to the start of the semester for which the student is appealing. The student should plan to appear before the Appeals Committee. A record of the hearing will be available to the student upon request.

The appeals process occurs only at the student's request and is not automatically implemented.

ACADEMIC RENEWAL

Students readmitted or reinstated to the College after a period of absence of five (5) calendar years or longer are eligible to apply for Academic Renewal. Eligible students must apply for Academic Renewal within twelve months of their readmission. Academic Renewal signals the initiation of a new grade point average for determining

academic standing. Credit for all previous course work is lost; however, all previous course work and grades remain recorded on a student's academic transcript. The Academic Renewal student has a new cumulative GPA in addition to other GPAs that may be recorded. Contact the Bainbridge College Admissions and Records for more information.

CREDIT BY EXAMINATION

Bainbridge College recognizes that learning may result from a variety of individual vocational studies, occupational experiences, and general life encounters as well as from formal classroom instruction. The College is therefore committed to assessing prior learning experiences. These assessments take several forms.

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

College Level Examination Program (CLEP): The CLEP program is a product of the College Entrance Examination Board. CLEP examinations are administered through the Testing Center. The student must purchase test materials for each test taken. The award of credit is governed by the following regulations:

1. Up to 17 credit hours of CLEP credit may count toward a degree at Bainbridge College. Such credit will be recorded on the student's record in the same manner as transfer credit with the symbol "K" assigned.
2. No credit will be awarded on the basis of an examination taken more than twice after initial enrollment.
3. Credit will be given for courses for which a prerequisite is a requirement only after such prerequisite(s) have been satisfied.
4. The College Entrance Exam Board, as of the Fall 2011 semester, charges a \$77 fee for the test materials. Bainbridge College charges a test administration fee of \$15. Both fees must be paid prior to the student taking the exam. CLEP testing fees are subject to change without notice.

Credit by Examination Policy for CLEP General Examination

Required Area	Score	Credit	Course	Additional Requirements
English Composition	50	3 hours	ENGL 1101	Essay on assigned topic
Humanities	50	3-6 hours	HUMN 2001	Essay exam with four questions
Mathematics	50	3 hours	MATH 1001	
Social Science	varies	3-6 hours		Essay in subject area

CLEP Subject Examinations

BC Course #	CLEP Subject Examination	Minimum Score
ACCT 2101 & ACCT 2102	Principles of Accounting	50
BIOL 1107	General Biology I	50
BUSA 2106	Introductory Business Law	50
CSCI 1000	Information Systems & Computer Applications	50
CHEM 1211 & CHEM 1211L & CHEM 1212 & CHEM 1212L	Chemistry	50
ECON 2105	Principles of Macroeconomics	50
ECON 2106	Principles of Microeconomics	50
FREN 1001	French Language, Level I	45
FREN 1001 & FREN 1002	French Language, Level I	50
FREN 1001, FREN 1002 & FREN 2001	French Language, Level II	55
FREN 1001, FREN 1002, FREN 2001 & FREN 2002	French Language, Level II	60
HIST 1121	Western Civilization I: Ancient Near East to 1648	50
HIST 1122	Western Civilization II: 1648 – present	50
HIST 2111	History of the United States I: Early Colonization to 1877	50
HIST 2112	History of the United States II: 1865 - present	50
MATH 1001	College Mathematics	50
MATH 1111	College Algebra	50
MATH 1112	Trigonometry	50
MATH 2261	Calculus	49
MMGT 2110	Principles of Marketing	50
MMGT 2140	Principles of Management	50
POLS 1101	American Government	50
PSYC 1101	Introductory Psychology	50
PSYC 2103	Human Growth and Development	50
SOCI 1101	Introductory Sociology	50
SPAN 1001	Spanish Language, Level I	45
SPAN 1001 & SPAN 1002	Spanish Language, Level I	50
SPAN 1001, SPAN 1002 & SPAN 2001	Spanish Language, Level II	55
SPAN 1001, SPAN 1002, SPAN 2001 & SPAN 2002	Spanish Language, Level II	66

High School Advanced Placement Examinations

The College Board Advanced Placement Program examinations are administered through high schools that participate in the program. Bainbridge College will award Advanced Placement credit to any student who scores an appropriate score on the AP as listed in the table below. Bainbridge College evaluates other AP Exam scores for the possible award of credit.

AP Exam	Bainbridge Recommended Course equivalencies (minimum required score)
Art History	ARAP 1100 (3+)
Studio Art - drawing	ARTD 1001 (3+)
Biology	BIOL 1107/ 1107L (3) BIOL 1107/ 1107L/ 1108 / 1108L (4+)
General Chemistry	CHEM 1211/1211L (3) CHEM 1211/1211L/ 1212/1212L (4+)
Computer Science A	CSCI 1301 (3+)
Economics - macroeconomics	ECON 2105 (3+)
Economics - microeconomics	ECON 2106 (3+)
English Language & Composition	ENGL 1101 (3 - 4) ENGL 1101/1102 (5)
English Literature & Composition	ENGL 1101 (3 - 4) ENGL 1101 & 1102 (5)
Environmental Science	BIOL 1050 & 1050L (3+)
French Language	FREN 1001 & 1002 (3) FREN 1001, 1002 & 2001 (4) FREN 1001, 1002, 2001 & 2002 (5)
French Literature	FREN 1001 & 1002 (3) FREN 1001, 1002 & 2001 (4) FREN 1001, 1002, 2001 & 2002 (5)
Human Geography	GEOG 1101 (3+)
US Government & Politics	POLS 1101 (3+)
US History	HIST 2111 (3) HIST 2111 & 2112 (4+)
World History	HIST 1121 (3) HIST 1121 & 1122 (4+)
Calculus AB	MATH 1113 (3) MATH 1113 & 2261 (4+)
Calculus BC	MATH 2261 (3) MATH 2262 & 2262 (4+)
Music theory	MUSC 1112 (3+)
Physics B	PHYS 1111 (3-4) PHYS 1111 & 1112 (5)
Physics C- mechanics	PHYS 1111 (3+)
Physics C - E&M	PHYS 1112 (4+)
Spanish Language	SPAN 1001 & 1002 (3) SPAN 1001, 1002 & 2001 (4) SPAN 1001, 1002, 2001 & 2002 (5)
Psychology	PSYC 1101 (3+)
Statistics	MATH 2001 (3+)

PHYSICAL EDUCATION REQUIREMENTS

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

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

Regardless of age, students in Associate of Arts programs of study will complete the required physical education activity course unless specifically exempted. Students with special problems, physical limitations, or disabilities should consult with a member of the physical education faculty for assistance in selecting an appropriate activity course or seeking an exemption.

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

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

LABORATORY COURSES

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

LEARNING SUPPORT

Bainbridge College offers a Learning Support Program designed primarily to assist freshmen students who may find themselves without mastery of certain fundamental skills necessary to make appropriate progress in regular College degree and

certificate programs. However, these courses are also open to any student who may feel the need for additional preparation in a specific subject area. No degree credit is earned in Learning Support courses, but institutional credit is awarded.

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

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

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

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

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

20-Hour Rule: A student may not accumulate more than 20 semester hours of degree credit before finishing Learning Support courses. A student who accumulates 20 semester degree credit hours and has not successfully completed required Learning Support courses must enroll only in Learning Support courses until all requirements are successfully completed. In order to exit Learning Support courses, students must satisfy the College's requirements for each prescribed course. Transfer students and diploma or certificate students later gaining admittance to a degree program may earn up to 20 additional hours of college-level credit before being required to take Learning Support courses only.

Withdrawal: Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from credit courses. Any student required to take Learning Support courses will be withdrawn from his or

her college-level courses with a grade of "W" if he or she withdraws or is withdrawn from a Learning Support course before the mid-point of the semester.

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

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

Learning Support Appeal: A Learning Support student who has had three attempts and has not exited may be allowed to appeal for two additional attempts under specific circumstances:

- The student is determined to have a reasonable chance of success.
- The student is in an exit-level course.
- The student has reached his or her limit in only one Learning Support area.

During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support.) If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

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

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

Students suspended from the institution without completing Learning Support requirements may not be exempted from the Learning Support course requirements through transfer of course credit from a non-University System college unless they

have 30 hours of college-level transfer credit, including credit for the college-level class in the area of suspension.

REGENTS' TESTING PROGRAM

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

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

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

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

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

Regular Regents' Skills Classes

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

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

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

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

No remedial work is required for out-of-system transfers in the initial semester of enrollment. For subsequent semesters, transfer students will be *required* to enroll in the regular Regents' Skills course(s) if they do not pass the Regents' Test in their first semester of enrollment as they will be classified as a third-semester student.

Specialized Regents' Skills Classes

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

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

Exemption from Regents' Skills Classes

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

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

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

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

- Regents' Essay Test exemption score: 2
- SAT Reading of 510 AND SAT Writing 500
- SAT Writing: 560
- SAT II English Writing exemption score: 650
- College Board Advanced Placement (AP) English Language and Composition exemption score: 3
- ACT combined English/Writing score of 25

- ACT combined English/Writing score of 22 AND ACT reading score of 23
- International Baccalaureate (IB) higher-level English exemption score: 4

Regents' Test Appeals

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

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

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

Regents' Skills Waiver

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

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

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

OPPORTUNITIES TO LEARN USING TECHNOLOGY

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

Web-based Instruction: Bainbridge College offers many online and partially online courses through our web-based course system, GeorgiaVIEW. Similarly, the University System of Georgia makes available some courses through the GeorgiaOnMyLine initiative. Fully online classes are labeled "WEB," and courses that meet once-a-week on campus with the rest of the class online are labeled "web-enhanced" courses in the class schedule available on the College website. Contact the Admissions and Records Office for details.

LIBRARY SERVICES

The Bainbridge College Library, with locations in the Academic Building on the main campus and at Bainbridge College Early County, serves the College by providing access to information for students, faculty, and staff, as well as community citizens. The book collection has more than doubled since opening day, reaching a size of over 44,000 volumes. It comprises resources that support the curriculum as well as provide more in-depth reading. In 2007, a popular reading collection and selection of books on CD were added. In 2008, the Rittenhouse R2 collection was added to provide remote access to e-books in the nursing subject area. Currently the library provides access to over 300 periodical titles in print. Non-print media like videotapes, in both VHS and DVD format, as well as compact discs, are also available. Over 27,000 e-books, 2000 full-text journals, and over 100 databases are available via GALILEO (Georgia Library Learning Online), an initiative of the Board of Regents of the University System of Georgia. The GALILEO URL is <http://www.galileo.usg.edu>.

COMPUTERS FOR STUDENT USE

The main Library houses a computer lab complete with 11 Windows-based computers containing Microsoft Office and Internet capability, a laser printer, and a Link System for library orientation classes. Twenty-two additional computers are available in the public area of the library for word processing and research. The Bainbridge College Early County Library has 47 computer workstations complete with Microsoft Office and Internet capability.

SPECIAL COLLECTIONS

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

INTERLIBRARY LOANS

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

GIL EXPRESS

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

ELECTRONIC RESOURCES

Twenty-three customized LibGuides are available 24/7 from the library's webpage. They are created by librarians to provide access to quality research information for specific courses and instructors. LibAnswers is a self-service 24/7 reference tool with a knowledge base of answered questions.

Other facilities and equipment available to library patrons include cassette duplication for non-copyrighted tapes, a photocopier, cassette players, and four study rooms complete with whiteboard, computers and TV/DVD/VCR. A classroom-centered orientation program is part of general student instruction, and personal service is readily available in all areas of the library.

Professional librarians staff the library during all hours of operation. When classes are in session, the Bainbridge campus library is open from 8 a.m.-9 p.m. each Monday through Thursday, 8 a.m.-12 p.m. on Fridays, and 10 a.m.-2 p.m. on Saturdays. The Bainbridge College Early County Library is open from 8 a.m.-9 p.m. Monday through Thursday. Between semesters the Bainbridge campus library is open Monday through Thursday from 8 a.m.-5 p.m. and 8 a.m.-12 p.m. on Friday. Hours at the Bainbridge College Early County Library vary between semesters. Summer hours may vary and are posted in the libraries.

STUDENT AFFAIRS

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

THE STUDENT SUCCESS CENTER

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

- Academic advising to all new BC students
- Tutoring
- Student-led study groups
- Study skills seminars, learning inventories, goal-setting, self-paced instructional programs, and academic counseling
- Job placement

TESTING AND CAREER COUNSELING CENTER

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

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

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

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

JOB PLACEMENT

The Job Placement Office in the Student Success Center offers the following resources:

- Assists students with the complete job search process, including job search tips, job application and interview tips, resume preparation, and job referrals;
- Maintains a list of current jobs received from employers; and
- Pre-screens potential job applicants for referral.

Other resources available to students include videos, books, interactive videodisks, and individual assistance from the Job Placement Office.

STUDENT ACTIVITIES

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

Student Activities include, but are not limited to, the following: intramural and extramural events, athletics, dances, dinners, mini concerts, lectures, art exhibits, and service projects. Some activities require students to pay a portion of the cost.

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

The purpose of the Bainbridge College Student Government Association is to work for the best interests of students. The SGA cooperates with and advises the administration and faculty in all matters of common interest to the College. The Association also upholds students' rights and provides a means of communication between the students and all areas of the College. The Director of Student Activities advises the SGA. Details concerning qualifying and campaigning for an elected SGA office are specified in the *Student Handbook* at http://www.bainbridge.edu/student/vp_stud/Student_Handbook_rev010611B.pdf.

BAINBRIDGE COLLEGE STUDENT AMBASSADORS

This group of student volunteers works with the Office of Student Affairs, and on a request basis, with other areas of the College, to assist with the recruitment, orientation, and retention of students. Through a variety of activities, both on and off

campus, Bainbridge College Ambassadors provide a valuable service by representing the student perspective of college life to prospective and new students at Bainbridge College.

STUDENT WELLNESS CENTER

At 78,000 square feet, the two-story Student Wellness Center includes a 2,500-seat capacity gymnasium, exercise equipment in the 4,000-square-foot fitness center with plasma screen televisions, a 120-seat dining room and serving area, the campus bookstore, a 2,000-square-foot game room, men's and women's locker rooms with showers, a second floor walking track that encircles the basketball court, a computer lab, classrooms, and a quiet lounge area overlooking the campus.

To use the fitness and recreational facilities in the Student Wellness Center, students must complete the application form at <http://aten.bainbridge.edu/swc/>. Students will also need to read the online orientation on this website and then check the box indicating they understand and agree to the SWC policies and procedures. Students then must also print out two forms, the SWC Assumption of Risk and the SWC Waiver of Liability, from the links on this website, sign them, and then turn them into the Front Desk at the Student Wellness Center. These two forms are also available in the Student Wellness Center. Students must show their ID card to enter the fitness and recreational facilities.

STUDENT ID CARD

Bainbridge College students are **required** to have their student IDs in their possession while on campus. When asked by a school official to show their ID, students must comply or risk being asked to leave campus. There is a \$10 replacement fee charged to replace any lost, stolen, or destroyed student ID.

The student ID serves as a debit card if the student chooses to have his or her financial aid refund posted on the card. The student ID is also necessary to gain admittance to all student activity events and to the Student Wellness Center as well as to cash a personal check on campus (\$15 limit) or to check out a book from the Library. In addition, many local merchants will provide student discounts when the student ID is presented. (Please check with the Office of Student Life for a full list of participating merchants.)

STUDENT POLICIES AND REGULATIONS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. [Parents of students who are 18 years of age or older are not afforded these rights unless the parent(s) can prove that the student is a dependent student.] These rights include (1) the right to inspect and review the student's education records within 45 days of the day the institution receives a request for access, (2) the right to request the amendment of the student's education records that the student believes are inaccurate or misleading, (3) the right to consent to disclosures of personally identifiable information contained in the student's education records,

except to the extent that FERPA authorizes disclosure without consent, and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

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

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

Student Code of Conduct Statement

Bainbridge College, in fulfilling its purpose and mission, must have the cooperation of each student. The students at Bainbridge College must be responsible citizens. As responsible citizens, they must abide by all local, state and federal laws. In addition, Bainbridge College students must abide by the College policies and regulations, which have been placed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infractions of the Student Conduct Code may have disciplinary measures brought against him/her.

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

Policy Regarding Alcohol on Campus

Bainbridge College supports the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on campus. Educational programs sponsored by or through the Office of Student Affairs and the Physical Education

faculty seek to enhance the awareness of alcohol and to curb its abuse. These programs are designed to teach and develop within students a sense of responsibility with respect to the use of alcohol.

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

Policy on the Use of Illegal Drugs

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

Sexual Harassment Policy

Sexual harassment of employees or students at Bainbridge College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission of such conduct is made explicitly or implicitly as a term or condition of an individual's employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.

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

- A. Sexual conduct of any nature which is not freely and mutually agreeable to both parties.
- B. Communications of a sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person receiving such communications.
- C. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for either implicitly or explicitly imposing adverse or favorable terms and conditions of employment or academic standing.

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

Student Grievance Procedures

Bainbridge College students should attempt to resolve all problems, whenever possible, before filing a grievance. Open communication between students, faculty, administrators, and staff is encouraged to resolve conflict so that a formal grievance procedure will not be necessary. If that is not possible, a formal written grievance statement should be filed with the Vice President for Student Affairs, the Dean of Student Services, the Vice President for Academic Affairs, or the Vice President of Business and Operations Affairs. Students may also file a complaint online at <http://fsweb.bainbridge.edu/web/complaints.htm>.

Grievances include, but are not limited to, complaints regarding discrimination based on race, color, sex, religion, creed, national origin, veteran status, age, or disability. For detailed procedures contact one of the administrators listed above.

CONTINUING EDUCATION AND PUBLIC SERVICE

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

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

REGISTRATION

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

CONTINUING EDUCATION UNIT

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

FACILITIES

Located at 315 S. Boulevard Street in an off-campus location more accessible to the business community adjacent to the Bainbridge Mall, the Continuing Education Center is modern and well-equipped. In the Center are four multi-purpose classrooms with computers and projection equipment, a 20-station computer lab with the latest software, two tutoring rooms, two music studios, and a separate area with hardwood floors for physical fitness classes. In addition, the Center has four offices for staff, a separate work area, and a reception area.

2 + 2 PROGRAMS OF STUDY

Bainbridge College has an agreement for several 2 + 2 programs of study with Georgia Southwestern State University. A 2 + 2 program allows for a student to complete an Associate of Arts degree at Bainbridge College and to complete a 4-year degree through another institution on Bainbridge College's campus.

An agreement with Georgia Southwestern State University allows students at Bainbridge to earn bachelor's degrees in Computer Information Systems, Nursing, and Business Administration in Marketing & Management or in Accounting from Georgia Southwestern on the BC campus. For more information on the Georgia Southwestern program, contact Spencer Stewart, Associate Director of Admissions and Records at Bainbridge College.

OVERVIEW OF PROGRAMS OF STUDY

Associate of Arts

Business Administration

Criminal Justice

Education

- Early Childhood
- Middle Grades
- Secondary

English

Foreign Languages

General Studies

Health and Physical Education

History

Mathematics

Music

Nursing Transfer (Transfer to BSN)

Political Science

Psychology

Sciences

Sociology

Speech

Associate of Science

Nursing¹

Associate of Applied Science

Accounting

Business Administrative Technology

Computer Information Systems

Criminal Justice Technology

Drafting Technology

Early Childhood Care and Education

Electronics Technology

Industrial Maintenance Technology

Marketing and Management

Medical Assisting

Medical Administrative Technology

Diplomas

Accounting

Applied Marketing & Management

Business Administrative Technology

Computer Information Systems

Cosmetology

Criminal Justice Technology

Drafting

Early Childhood Care & Education

Electrical Construction and Maintenance

Industrial Maintenance

Licensed Practical Nursing¹

Medical Assisting

Medical Administrative Technology

Paralegal Studies

Paramedic Diploma Program¹

Technical Certificates of Credit

A+ Comp TIA

Business Office Assistant

Certified Customer Service Specialist

Certified Manufacturing Specialist

Certified Nurse Assisting

Child Development Associate I

Commercial Truck Driving¹

Drafting Aide

Early Childhood Care & Education

Electrical Wiring

Emergency Medical Technician (EMT)¹

Advanced Emergency Medical

Technician (AEMT)¹

Industrial Machining

Industrial Maintenance Technical I

Industrial Maintenance Technical II

Law Enforcement Management

Law Enforcement Practitioner

Low Voltage Security Technician

Medical Office Specialist

Microsoft Office User Specialist

(MOUS)

Mobile Electronics

Network Operating Systems

Office Accounting Specialist

Phlebotomy Technician

Retail Management

Small Business Management

Structural Welding

¹Students completing these programs must pass a licensure exam in order to be employable in the field.

THE ASSOCIATE OF ARTS DEGREES

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

Courses taken cannot be counted for more than one requirement. If a course is listed as an option for more than one requirement, it can be counted only once, regardless of the number of times the course is taken.

Entering students may be required to take the COMPASS placement test and complete specific courses in the Learning Support Division as a result. These courses will be required prior to enrolling in collegiate work.

Entering students who do not complete all courses required for a Georgia High School Diploma for the College Preparatory Curriculum (CPC) may be required to complete substitute courses prior to earning 30 semester hours of credit. Courses taken to satisfy the CPC requirement will not be counted toward graduation.

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

All Bainbridge College Associate of Arts and Associate of Science students must satisfy the Regents' Skill Requirements in reading and writing. This requirement is satisfied by passing or exempting the Regents' Test. Students who fail to satisfy the Regents' Skills Requirements prior to their third semester of enrollment in an AA or AS degree program will have to register for and complete the Regents' Skills classes (RGTE and/or RGTR) prior to their third and subsequent attempts.

Students are encouraged to meet with their faculty advisor to discuss program requirements. The transfer institution may require specific courses in area F. Students are encouraged to consider their transfer institution when making decisions about program electives.

A student completing any of the six areas in the approved core at Bainbridge College may transfer the hours to any institution of the University System without loss of credit provided that they do not change major upon transfer. This transferability is guaranteed by the Board of Regents of the University System of Georgia. Should a student encounter difficulty in transferring credits earned at Bainbridge College, the student is urged to contact immediately the institution's transfer ombudsman, Registrar, or Vice President for Academic Affairs.

Mathematics and Sciences majors must complete area DII (12 hours) of the core. All other Associate of Arts Students must complete area DI (10 hours).

Students seeking an Associate of Science in Nursing have unique requirements to fill. Please consult the Associate of Science program.

THE CORE CURRICULUM FOR ASSOCIATE OF ARTS DEGREES

Area A: Essential Skills / 9 hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs
Select THREE hours from the following:	
MATH 1001 ¹ Quantitative Skills and Reasoning	3 hrs
MATH 1111 ¹ College Algebra	3 hrs
MATH 1112 Trigonometry	3 hrs
MATH 1113 ² Pre-Calculus	3 hrs
Higher Level Mathematics ³	3-4 hrs

¹ Students may not use both MATH 1001 and MATH 1111 to count toward graduation requirements.

² Science/Mathematics/Nursing Transfer majors must take MATH 1113 or higher to complete area A.

³ Students may substitute any higher level math class other than MATH 2008 to complete area A. Science and Mathematics majors completing a 4-hour Mathematics course for area A will carry over 1 hour of credit to area F.

Area B: Institutional Options / 4-5 hours⁴

Select THREE hours from the following:

COMM 1100 Human Communication	3 hrs
STAB 2003 Study Abroad	3 hrs

Select TWO hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Wellness	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

⁴Science/Mathematics/Nursing Transfer majors need complete only 4 hours in area B by taking only 1 hour of Wellness. All other majors must complete 5 hours in area B by taking 2 hours of wellness.

Area C: Humanities and Fine Arts / 6 hours

HUMN 2001 Humanities I	3 hrs
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Select THREE hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature	3 hrs
ENGL 2111 World Literature I	3 hrs
ENGL 2112 World Literature II	3 hrs
ENGL 2131 American Literature I	3 hrs
ENGL 2132 American Literature II	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2002 Humanities II	3 hrs
MUSC 1100 Music Appreciation	3 hrs

PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics and Technology / 10-12 hours

DI. Non-Science/Mathematics Majors (10 hrs)⁵

Select FOUR hours from the following lab science courses:

BIOL 1050/1050L Introduction to Environmental Science	4 hrs
BIOL 1060/1060L Introduction to Marine Biology	4 hrs
PHSC 1011/1011L Physical Science	4 hrs
Any science (with lab) for Science/Mathematics majors (See DII) ⁷ .	4 hrs

Select THREE hours from the following⁶:

BIOL 1050 Introduction to Environmental Science	3 hrs
BIOL 1060 Introduction to Marine Biology	3 hrs
CHEM 1000 Introductory Chemistry	3 hrs
CSCI 1301 Computer Science I	3 hrs
PHSC 1011 Physical Science	3 hrs
Any Science (without lab) for Science/Mathematics majors (see DII) ⁷ .	3 hrs

Select THREE hours from the following⁶:

BIOL 1050 Introduction to Environmental Science	3 hrs
BIOL 1060 Introduction to Marine Biology	3 hrs
CHEM 1000 Introductory Chemistry	3 hrs
CSCI 1301 Computer Science I	3 hrs
MATH 1112 Trigonometry	3 hrs
MATH 1113 Pre-Calculus	3 hrs
MATH 2001 Statistics	3 hrs
MATH 2260 Survey of Business Calculus	3 hrs
MATH 2261 Calculus I	4 hrs
MATH 2262 Calculus II	4 hrs
MATH 2263 Calculus III	4 hrs
PHSC 1011 Physical Science	3 hrs
Any Science (without lab) for Science/Mathematics majors (see DII).	3 hrs

⁵Students completing an Associate of Arts degree in a field other than Science, Mathematics or Nursing Transfer should meet area DI requirements and need complete only 10 hours of credit. Students completing an Associate of Arts degree in General Studies may complete up to a total of 12 hours for area DI and carry the extra two hours over to Area F for that program.

⁶Students may not use the same course to meet multiple requirements.

⁷Students may not take a lab class without taking or having already taken the associated lecture class.

DII. Science/Mathematics Majors (12 hours)⁸

Select EIGHT hours from the following lab science courses:

BIOL 1050/1050L Introduction to Environmental Science	4 hrs
BIOL 1107/1107L Principles of Biology I	4 hrs
BIOL 1108/1008L Principles of Biology II	4 hrs
CHEM 1211/1211L Principles of Chemistry	4 hrs
CHEM 1212/1212L Principles of Chemistry II	4 hrs
PHYS 1111 Introductory Physics I	4 hrs
PHYS 1112 Introductory Physics II	4 hrs

Select FOUR hours from the following⁹:

BIOL 1050/1050L Introduction to Environmental Science	4 hrs
BIOL 1107/1107L Principles of Biology I	4 hrs

BIOL 1108/1008L Principles of Biology II	4 hrs
CHEM 1211/1211L Principles of Chemistry	4 hrs
CHEM 1212/1212L Principles of Chemistry II	4 hrs
CSCI 1301 Computer Science I	3 hrs
MATH 2001 Statistics	3 hrs
MATH 2261 Calculus I	4 hrs
MATH 2262 Calculus II	4 hrs
MATH 2263 Calculus III	4 hrs
PHSC 1011/1011L Physical Science	4 hrs
PHYS 1111 Introductory Physics I	4 hrs
PHYS 1112 Introductory Physics II	4 hrs

⁸Students majoring in Science, Mathematics, or Nursing Transfer must complete area DII, and must take at least 12 hours of credit. One hour of credit from area DII will carry over to be counted in area F. Nursing Transfer students should take CHEM 1211 and CHEM 1212 with labs as their area DII lab sciences.

⁹Students may not use the same course to meet multiple requirements.

Area E: Social Science / 12 hours

POLS 1101 American Government	3 hrs
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Select THREE hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Select SIX hours from the following¹⁰:

ANTH 1102 Introduction to Anthropology	3 hrs
ECON 2105 Principles of Macroeconomics	3 hrs
ECON 2106 Principles of Microeconomics	3 hrs
GEOG 1101 Introduction to Human Geography	3 hrs
GEOG 1111 Introduction to Physical Geography	3 hrs
HIST 1121 Survey of Western Civilization I	3 hrs
HIST 1122 Survey of Western Civilization II	3 hrs
HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs
POLS 2201 State and Local Government	3 hrs
POLS 2301 Introduction to Comparative Politics	3 hrs
PSYC 1101 Introduction to General Psychology	3 hrs
SOCI 1101 Introductory Sociology	3 hrs

¹⁰Students may not use the same course to meet multiple requirements.

Area F: Courses Related to the Program of Study / 18 hours

See specific programs for the listing of Area F requirements.

Additional Requirements / 3 hours

PHED 1020 Safety & First Aid	2 hrs
PHED 11xx Physical Education Activity Course	1 hr
BC 0100 Foundations for Success (1 hour institutional credit)	
Regents' Writing Test (score of 2 or greater)	
Regents' Reading Test (score of 61 or greater)	

Total Semester Hours **62-65 hrs**

ASSOCIATE OF ARTS

BUSINESS ADMINISTRATION

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals	3 hrs
ACCT 2101 Principles of Accounting I	3 hrs
ACCT 2102 Principles of Accounting II	3 hrs
ECON 2105 ¹ Principles of Macroeconomics	3 hrs
ECON 2106 ¹ Principles of Microeconomics	3 hrs
Select THREE hours from the following:	
BUSA 1105 Introduction to Business	3 hrs
BUSA 2106 The Environment of Business	3 hrs
ENGL 2020 Communication for Business and the Professions	3 hrs

¹Students completing this program must take a course other than ECON 2105 or ECON 2106 to satisfy their area E requirement.

CRIMINAL JUSTICE

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals	3 hrs
CRJU 1100 Introduction to Criminal Justice	3 hrs
CRJU 2002 Community Relations	3 hrs
CRJU 2003 Juvenile Delinquency	3 hrs
CRJU 2004 Introduction to Corrections	3 hrs
Select THREE Hours from the following:	
CRJU 2005 Criminal Procedure	3 hrs
CRJU 2001 Constitutional Law	3 hrs

EDUCATION - EARLY CHILDHOOD

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

AREA F: Courses Related to Program of Study / 18 Hours

EDUC 2110 Investigating Critical and Contemporary Issues in Education	3 hrs
EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3 hrs
EDUC 2130 Exploring Learning and Teaching	3 hrs
MATH 2008 Foundations of Numbers and Operations	3 hrs

ISCI 2001 Life/Earth Science	3 hrs
ISCI 2002 Physical Science	3 hrs

EDUCATION - MIDDLE GRADES

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

AREA F: Courses Related to Program of Study / 18-20 Hours

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

Two lower division courses in one area of concentration and one lower division course in the second area of concentration listed in the areas of certification. The areas of concentration for middle grades certification are language arts, social studies, science, and mathematics. 9-11 hrs

EDUCATION - SECONDARY EDUCATION

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

In addition to the stated requirements for the Program of Study in that discipline, Secondary Education students are required to complete these three pre-professional courses:

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

ENGLISH

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

ENGL 2111 World Literature I	3 hrs
ENGL 2112 World Literature II	3 hrs

Select SIX Hours of the same language from the following:

FREN 1001 Elementary French I	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
SPAN 1001 Elementary Spanish I	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs

Select SIX Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
COMM 2208 Voice and Diction	3 hrs
ENGL 2010 Dramatic Literature	3 hrs
ENGL 2020 Communication for Business and the Professions	3 hrs

ENGL 2116 Creative Writing	3 hrs
ENGL 2131 American Literature I	3 hrs
ENGL 2132 American Literature II	3 hrs
FREN 2001 Intermediate French I	3 hrs
FREN 2002 Intermediate French II	3 hrs
HUMN 2002 Humanities II	3 hrs
JRNL 1001 Introduction to Journalism	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs
SPAN 2002 Intermediate Spanish II	3 hrs
THEA 1100 Theatre Appreciation	3 hrs

FOREIGN LANGUAGES

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals	3 hrs
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Select NINE hours of the same language from the following:

FREN 1001 Elementary French I	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
FREN 2002 Intermediate French II	3 hrs
SPAN 1001 Elementary Spanish I	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs
SPAN 2002 Intermediate Spanish II	3 hrs

Select THREE hours of a second language from the following:

FREN 1001 Elementary French I	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
FREN 2002 Intermediate French II	3 hrs
SPAN 1001 Elementary Spanish I	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs
SPAN 2002 Intermediate Spanish II	3 hrs

Select THREE hours from among the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature	3 hrs
ENGL 2020 Communication for Business and the Professions	3 hrs
ENGL 2111 World Literature I	3 hrs
ENGL 2112 World Literature II	3 hrs
ENGL 2116 Creative Writing	3 hrs
ENGL 2131 American Literature I	3 hrs
ENGL 2132 American Literature II	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
FREN 2002 Intermediate French II	3 hrs
HIST 1121 Western Civilization I	3 hrs
HIST 1122 Western Civilization II	3 hrs

HUMN 2002 Humanities II	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs
SPAN 2002 Intermediate Spanish II	3 hrs
THEA 1100 Theatre Appreciation	3 hrs

GENERAL STUDIES

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals	3 hrs
Possible carry over from area DI ² .	0-2 hrs

Select THREE to FOUR hours from each of the following areas:

Humanities/Fine Arts/Literature (area C)	3 hrs
Science/Mathematics (area D)	3-4 hrs
Social Science/Business (area E)	3 hrs

Select an additional THREE to SIX hours from the following areas:

Humanities/Fine Arts/Literature (area C)
Science/Math (Area D)
Social Science/Business (area E)

²Students who complete more than the required 10 hours in area DI may carry over up to two hours of credits to count toward area F for the General Studies Program.

HEALTH AND PHYSICAL EDUCATION

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

Area F: Courses Related to the Program of Study / 18 hours

EDUC 2110 Investigating Critical and Contemporary Issues in Education	3 hrs
EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3 hrs
EDUC 2130 Exploring Learning and Teaching	3 hrs
BIOL 2111 Human Anatomy and Physiology I	4 hrs
BIOL 2112 Human Anatomy and Physiology II	4 hrs
WELL 1005 ³ Physical Wellness	1 hr

³Students completing this program must take a course other than WELL 1005 to satisfy their area B requirement.

HISTORY

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

Area F: Courses Related to the Program of Study / 18 hours

CSCI 1000 Computer Fundamentals	3 hrs
HIST 2111 ^{3,4} US History I or HIST 2112 not taken in Area E	3 hrs
HIST 1121 ⁴ Western Civilization I	3 hrs
HIST 1122 ⁴ Western Civilization II	3 hrs

Select THREE Hours from the following courses:

FREN 1001 Elementary French I	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
SPAN 1001 Elementary Spanish I	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs

Select THREE to SIX Hours from the following courses:

ECON 2105 Principles of Macroeconomics	3 hrs
ECON 2106 Principles of Microeconomics	3 hrs
GEOG 1101 Introduction to Human Geography	3 hrs
HUMN 2002 Humanities II	3 hrs
MATH 2001 Statistics	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
POLS 2201 State and Local Government	3 hrs
POLS 2301 Introduction to Comparative Politics	3 hrs
PSYC 1101 Introduction to General Psychology	3 hrs
RELG 1000 Introduction to Religion	3 hrs
SOCI 1101 Introductory Sociology	3 hrs

³Students will take whichever course of HIST 2111 and HIST 2112 that they did not complete for their US History requirement of area E.

⁴Students completing the History program of study should not choose to complete any HIST course to satisfy the ELECTIVE requirement in area E.

MATHEMATICS⁵

Complete Areas A, B, C, DII, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

Possible carryover from Area A ⁶	0-1 hr
Carryover from Area DII ⁶	1 hr
MATH 2261 Calculus I	4 hrs
MATH 2262 Calculus II	4 hrs
MATH 2263 Calculus III	4 hrs

Select FOUR to FIVE Hours from the following courses⁶:

FREN 1001 Elementary French I	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
PHYS 1111 Introductory Physics I	4 hrs
PHYS 1112 Introductory Physics II	4 hrs

⁵Students completing the Mathematics program are required to take MATH 1113 for their area A math requirement. They need to complete only four hours for area B and must complete area DII.

⁶Students who complete a four-hour mathematics course for area A will carry one hour of credit over to area F. Students are required to complete 12 credit hours for area DII and will carry one hour of credit over to area F. The total number of hours required for area F of this program is 18 hours.

Students should select four or five hours of elective credits based on the number of carry over hours such that the total hours earned for area F is at least 18 hours.

MUSIC

Complete Areas A, B, C⁷, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

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

Select FOUR hours from the same ensemble:

MUSC 1110 College Chorus	1 hr
MUSC 1111 College Chorus	1 hr
MUSC 2110 College Chorus	1 hr
MUSC 2111 College Chorus	1 hr
MUSC 1116 College Band	1 hr
MUSC 1117 College Band	1 hr
MUSC 2116 College Band	1 hr
MUSC 2117 College Band	1 hr

⁷Music majors are encouraged to select MUSC 1100 Music Appreciation to fulfill the Humanities/Fine Arts requirement under Area C.

NURSING TRANSFER (Transfer to B.S. in Nursing)

This program is intended for students who are NOT seeking the Associate of Science in Nursing. Students should consult the Health Sciences Division prior to selecting this program.

Complete Areas A, B, C, DII⁸, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

BIOL 2111 Human Anatomy and Physiology I	4 hrs
BIOL 2112 Human Anatomy and Physiology II	4 hrs
BIOL 2115 General Microbiology	4 hrs
MATH 2001 Statistics	3 hrs

Select THREE Hours from the following courses:

PSYC 2101 Intro to the Psychology of Adjustment	3 hrs
PSYC 2103 Introduction to Human Development	3 hrs
PSYC 2301 Social Psychology	3 hrs
SOCI 1160 Intro to Social Problems	3 hrs
SOCI 2293 Intro to Marriage and the Family	3 hrs

⁸Students should complete CHEM 1211 and CHEM 1212 with the associated labs for their science lab requirement in area DII.

POLITICAL SCIENCE

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals 3 hrs

Select FIFTEEN Hours from the following courses:

CSCI 1301 Computer Science I 3 hrs

ECON 2105 Principles of Macroeconomics 3 hrs

ECON 2106 Principles of Microeconomics 3 hrs

FREN 1001 Elementary French I 3 hrs

FREN 1002 Elementary French II 3 hrs

FREN 2001 Intermediate French I 3 hrs

HIST 1121 Western Civilization I 3 hrs

HIST 1122 Western Civilization II 3 hrs

HIST 2111 United States History I 3 hrs

HIST 2112 United States History II 3 hrs

HUMN 2002 Humanities II 3 hrs

JRNL 1001 Introduction to Journalism 3 hrs

MATH 2001 Statistics 3 hrs

POLS 2201 State and Local Government 3 hrs

POLS 2301 Introduction to Comparative Politics 3 hrs

PSYC 2101 Intro to the Psychology of Adjustment 3 hrs

PSYC 2103 Intro to Human Development 3 hrs

PSYC 2301 Social Psychology 3 hrs

SOCI 1160 Intro to Social Problems 3 hrs

SOCI 2293 Intro to Marriage and the Family 3 hrs

SPAN 1001 Elementary Spanish I 3 hrs

SPAN 1002 Elementary Spanish II 3 hrs

SPAN 2001 Intermediate Spanish I 3 hrs

PSYCHOLOGY

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals 3 hrs

PSYC 1101 Introduction to General Psychology⁹ 3 hrs

Select SIX Hours from the following courses:

PSYC 2101 Intro to the Psychology of Adjustment 3 hrs

PSYC 2103 Intro to Human Development 3 hrs

SOCI 2215 Social Psychology 3 hrs

Select SIX Hours from the following courses:

FREN 1001 Elementary French I 3 hrs

FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
FREN 2002 Intermediate French II	3 hrs
MATH 2001 Statistics	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
SOCI 1160 Intro to Social Problems	3 hrs
SOCI 2263 Intro to Marriage and the Family	3 hrs
SPAN 1001 Elementary Spanish I	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs
SPAN 2002 Intermediate Spanish II	3 hrs

⁹Students completing this program must take a course other than PSYC 1101 to satisfy their area E requirement.

SCIENCES

Complete Areas A, B, C, DII, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

Possible carryover from Area A ¹⁰	0-1 hr
Carryover from Area DII ¹⁰	1 hr

Select EIGHT Hours from the following:

BIOL 1050/1050L Introduction to Environmental Science	4 hrs
BIOL 1107/1107L Principles of Biology I	4 hrs
BIOL 1108/1008L Principles of Biology II	4 hrs
CHEM 1211/1211L Principles of Chemistry	4 hrs
CHEM 1212/1212L Principles of Chemistry II	4 hrs
CHEM 2211 Organic Chemistry I	4 hrs
CHEM 2212 Organic Chemistry II	4 hrs
PHYS 1111 Introductory Physics I	4 hrs
PHYS 1112 Introductory Physics II	4 hrs

Select EIGHT to NINE Hours from the following:

BIOL 1050/1050L Introduction to Environmental Science	4 hrs
BIOL 1107/1107L Principles of Biology I	4 hrs
BIOL 1108/1008L Principles of Biology II	4 hrs
CHEM 1211/1211L Principles of Chemistry	4 hrs
CHEM 1212/1212L Principles of Chemistry II	4 hrs
CHEM 2211 Organic Chemistry I	4 hrs
CHEM 2212 Organic Chemistry II	4 hrs
CSCI 1301 Computer Science I	3 hrs
MATH 2261 Calculus I	4 hrs
MATH 2262 Calculus II	4 hrs
MATH 2263 Calculus III	4 hrs
PHYS 1111 Introductory Physics I	4 hrs
PHYS 1112 Introductory Physics II	4 hrs

¹⁰Students who complete a four-hour mathematics course for area A will carry one hour of credit over to area F. Students are required to complete 12 credit hours for area DII and will carry one hour of credit over to area F. The total number of hours required for area F of this program is 18 hours. Students should select sufficient elective credits based on the number of carry over hours such that the total hours earned for area F is at least 18 hours.

SOCIOLOGY

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals	3 hrs
SOCI 1101 Introductory Sociology ¹¹	3 hrs

Select SIX Hours from the following:

SOCI 1160 Intro to Social Problems	3 hrs
SOCI 2293 Introduction to Marriage and Family	3 hrs
SOCI 2215 Social Psychology	3 hrs

Select SIX Hours from the following:

ECON 2105 Principles of Macroeconomics	3 hrs
ECON 2106 Principles of Microeconomics	3 hrs
FREN 1001 Elementary French I	3 hrs
FREN 1002 Elementary French II	3 hrs
FREN 2001 Intermediate French I	3 hrs
GEOG 1101 Introduction to Human Geography	3 hrs
GEOG 1111 Introduction to Physical Geography	3 hrs
HIST 1121 Western Civilization I	3 hrs
HIST 1122 Western Civilization II	3 hrs
HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs
MATH 2001 Statistics	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
POLS 2201 State and Local Government	3 hrs
POLS 2301 Introduction to Comparative Politics	3 hrs
PSYC 1101 Intro to Psychology	3 hrs
PSYC 2101 Intro to the Psychology of Adjustment	3 hrs
PSYC 2103 Intro to Human Development	3 hrs
SOCI 2220 Introduction to Social Welfare	3 hrs
SPAN 1001 Elementary Spanish I	3 hrs
SPAN 1002 Elementary Spanish II	3 hrs
SPAN 2001 Intermediate Spanish I	3 hrs

¹¹Students completing this program must take a course other than SOCI 1101 to satisfy their area E requirement.

SPEECH

Complete Areas A, B, C, DI, E, and the Additional Requirements of the A.A. Core. (See pages 63-65 of the catalog.) Courses taken cannot be counted for more than one requirement.

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

CSCI 1000 Computer Fundamentals	3 hrs
Select FIFTEEN Hours from the following:	
COMM 2208 Voice and Diction	3 hrs
ENGL 2020 Communication for Business and the Professions	3 hrs
ENGL 2111 World Literature I	3 hrs

ENGL 2112 World Literature II	3 hrs
ENGL 2117 Literature for Children & Adolescents	3 hrs
HUMN 2002 Humanities II	3 hrs
THEA 1100 Theatre Appreciation	3 hrs
ARAP 1100 Art Appreciation	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs

The Associate of Science Degree

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue baccalaureate degrees. The Core Curriculum is subdivided into Core Areas A through E as outlined below. Totalling 33 credit hours, Areas A, B, C, D, and E are composed of general education courses. Area F varies with each program of study and has courses that support the student's chosen major.

Courses taken cannot be counted for more than one requirement. If a course is listed as an option for more than one requirement, it can be counted only once, regardless of the number of times the course is taken.

Entering students may be required to take the COMPASS placement test and complete specific courses in the Learning Support Division as a result. These courses will be required prior to enrolling in collegiate work.

Entering students who do not complete all courses required for a Georgia High School Diploma for the College Preparatory Curriculum (CPC) may be required to complete substitute courses prior to earning 30 semester hours of credit. Courses taken to satisfy the CPC requirement will not be counted toward graduation.

All Bainbridge College Associate of Arts and Associate of Science students must satisfy the Regents' Skill Requirements in reading and writing. This requirement is satisfied by passing or exempting the Regents' Test. Students who fail to satisfy the Regents' Skills Requirements prior to their third semester of enrollment in an AA or AS degree program will have to register for and complete the Regents' Skills classes (RGTE and/or RGTR) prior to their third and subsequent attempts.

Students are encouraged to meet with their faculty advisor to discuss program requirements. The transfer institution may require specific courses in Area F. Students are encouraged to consider their transfer institution when making decisions about program electives.

A student completing any of the six areas in the approved core at Bainbridge College may transfer the hours to any institution of the University System without loss of credit provided that they do not change majors upon transfer. This transferability is guaranteed by the Board of Regents of the University System of Georgia. Should a student encounter difficulty in transferring credits earned at Bainbridge College, the student is urged to contact immediately the institution's transfer ombudsman, Registrar, or Vice President for Academic Affairs.

THE CORE CURRICULUM FOR ASSOCIATE OF SCIENCE DEGREES

Area A: Essential Skills / 3 hours

ENGL 1101 English Composition I 3 hrs

Area B: Institutional Options / 3 hours

COMM 1100 Human Communication 3 hrs

Area C: Humanities and Fine Arts / 3 hours (requirement added Spring 2011)

Select THREE Hours from the following:

ARAP 1100 Art Appreciation 3 hrs
ENGL 2010 Dramatic Literature¹ 3 hrs
ENGL 2111 World Literature I¹ 3 hrs
ENGL 2112 World Literature II¹ 3 hrs
ENGL 2131 American Literature I¹ 3 hrs
ENGL 2132 American Literature II¹ 3 hrs
Foreign Language 2001 – 2002 3 hrs
HUMN 2001 Humanities I¹ 3 hrs
MUSC 1100 Music Appreciation 3 hrs
PHIL 1000 Introduction to Philosophy 3 hrs
RELG 1000 Introduction to Religion 3 hrs
THEA 1100 Theater Appreciation 3 hrs

Area D: Science, Mathematics and Technology / 12 hours

BIOL 2111 Human Anatomy and Physiology I 4 hrs
BIOL 2112 Human Anatomy and Physiology II 4 hrs
BIOL 2115 General Microbiology 4 hrs

Area E: Social Science / 9 hours

POLS 1101 American Government 3 hrs

Select THREE hours from the following:

PSYC 1101 Introduction to General Psychology 3 hrs
PSYC 2103 Introduction to Human Development 3 hrs

Select THREE hours from the following:

HIST 2111 United States History I 3 hrs
HIST 2112 United States History II 3 hrs

Area F: Courses Related to the Program of Study / 35 - 42 hours

Courses are listed separately for each program.

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)
Regents' Writing Test (score of 2 or greater)
Regents' Reading Test (score of 61 or greater)

Total Hours

65-72 hrs

¹These courses have ENGL 1102 as a prerequisite.

Associate of Science

NURSING Generic Option

This program requires a special admission. See the Health Sciences Division Website for more information.

Complete Areas A, B, C, D, E and the Additional Requirements of the A.S. Core listed on page 77 of the catalog. Courses taken cannot be counted for more than one requirement.

Area F: Courses Related to the Program of Study / 42 hours

CSCI 1000 Computer Fundamentals	3 hrs
NURS 1010 Foundation of Nursing Practice	8 hrs
NURS 1020 Adult Health Nursing Concepts I	8 hrs
NURS 1025 Mental Health Nursing Concepts	3 hrs
NURS 2030 Adult Health Nursing Concepts II	8 hrs
NURS 2040 Parent-Child Nursing Concepts	4 hrs
NURS 2050 Advanced Nursing Concepts	8 hrs

NURSING Advanced Placement Option

Students completing this program must have a current, active license as a practical nurse. This program requires a special admission. See the Health Sciences Division Website for more information.

Complete Areas A, B, C, D, E and the Additional Requirements of the A.S. Core listed on page 77 of the catalog. Courses taken cannot be counted for more than one requirement.

Area F: Courses Related to the Program of Study / 35 hours

CSCI 1000 Computer Fundamentals	3 hrs
NURS 1010 Foundation of Nursing ¹	8 hrs
NURS 2010 LPN-ADN Role Transition	4 hrs
NURS 2030B Adult Health Nursing Concepts II	8 hrs
NURS 2040B Parent-Child Nursing	4 hrs
NURS 2050B Advanced Nursing Concepts	8 hrs

¹Students will receive 8 hours of credit for Foundation of Nursing after having met the stated admissions criteria for the program. For information on these criteria, consult the Health Sciences Division website.

THE ASSOCIATE OF APPLIED SCIENCE DEGREES

ACCOUNTING (Non-transfer)

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

Area A: Essential Skills / 9 Hours

ENGL 1101 English Composition I 3 hrs
ENGL 1102 English Composition II 3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication 3 hrs

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness 2 hrs
WELL 1001 Contemporary Health Issues 1 hr
WELL 1002 Lifestyle Wellness 1 hr
WELL 1003 Family Wellness 1 hr
WELL 1004 Psychosocial Wellness 1 hr
WELL 1005 Physical Wellness 1 hr

Area C: Humanities/Fine Arts / 3 Hours (requirement added Spring 2011)

Select THREE Hours from the following:

ARAP 1100 Art Appreciation 3 hrs
ENGL 2010 Dramatic Literature¹ 3 hrs
ENGL 2111 World Literature I¹ 3 hrs
ENGL 2112 World Literature II¹ 3 hrs
ENGL 2131 American Literature I¹ 3 hrs
ENGL 2132 American Literature II¹ 3 hrs
Foreign Language 2001 – 2002 3 hrs
HUMN 2001 Humanities I¹ 3 hrs

MUSC 1100 Music Appreciation 3 hrs
PHIL 1000 Introduction to Philosophy 3 hrs
RELG 1000 Introduction to Religion 3 hrs
THEA 1100 Theater Appreciation 3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Area F: Courses Related to the Program of Study / 36-39 Hours

ACCT 2101 Principles of Accounting I	3 hrs
ACCT 2102 Principles of Accounting II	3 hrs
ACCT 2103 Intermediate Accounting	3 hrs
ACCT 2110 Managerial and Cost Accounting	3 hrs
ACCT 2120 Tax Accounting	3 hrs
ACCT 2130 Computerized Accounting	3 hrs
BUSA 1105 Introduction to Business	3 hrs
COMS 1130 Spreadsheet Applications	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select NINE to TWELVE Hours from the following:

BUSA 2106 The Environment of Business	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 2120 Transcription	3 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 2150 Business Office Applications	4 hrs
BUSN 2160 Office Procedures	3 hrs
COMS 2011 Data Base Applications I	4 hrs
COMS 2030 Networking Fundamentals	3 hrs
ECON 2105 Principles of Macroeconomics	3 hrs
ECON 2106 Principles of Microeconomics	3 hrs
MMGT 2140 Management and Supervision	3 hrs
MMGT 2210 Business Finance	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours

67-71 hrs

¹These courses have ENGL 1102 as a prerequisite.

**BUSINESS ADMINISTRATIVE TECHNOLOGY
(Non-transfer)**

The Business Administrative degree program prepares graduates for employment in today's technology-driven workplaces. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing, business office and electronic communication applications, filing and records management, office procedures and management, oral and written communication skills, and many other office-related topics. Graduates of the program receive an Associate of Applied Science Degree in Business Administrative Technology.

Area A: Essential Skills / 9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

TECH 1110 Business Mathematics	4 hrs
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Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Area F: Courses Related to the Program of Study / 42 Hours

ACCT 2130 Computerized Accounting	3 hrs
BUSA 1105 Introduction to Business	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1011 ² Principles of Bookkeeping I	3 hrs
BUSN 1012 ² Principles of Bookkeeping II	3 hrs
BUSN 2110 Filing and Records Management	3 hrs
BUSN 2120 Transcription	3 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 2140 Electronic Communication Applications	3 hrs
BUSN 2150 Business Office Applications	4 hrs
BUSN 2160 Office Procedures	3 hrs
COMS 1130 Spreadsheet Applications	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours

73-74 hrs

¹These courses have ENGL 1102 as a prerequisite.

²ACCT 2101 and one three-hour elective course from the business area may be substituted for BUSN 1011 and 1012. For approval of the elective course, see the Business Administrative Technology Advisor.

COMPUTER INFORMATION SYSTEMS (Non-transfer)

The Computer Information Systems degree program prepares students for employment as computer support specialists and related employment positions such as webpage designer and network specialist. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Students are introduced to the concepts, principles, and techniques required in computer information processing. Program graduates will be competent in the general areas of communication, social sciences, and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science Degree in Computer Information Systems.

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government 3 hrs
TECH 1150 Human Relations 3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I 3 hrs
HIST 2112 United States History II 3 hrs

Area F: Courses Related to the Program of Study / 36-42 Hours

BUSN 1001 Keyboarding and Business Document Processing 4 hrs

Select NINE to TWELVE Hours from the following with CIS Advisor approval:

ACCT Courses CSCI Courses
BUSA Courses COMS Courses
BUSN Courses MMGT Courses

Select ONE of the following four options:

1. Microcomputer Analyst Option / 24 Hours

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

2. Web Site Design Option / 21-22 Hours

COMS 2211 Web Site Design Tools & HTML Fundamentals 4 hrs
COMS 2221 Web Graphics and Multimedia 4 hrs
COMS 2265 Web Page Programming 4 hrs
COMS 2281 Data Base Connectivity 3 hrs

Select THREE to FOUR Hours from the following with CIS Advisor approval:

COMS courses

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts 3 hrs
CSCI 1000 Computer Fundamentals 3 hrs

3. Network Operating Systems Option / 22-23 Hours

COMS 2250 Intro to Microsoft Windows Networks 4 hrs
COMS 2280 Administering Microsoft Windows Network 4 hrs
COMS 2241 Linux Computing Essentials 4 hrs
COMS 2251 Linux Core System Administration 4 hrs

Select THREE to FOUR Hours from the following with CIS Advisor approval:

COMS courses

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts 3 hrs
CSCI 1000 Computer Fundamentals 3 hrs

4. Linux Option / 21-23 Hours

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

Select SIX to EIGHT Hours from the following with CIS Advisor approval:

COMS courses

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid

2 hrs

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours

67-74 hrs

¹*These courses have ENGL 1102 as a prerequisite.*

**CRIMINAL JUSTICE TECHNOLOGY
(Non-transfer)**

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Area F: Courses Related to the Program of Study / 39-40 Hours

CRJU 1100 Intro to Criminal Justice	3 hrs
CRJU 2002 Community Relations	3 hrs
CRIM 2010 Criminology	3 hrs
CRIM 2020 Criminal Law	3 hrs
CRIM 2022 Civil Procedures	3 hrs
CRJU 2001 Constitutional Law	3 hrs
CRJU 2003 Juvenile Delinquency	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select SIX Hours from the following:

CRJU 2004 Intro to Corrections	3 hrs
CRJU 2005 Criminal Procedure	3 hrs
CRIM 2090 Criminal Justice Technology Internship	3 hrs

Complete ONE of the following four options:

1. Basic Criminal Justice Option / 10 hours

CRIM 2034 Criminal Investigation	3 hrs
CRIM 2036 Criminal Traffic Law	4 hrs
CRIM 2030 Criminal Evidence & Procedures	3 hrs

2. Law Enforcement Management Option / 9 hours

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

3. Fire Science Option / 9 hours

CRIM 2050 Fire Service I	3 hrs
CRIM 2052 Fire Service II	3 hrs
CRIM 2054 Fire Service III	3 hrs

4. Firearms Safety Option / 9 hours

CRIM 2030 Criminal Evidence & Procedures	3 hrs
CRIM 2034 Criminal Investigation	3 hrs
CRIM 2060 Marksmanship and Firearms Familiarization	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours

70-72 hrs

¹These courses have ENGL 1102 as a prerequisite.

DRAFTING TECHNOLOGY
(This program is not accepting new students.)
(Non-transfer)

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

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

DRAF 1001 Engineering Drafting I	3 hrs
DRAF 1002 Engineering Drafting II	3 hrs
DRAF 1015 Computer-Aided Drafting	4 hrs
DRAF 1120 Mechanisms I	3 hrs
DRAF 1130 Strength of Materials I	3 hrs
Select TWO ELECTIVE COURSES with Drafting Advisor approval	6-7 hrs

Select ONE of the following three options:

1. Machine and CAM Option / 17 hours

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

2. Electrical Option / 18 hours

DRAF 1003 Drafting III - Architectural	3 hrs
DRAF 1004 Drafting IV - Architectural	3 hrs
DRAF 1005 Drafting V - Architectural	3 hrs
ELEC 1001 Electrical I	3 hrs
ELEC 1002 Electrical II	3 hrs
ELEC 1007 Commercial-Industrial Wiring	3 hrs

3. Mechanical/Architectural Option / 19 hours

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

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours:

70-74 hrs

¹These courses have ENGL 1102 as a prerequisite.

**EARLY CHILDHOOD CARE AND EDUCATION
(Non-transfer)**

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

MATH 1001 Quantitative Skills and Reasoning	3 hrs
MATH 1111 College Algebra	3 hrs

Area B: Institutional Options / 3 Hours

COMM 1100 Human Communication	3 hrs
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Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 0 Hours

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
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Select THREE hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Select THREE Hours from the following:

PSYC 1101 Introduction to General Psychology	3 hrs
TECH 1150 Human Relations	3 hrs

Area F: Courses Related to Program of Study / 48 Hours

ECCE 1101 Intro to Early Childhood Care & Education	3 hrs
ECCE 1103 Child Growth and Development	3 hrs
OR PSYC 2103 Introduction to Human Development	
ECCE 1105 Health, Safety, and Nutrition	3 hrs
ECCE 1112 Curriculum and Assessment	3 hrs
ECCE 1113 Creative Activities for Children	3 hrs
ECCE 2115 Language Arts and Literature	3 hrs
ECCE 2116 Math and Science	3 hrs
ECCE 1121 Early Childhood Care and Education Practicum	6 hrs
ECCE 2201 Exceptionalities	3 hrs
SOCI 1101 Introductory Sociology	3 hrs
ECCE 2203 Guidance and Classroom Management	3 hrs
OR EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity	
ECCE 2240 Early Childhood Care and Education Internship	6 hrs

Choose one of the specializations below:

Paraprofessional Specialization Courses

ECCE 2310 Paraprofessional Methods and Materials	3 hrs
OR EDUC 2130 Exploring Learning and Teaching	
ECCE 2312 Paraprofessional Roles and Practices	3 hrs
OR EDUC 2110 Critical and Contemporary Issues in Education	

Program Management Specialization Courses

ECCE 2320 Program Administration and Facility Management	3 hrs
ECCE 2322 Personnel Management	3 hrs
OR MGMT 2140 Management and Supervision	

Infant Toddler Development Courses

ECCE 2330 Infant/Toddler Development	3 hrs
ECCE 2332 Infant/Toddler Group Care and Curriculum	3 hrs

Additional Requirements / 0 Hours

BC 0100 Foundations for Success (1 hour institutional credit)
Demonstrated Computer Proficiency (through CSCI 1000 or COMS 1000
or a passing score on the challenge exam for either course)

Total Semester Hours: 72 hrs

¹*These courses have ENGL 1102 as a prerequisite.*

ELECTRONICS TECHNOLOGY (Non-transfer)

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

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

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

Select THREE Hours from the following:

INDM 2110 Blueprint Reading	3 hrs
Select ONE ELECTIVE COURSE with Electronics Advisor approval	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours

72-73 hrs

¹These courses have ENGL 1102 as a prerequisite.

**INDUSTRIAL MAINTENANCE TECHNOLOGY
(Non-transfer)**

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I 3 hrs

ENGL 1102 English Composition II 3 hrs

Select THREE Hours from the following:

TECH 1130 Algebra/Trigonometry 3 hrs

MATH 1001 Quantitative Skills and Reasoning 3 hrs

MATH 1111 College Algebra 3 hrs

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication 3 hrs

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness 2 hrs

WELL 1001 Contemporary Health Issues 1 hr

WELL 1002 Lifestyle Wellness 1 hr

WELL 1003 Family Wellness 1 hr

WELL 1004 Psychosocial Wellness 1 hr

WELL 1005 Physical Wellness 1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation 3 hrs

ENGL 2010 Dramatic Literature¹ 3 hrs

ENGL 2111 World Literature I¹ 3 hrs

ENGL 2112 World Literature II¹ 3 hrs

ENGL 2131 American Literature I¹ 3 hrs

ENGL 2132 American Literature II¹ 3 hrs

Foreign Language 2001 – 2002 3 hrs

HUMN 2001 Humanities I¹ 3 hrs

MUSC 1100 Music Appreciation 3 hrs

PHIL 1000 Introduction to Philosophy 3 hrs

RELG 1000 Introduction to Religion 3 hrs

THEA 1100 Theater Appreciation 3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics 4 hrs

TECH 1120 Technical Math 4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government 3 hrs

TECH 1150 Human Relations 3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Area F: Courses Related to the Program of Study / 36-56 Hours

INDM 1000 Industrial Safety Procedures	2 hrs
INDM 1001 Welding I	2 hrs
INDM 1002 Welding II	3 hrs
INDM 1008 Metallurgy I	1 hrs
INDM 2110 Blueprint Reading	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select ONE of the following 4 options:

1. Machining Option / 23 Hours

DRAF 1001 Engineering Drafting I	3 hrs
DRAF 1002 Engineering Drafting II	3 hrs
DRAF 1011 Drafting VI - Mechanical	3 hrs
DRAF 1015 Computer-Aided Drafting	4 hrs
INDM 1021 Machine Shop I	4 hrs
INDM 1022 Machine Shop II	4 hrs
INDM 1023 CNC Machining	2 hrs

2. Welding Option / 22 Hours

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

3. Mechanical Option / 23 Hours

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

4. Mechanical/Electrical Option / 42 Hours

ELEC 1004 D-C Electricity	3 hrs
ELEC 1005 A-C Electricity	3 hrs
ELEC 1011 Basic Electronics I	3 hrs
ELEC 1009 A-C Motors and Controls	3 hrs
ELEC 1018 Programmable Controllers I	3 hrs
ELEC 1014 Industrial Instrumentation	4 hrs
DRAF 1130 Strengths of Materials	3 hrs
INDM 1140 Hydraulic Fundamentals	3 hrs

INDM 1130 Pneumatic Fundamentals	3 hrs
INDM 1190 Predictive Maintenance	1 hrs
INDM 1021 Machine Shop I	4 hrs
INDM 1022 Machine Shop II	4 hrs
INDM 1023 CNC Machining	2 hrs
Select ONE from the following:	
ELEC 1012 Basic Electronics II	3 hrs
ELEC 1008 D-C Motors and Controls	3 hrs
Additional Requirements / 2 hours	
PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	
Total Semester Hours	67-88 hrs

¹*These courses have ENGL 1102 as a prerequisite.*

**MARKETING AND MANAGEMENT
(Non-transfer)**

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Area F: Courses Related to the Program of Study / 30-31 Hours

ACCT 2101 Principles of Accounting I ²	3 hrs
BUSA 1105 Introduction to Business	3 hrs
BUSA 2106 The Environment of Business	3 hrs
MMGT 2110 Principles of Marketing	3 hrs
MMGT 2130 Small Business Management	3 hrs
MMGT 2140 Management and Supervision	3 hrs
MMGT 2210 Business Finance	3 hrs
MMGT2230 Ethics in Business	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select THREE to FOUR Hours from the following:

BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 2120 Transcription	3 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 2160 Office Procedures	3 hrs
COMS 2030 Networking Fundamentals	3 hrs
MMGT 2120 Retail Merchandising	3 hrs
MMGT 2150 Creative Selling	3 hrs
MMGT 2160 Consumer Behavior	3 hrs
MMGT 2170 Customer Service	3 hrs
MMGT 2180 Creative Selling	3 hrs
MMGT 2250 Marketing/Management Practicum	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours: 61-63 hrs

¹These courses have ENGL 1102 as a prerequisite.

²Students may elect to substitute BUSN 1011 and BUSN 1012 (Principles of Bookkeeping I and II) for ACCT 2101. However, please note that BUSN 1011 and BUSN 1012 will not transfer to the baccalaureate level.

**MEDICAL ASSISTING
(Non-transfer)**

The Medical Assisting degree program prepares students to perform various administrative duties and laboratory procedures in medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive an Associate of Applied Science degree in Medical Assisting. Please note that this program is not yet accredited by the Commission on Accreditation of Allied Health Education Programs.

This program requires special admission. MAST courses can only be taken by those students who are officially admitted to the program.

Area A: Essential Skills / 9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 5 Hours

COMM 1100 Human Communication	3 hrs
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Select TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 0 Hours

Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
PSYC 1101 Intro to General Psychology	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

Area F: Courses Related to the Program of Study / 55-56 Hours

AHEA 1140 Allied Health Medical Terminology	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1140 Legal Aspects of the Medical Office	3 hrs
BUSN 2210 Medical Document Processing/Transcription	4 hrs
BUSN 2340 Medical Office Procedures	3 hrs
BUSN 2250 Medical Billing/Insurance Management	3 hrs

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

MAST 1030 Pharmacology	3 hrs
MAST 1080 Medical Assisting Skills I	7 hrs
MAST 1090 Medical Assisting Skills II	7 hrs
MAST 1120 Human Diseases	3 hrs
MAST 1170 Medical Assisting Externship	6 hrs
MAST 1180 Medical Assisting Seminar	3 hrs

Select THREE to FOUR Hours from the following:

AHEA 1130 Allied Health Anatomy and Physiology	3 hrs
BIOL 2111/2111L Human Anatomy and Physiology I with Lab	4 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 2 hours

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours:

81-82 hrs

¹These courses have ENGL 1102 as a prerequisite.

**MEDICAL ADMINISTRATIVE TECHNOLOGY
(Non-transfer)**

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

Area A: Essential Skills /9 Hours

ENGL 1101 English Composition I	3 hrs
ENGL 1102 English Composition II	3 hrs

Select THREE Hours from the following:

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

Area B: Institutional Options / 4-5 Hours

COMM 1100 Human Communication	3 hrs
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Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 3 Hours

Select THREE Hours from the following:

ARAP 1100 Art Appreciation	3 hrs
ENGL 2010 Dramatic Literature ¹	3 hrs
ENGL 2111 World Literature I ¹	3 hrs
ENGL 2112 World Literature II ¹	3 hrs
ENGL 2131 American Literature I ¹	3 hrs
ENGL 2132 American Literature II ¹	3 hrs
Foreign Language 2001 – 2002	3 hrs
HUMN 2001 Humanities I ¹	3 hrs
MUSC 1100 Music Appreciation	3 hrs
PHIL 1000 Introduction to Philosophy	3 hrs
RELG 1000 Introduction to Religion	3 hrs
THEA 1100 Theater Appreciation	3 hrs

Area D: Science, Mathematics, and Technology / 4 Hours

TECH 1110 Business Mathematics	4 hrs
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Area E: Social Science / 9 Hours

POLS 1101 American Government	3 hrs
TECH 1150 Human Relations	3 hrs

Select THREE Hours from the following:

HIST 2111 United States History I	3 hrs
HIST 2112 United States History II	3 hrs

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

AHEA 1130 Allied Health Anatomy and Physiology	3 hrs
AHEA 1140 Allied Health Medical Terminology	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1140 Legal Aspects of the Medical Office	3 hrs
BUSN 1150 ICD-9-CM Coding	4 hrs
BUSN 1151 Physicians' Procedural Coding	4 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 2140 Electronic Communication Applications	3 hrs
BUSN 2210 Medical Document Processing/Transcription	4 hrs
BUSN 2250 Medical Billing/Insurance Management	3 hrs
BUSN 2340 Medical Office Procedures	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours: 72-73 hrs

¹*These courses have ENGL 1102 as a prerequisite.*

DIPLOMAS

ACCOUNTING

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

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140 Communication Skills	3 hrs
ENGL 1101 English Composition I	3 hrs

Area B: Institutional Options / 1 Hour

Select ONE Hours from the following:

WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 3-4 Hours

Select Three to FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs
MATH 1111 College Algebra	3 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations	3 hrs
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Area F: Courses Related to the Program of Study / 35 Hours

ACCT 2101 Principles of Accounting I	3 hrs
ACCT 2102 Principles of Accounting II	3 hrs
ACCT 2103 Intermediate Accounting	3 hrs
ACCT 2110 Managerial and Cost Accounting	3 hrs
ACCT 2120 Tax Accounting	3 hrs
ACCT 2130 Computerized Accounting	3 hrs
BUSA 1105 Introduction to Business	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 2130 Word Processing	4 hrs
COMS 1130 Spreadsheet Applications	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours**47-48 hrs****APPLIED MARKETING AND MANAGEMENT**

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

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills	3 hrs
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Area B: Institutional Options / 1-2 Hours**Select ONE to TWO Hours from the following:**

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 0 Hours**Area D: Science, Mathematics, and Technology / 4 Hours****Select FOUR Hours from the following:**

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations	3 hrs
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Area F: Courses Related to the Program of Study / 36-38 Hours

BUSA 1105 Introduction to Business	3 hrs
BUSA 2106 The Environment of Business	3 hrs
MMGT 2110 Principles of Marketing	3 hrs
MMGT 2130 Small Business Management	3 hrs
MMGT 2140 Management and Supervision	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select EIGHTEEN to TWENTY Hours from the following with Marketing/Management Advisor Permission:

ACCT courses	18-20 hrs
BUSN courses	
COMS courses	

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours: 49-52 hrs

BUSINESS ADMINISTRATIVE TECHNOLOGY

The Business Administrative Technology diploma program prepares graduates for employment in today's technology-driven workplaces. The program provides learning opportunities which develop the academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program are word processing, business office and electronic communication applications, filing and records management, office procedures and management, oral and written communication skills, and many other office-related topics. Graduates of the program receive a diploma in Business Administrative Technology.

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills	3 hrs
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Area B: Institutional Options / 1-2 Hours**Select ONE to TWO Hours from the following:**

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 0 Hours**Area D: Science, Mathematics, and Technology / 4 Hours**

TECH 1110 Business Mathematics	4 hrs
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Area E: Social Science / 3 Hours

TECH 1150 Human Relations	3 hrs
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Area F: Courses Related to the Program of Study / 39 Hours

BUSA 1105 Introduction to Business	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1011 ¹ Principles of Bookkeeping I	3 hrs
BUSN 1012 ¹ Principles of Bookkeeping II	3 hrs
BUSN 2110 Filing and Records Management	3 hrs
BUSN 2120 Transcription	3 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 2140 Electronic Communication Applications	3 hrs
BUSN 2150 Business Office Applications	4 hrs
BUSN 2160 Office Procedures	3 hrs
COMS 1130 Spreadsheet Applications	3 hrs
Select THREE Hours from the following:	
COMS 1000 Microcomputer Concepts	3 hrs

CSCI 1000 Computer Fundamentals 3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid 2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours 52-53 hrs

¹ACCT 2101 and one three-hour elective from the business area may be taken instead of BUSN 1011 and 1012. See Business Administrative Technology Advisor for selection of appropriate elective.

COMPUTER INFORMATION SYSTEMS

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

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills 3 hrs

Area B: Institutional Options / 1-2 Hours

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness 2 hrs
WELL 1001 Contemporary Health Issues 1 hr
WELL 1002 Lifestyle Wellness 1 hr
WELL 1003 Family Wellness 1 hr
WELL 1004 Psychosocial Wellness 1 hr
WELL 1005 Physical Wellness 1 hr

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics 4 hrs
TECH 1120 Technical Math 4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations 3 hrs

Area F: Courses Related to the Program of Study / 34-42 Hours

BUSN 1001 Keyboarding and Business Document Processing 4 hrs

Select NINE to TWELVE Hours from the following with CIS Advisor approval²:

ACCT Courses CSCI Courses
BUSA Courses COMS Courses
BUSN Courses MMGT Courses

Select ONE of the following four options:

1. Microcomputer Specialist Option / 24-26 Hours

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

Select SIX to EIGHT Hours from the following with CIS Advisor approval:

COMS courses

2. Web Site Design Option / 21-22 Hours

COMS 2211 Web Site Design Tools & HTML Fundamentals	4 hrs
COMS 2221 Web Graphics and Multimedia	4 hrs
COMS 2265 Web Page Programming	4 hrs
COMS 2281 Data Base Connectivity	3 hrs

Select THREE to FOUR Hours from the following with CIS Advisor approval:

COMS courses

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

3. Network Operating Systems Option / 22-23 Hours

COMS 2250 Intro to Microsoft Windows Networks	4 hrs
COMS 2280 Administering Microsoft Windows Network	4 hrs
COMS 2241 Linux Computing Essentials	4 hrs
COMS 2251 Linux Core System Administration	4 hrs

Select THREE to FOUR Hours from the following with CIS Advisor approval:

COMS courses

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

4. Linux Option / 21-23 Hours

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

Select SIX to EIGHT Hours from the following with CIS Advisor approval:

COMS courses

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours

47-56 hrs

COSMETOLOGY

The Cosmetology diploma program prepares students for careers in cosmetology. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a diploma in Cosmetology.

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140 Communication Skills	3 hrs
ENGL 1101 English Composition I	3 hrs

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

TECH 1150 Human Relations	3 hrs
PSYC 1101 Introduction to General Psychology	3 hrs

Area F: Courses Related to the Program of Study / 48 Hours

COSM 1000 Introduction to Cosmetology Theory	3 hrs
COSM 1010 Introduction to Permanent Waving and Relaxing	2 hrs
COSM 1030 Introduction to Skin, Scalp, and Hair	2 hrs
COSM 1050 Introduction to Shampooing and Styling	3 hrs
COSM 1060 Introduction to Haircutting	3 hrs
COSM 1080 Permanent Waving and Relaxing	2 hrs
COSM 1090 Hair Color	4 hrs
COSM 1100 Skin, Scalp, and Hair	2 hrs
COSM 1110 Styling	2 hrs
COSM 1120 Manicuring and Pedicuring	2 hrs
COSM 1130 Practicum I	4 hrs
COSM 1140 Practicum II	5 hrs
COSM 1150 Practicum/Internship I	3 hrs
COSM 1160 Practicum/Internship II	5 hrs
COSM 1170 Salon Management	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours:

58 hrs

CRIMINAL JUSTICE TECHNOLOGY

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

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills 3 hrs

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics 4 hrs

TECH 1120 Technical Math 4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations 3 hrs

Area F: Courses Related to the Program of Study / 42-43 Hours

CSCI 1000 Computer Fundamentals 3 hrs

CRJU 1100 Introduction to Criminal Justice 3 hrs

CRJU 2002 Community Relations 3 hrs

CRJU 2005 Criminal Procedure 3 hrs

CRIM 2010 Criminology 3 hrs

CRIM 2020 Criminal Law 3 hrs

CRIM 2022 Civil Procedures 3 hrs

CRJU 2001 Constitutional Law 3 hrs

CRJU 2003 Juvenile Delinquency 3 hrs

Select SIX Hours from the following:

CRJU 1100 Introduction to Criminal Justice 3 hrs

CRJU 2004 Introduction to Corrections 3 hrs

CRJU 2005 Criminal Procedure 3 hrs

CRIM 2090 Criminal Justice Technology Internship 3 hrs

Choose ONE of the three options below:

1. Basic Criminal Justice Option / 10 Hours

CRIM 2034 Criminal Investigation 3 hrs

CRIM 2036 Criminal Traffic Law 4 hrs

CRIM 2030 Criminal Evidence & Procedures 3 hrs

2. Law Enforcement Management Option / 9 Hours

CRIM 2040 Law Enforcement Management I 3 hrs

CRIM 2042 Law Enforcement Management II 3 hrs

CRIM 2044 Law Enforcement Management III 3 hrs

3. Fire Science Option / 9 Hours

CRIM 2050 Fire Service I	3 hrs
CRIM 2052 Fire Service II	3 hrs
CRIM 2054 Fire Service III	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours **54-55 hrs**

DRAFTING

(This program is not accepting new students.)

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

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills	3 hrs
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Area B: Institutional Options / 1-2 Hours

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics	4 hrs
TECH 1120 Technical Math	4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations	3 hrs
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Area F: Courses Related to the Program of Study / 39-41 Hours

DRAF 1001 Engineering Drafting I	3 hrs
DRAF 1002 Engineering Drafting II	3 hrs
DRAF 1007 Introduction to Auto CAD	3 hrs
DRAF 1015 Computer-Aided Drafting	4 hrs
DRAF 1120 Mechanisms I	3 hrs
DRAF 1130 Strengths of Materials I	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select ONE of the following three options:

1. Machine and CAM Option / 17 Hours

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

2. Electrical Option / 18 Hours

DRAF 1003 Drafting III - Architectural	3 hrs
DRAF 1004 Drafting IV - Architectural	3 hrs
DRAF 1005 Drafting V - Architectural	3 hrs
ELEC 1001 Electrical I	3 hrs
ELEC 1002 Electrical II	3 hrs
ELEC 1007 Commercial-Industrial Wiring	3 hrs

3. Mechanical/Architectural Option / 19 Hours

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

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours:**52-55 hrs****EARLY CHILDHOOD CARE AND EDUCATION**

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

Area A: Essential Skills / 3 Hours**Select THREE Hours from the following:**

TECH 1140 Communication Skills	3 hrs
ENGL 1101 English Composition I	3 hrs

Area B: Institutional Options / 0 Hours**Area C: Humanities/Fine Arts / 0 Hours****Area D: Science, Mathematics, and Technology / 3-4 Hours****Select THREE to FOUR Hours from the following:**

TECH 1110 Business Mathematics	4 hrs
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TECH 1120 Technical Math	4 hrs
TECH 1130 Algebra/Trigonometry	3 hrs
MATH 1111 College Algebra	3 hrs
MATH 1001 Quantitative Skills and Reasoning	3 hrs

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

TECH 1150 Human Relations	3 hrs
PSYC 1101 Introduction to General Psychology	3 hrs

Area F: Courses Related to the Program of Study / 51 Hours

ECCE 1101 Intro to Early Childhood Care & Education	3 hrs
ECCE 1103 Child Growth and Development	3 hrs
OR PSYC 2103 Introduction to Human Development	
ECCE 1105 Health, Safety, and Nutrition	3 hrs
ECCE 1112 Curriculum and Assessment	3 hrs
ECCE 1113 Creative Activities for Children	3 hrs
ECCE 2115 Language Arts and Literature	3 hrs
ECCE 2116 Math and Science	3 hrs
ECCE 1121 Early Childhood Care and Education Practicum	6 hrs
ECCE 2201 Exceptionalities	3 hrs
SOCI 1101 Introductory Sociology	3 hrs
ECCE 2203 Guidance and Classroom Management	3 hrs
OR EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity	
ECCE 2240 Early Childhood Care and Education Internship	6 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Choose one of the specializations below:

Paraprofessional Specialization Courses

ECCE 2310 Paraprofessional Methods and Materials	3 hrs
OR EDUC 2130 Exploring Learning and Teaching	
ECCE 2312 Paraprofessional Roles and Practices	3 hrs
OR EDUC 2110 Critical and Contemporary Issues in Education	

Program Management Specialization Courses

ECCE 2320 Program Administration and Facility Management	3 hrs
ECCE 2322 Personnel Management	3 hrs
OR MGMT 2140 Management and Supervision	

Infant Toddler Development Courses

ECCE 2330 Infant/Toddler Development	3 hrs
ECCE 2332 Infant/Toddler Group Care and Curriculum	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)	
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Total Semester Hours:

60-61 hrs

Electrical Construction and Maintenance

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

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills 3 hrs

Area B: Institutional Options / 1-2 Hours

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness 2 hrs

WELL 1001 Contemporary Health Issues 1 hr

WELL 1002 Lifestyle Wellness 1 hr

WELL 1003 Family Wellness 1 hr

WELL 1004 Psychosocial Wellness 1 hr

WELL 1005 Physical Wellness 1 hr

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics 4 hrs

TECH 1120 Technical Math 4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations 3 hrs

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

ELEC 1001 Electrical I 3 hrs

ELEC 1002 Electrical II 3 hrs

ELEC 1004 D-C Electricity 3 hrs

ELEC 1005 A-C Electricity 3 hrs

ELEC 1007 Commercial Industrial Wiring 3 hrs

ELEC 1008 D-C Motors and Controls 3 hrs

ELEC 1009 A-C Motors and Controls 3 hrs

ELEC 1011 Basic Electronics I 3 hrs

ELEC 1012 Basic Electronics II 3 hrs

ELEC 1014 Industrial Instrumentation 4 hrs

ELEC 1018 Programmable Controllers I 3 hrs

ELEC 1019 Programmable Controllers II 4 hrs

Select THREE Hours from the following:

INDM 2110 Blueprint Reading 3 hrs

Select ONE ELECTIVE COURSE with Electronics Advisor approval 3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid 2 hrs

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours:

54-55 hrs

INDUSTRIAL MAINTENANCE

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

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills 3 hrs

Area B: Institutional Options / 1-2 Hours

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness 2 hrs
WELL 1001 Contemporary Health Issues 1 hr
WELL 1002 Lifestyle Wellness 1 hr
WELL 1003 Family Wellness 1 hr
WELL 1004 Psychosocial Wellness 1 hr
WELL 1005 Physical Wellness 1 hr

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Mathematics 4 hrs
TECH 1120 Technical Math 4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations 3 hrs

Area F: Courses Related to the Program of Study / 36-37 Hours

INDM 1000 Industrial Safety Procedures 2 hrs
INDM 1001 Welding I 2 hrs
INDM 1002 Welding II 3 hrs
INDM 1008 Metallurgy I 1 hr
INDM 2110 Blueprint Reading 3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts 3 hrs
CSCI 1000 Computer Fundamentals 3 hrs

Select ONE of the following three options:

1. Machining Option / 23 Hours

DRAF 1001 Engineering Drafting I 3 hrs
DRAF 1002 Engineering Drafting II 3 hrs
DRAF 1011 Drafting VI - Mechanical 3 hrs
DRAF 1015 Computer-Aided Drafting 4 hrs
INDM 1021 Machine Shop I 4 hrs
INDM 1022 Machine Shop II 4 hrs
INDM 1023 CNC Machining 2 hrs

2. Welding Option / 22 Hours

INDM 1003 Welding III 3 hrs

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

3. Mechanical Option / 23 Hours

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

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours: 49-51 hrs

LICENSED PRACTICAL NURSING

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

This program requires special admission. LPNU courses can only be taken by those students who are officially admitted to the program.

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140 Communication Skills	3 hrs
ENGL 1101 English Composition I	3 hrs

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

TECH 1120 Technical Mathematics	4 hrs
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Area E: Social Science / 3 Hours**Select THREE Hours from the following:**

AHEA 1100 Allied Health Psychology	
PSYC 1101 Intro to General Psychology	3 hrs

Area F: Courses Related to the Program of Study / 67-68 Hours

AHEA 1140 Allied Health Medical Terminology	3 hrs
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Select THREE OR FOUR Hours from the following:

AHEA 1130 Allied Health Anatomy and Physiology ¹	3 hrs
BIOL 2111/2111L Human Anatomy and Physiology I with Lab ¹	4 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

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

LPNU 1001 Nursing Fundamentals I	5 hrs
LPNU 1002 Nursing Fundamentals II/Nutrition	6 hrs
LPNU 1003 Medical Surgical Nursing IA	3 hrs
LPNU 1005 Medical Surgical Nursing IB	3 hrs
LPNU 1006 Clinical Practicum I	8 hrs
LPNU 1007 Medical Surgical Nursing IIA	3 hrs
LPNU 1008 Medical Surgical Nursing IIB/Mental Health	3 hrs
LPNU 1009 Clinical Practicum II	8 hrs
LPNU 1011 Maternal - Child Nursing	7 hrs
LPNU 1012 Clinical Practicum III	8 hrs
LPNU 1021 Nursing Leadership	1 hrs
LPNU 1120 Drug Calculation & Administration	2 hrs
LPNU 1150 State Board Review	1 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours**77-78 hrs**

¹Students must complete the Anatomy and Physiology requirement within two calendar years of admission to the LPN program.

MEDICAL ASSISTING

The Medical Assisting diploma program prepares students to perform various administrative duties and laboratory procedures in medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive a diploma in Medical Assisting. Please note that this program is not yet accredited by the Commission on Accreditation of Allied Health Education Programs.

This program requires special admission. MAST courses can only be taken by those students who are officially admitted to the program.

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140 Communication Skills	3 hrs
ENGL 1101 English Composition I	3 hrs

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 3-4 Hours

Select THREE to FOUR Hours from the following:

TECH 1120 Technical Mathematics	4 hrs
MATH 1111 College Algebra	3 hrs

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

AHEA 1100 Allied Health Psychology	3 hrs
PSYC 1101 Intro to General Psychology	3 hrs

Area F: Courses Related to the Program of Study / 55-56 Hours

AHEA 1140 Medical Terminology	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1140 Legal Aspects of the Medical Office	3 hrs
BUSN 2210 Medical Document Processing/ Transcription	4 hrs
BUSN 2340 Medical Office Procedures	3 hrs
BUSN 2250 Medical Billing/Insurance Management	3 hrs

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

MAST 1030 Pharmacology	3 hrs
MAST 1080 Medical Assisting Skills I	7 hrs
MAST 1090 Medical Assisting Skills II	7 hrs
MAST 1120 Human Diseases	3 hrs
MAST 1170 Medical Assisting Externship	6 hrs
MAST 1180 Medical Assisting Seminar	3 hrs

Select THREE to FOUR Hours from the following:

AHEA 1130 Allied Health Anatomy and Physiology	3 hrs
BIOL 2111/2111L Human Anatomy and Physiology I with Lab	4 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours:

64-66 hrs

MEDICAL ADMINISTRATIVE TECHNOLOGY

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

medical transcription, and many other medical office duties and procedures. Program graduates receive a diploma in Medical Administrative Technology.

Area A: Essential Skills / 3 Hours

TECH 1140 Communication Skills 3 hrs

Area B: Institutional Options / 1-2 Hours

Select ONE to TWO Hours from the following:

WELL 2000 Comprehensive Wellness	2 hrs
WELL 1001 Contemporary Health Issues	1 hr
WELL 1002 Lifestyle Wellness	1 hr
WELL 1003 Family Wellness	1 hr
WELL 1004 Psychosocial Wellness	1 hr
WELL 1005 Physical Wellness	1 hr

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics, and Technology / 4 Hours

TECH 1110 Business Mathematics 4 hrs

Area E: Social Science / 3 Hours

TECH 1150 Human Relations 3 hrs

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

AHEA 1130 Allied Health Anatomy and Physiology	3 hrs
AHEA 1140 Allied Health Medical Terminology	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1140 Legal Aspects of the Medical Office	3 hrs
BUSN 1150 ICD-9-CM Coding	4 hrs
BUSN 1151 Physicians' Procedural Coding	4 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 2140 Electronic Communication Applications	3 hrs
BUSN 2210 Medical Document Processing/Transcription	4 hrs
BUSN 2250 Medical Billing/Insurance Management	3 hrs
BUSN 2340 Medical Office Procedures	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid	2 hrs
BC 0100 Foundations for Success (1 hour institutional credit)	

Total Semester Hours:

54-55 hrs

PARALEGAL STUDIES

The Paralegal Studies diploma program prepares students to assist lawyers with the delivery of legal services. The program provides learning opportunities which develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; legal research; legal correspondence preparation; family law matters; basic

concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate.

Area A: Essential Skills / 3 Hours

ENGL 1101 English Comp I 3 hrs

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics and Technology / 4 Hours

Select FOUR Hours from the following:

TECH 1110 Business Math 4 hrs

TECH 1120 Technical Math 4 hrs

Area E: Social Science / 3 Hours

Select THREE Hours from the following:

TECH 1150 Human Relations 3 hrs

PSYC 1101 Introduction to General Psychology 3 hrs

Area F: Courses Related to the Program of Study / 43 Hours

CRIM 2020 Criminal Law 3 hrs

PLGS 1010 Intro to Law & Ethics 3 hrs

PLGS 1020 Legal Research 3 hrs

PLGS 1030 Legal Writing 3 hrs

PLGS 1040 Family Law 3 hrs

PLGS 1050 Real Estate Law 3 hrs

PLGS 1090 Civil Litigation 3 hrs

PLGS 1100 Wills, Trusts, Probate, & Admin 3 hrs

PLGS 1110 Tort Law 3 hrs

PLGS 1160 Contracts & Commercial Law 3 hrs

PLGS 1180 Paralegal O. B. I. 4 hrs

Select THREE Hours from the following:

CSCI 1000 Computer Fundamentals 3 hrs

COMS 1000 Microcomputer Concepts 3 hrs

Select SIX Hours from the following:

PLGS 1120 Law Office MGMT 3 hrs

PLGS 1150 Business Organizations 3 hrs

PLGS 1170 Advanced Research & Writing 3 hrs

Additional Requirements / 2 hours

PHED 1020 Safety & First Aid 2 hrs

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours

55 hrs

PARAMEDIC DIPLOMA PROGRAM

The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response,

under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

Area A: Essential Skills / 3 Hours

Select THREE Hours from the following:

TECH 1140 Communication Skills	3 hrs
ENGL 1101 English Comp I	3 hrs

Area B: Institutional Options / 0 Hours

Area C: Humanities/Fine Arts / 0 Hours

Area D: Science, Mathematics and Technology / 3-4 Hours

Select THREE to FOUR Hours from the following:

TECH 1120 Technical Math	4 hrs
MATH 1111 College Algebra	3 hrs

Area E: Social Science / 0 Hours

Area F: Courses Related to the Program of Study / 53 Hours

AHEA 1130 Allied Health Anatomy & Physiology	3 hrs
AHEA 1140 Allied Health Medical Terminology	3 hrs
EMSP 2110-Foundations of Paramedicine	3 hrs
EMSP 2120-Applications of Pathophysiology for Paramedics	3 hrs
EMSP 2130-Advanced Resuscitative Skills for Paramedics	3 hrs
EMSP 2140-Advanced Cardiovascular Concepts	4 hrs
EMSP 2310-Therapeutic Modalities of Cardiovascular Care	3 hrs
EMSP 2320-Therapeutic Modalities of Medical Care	5 hrs
EMSP 2330-Therapeutic Modalities of Trauma Care	4 hrs
EMSP 2340-Therapeutic Modalities for Special Patient Populations	4 hrs
EMSP 2510-Clinical Applications for the Paramedic-I	2 hrs
EMSP 2520-Clinical Applications for the Paramedic-II	2 hrs
EMSP 2530-Clinical Applications for the Paramedic-III	2 hrs
EMSP 2540-Clinical Applications for the Paramedic-IV	1 hour
EMSP 2550-Clinical Applications for the Paramedic-V	1 hour
EMSP 2560-Clinical Applications for the Paramedic-VI	1 hour
EMSP 2570-Clinical Applications for the Paramedic-VII	1 hour
EMSP 2710-Field Internship for the Paramedic	2 hrs
EMSP 2720-Practical Applications for the Paramedic	3 hrs

Select THREE Hours from the following:

CSCI 1000 Computer Fundamentals	3 hrs
COMS 1000 Microcomputer Concepts	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours

59-60 hrs

TECHNICAL CERTIFICATES OF CREDIT

A+ COMPTIA

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

COMS 2021 Computer Service Technology I	4 hrs
COMS 2022 Computer Service Technology II	4 hrs
Select THREE Hours from the following:	
COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **11 hrs**

BUSINESS OFFICE ASSISTANT

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

TECH 1150 Human Relations	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 2130 Word Processing	4 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Select SIX to EIGHT Hours from the following¹: **6-8 hrs**

BUSA Courses
BUSN Courses
COMS Courses
MMGT Courses

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **20-22 hrs**

¹See a Business Administrative Technology Advisor for selection of appropriate elective.

CERTIFIED CUSTOMER SERVICE SPECIALIST

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

CCSS 1002 Service Industry Business Environment and Customer Contact Skills	5 hrs
CCSS 1004 Business Skills and Personal Effectiveness in Customer Service	5 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **10 hrs**

CERTIFIED MANUFACTURING SPECIALIST

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

CMFS 1002 Manufacturing Foundations	5 hrs
CMFS 1004 Manufacturing Skills	6 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **11 hrs**

CERTIFIED NURSE ASSISTING

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

AHEA 1100 Allied Health Psychology	3 hrs
AHEA 1140 Allied Health Medical Terminology	3 hrs
NURA 1000 Nurse's Assistant	5 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **11 hrs**

CHILD DEVELOPMENT ASSOCIATE I

The CDA I Certificate Program is designed to meet the training needs of persons already working in the field of early care and education. Persons enrolling in this program must have

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

ECHE 1001 Introduction to Early Childhood Care & Education	3 hrs
ECHE 1003 Human Growth and Development	4 hrs
ECHE 1005 Health, Safety, and Nutrition	3 hrs
ECHE 1025 Professionalism through CDA Certificate Preparation and Assessment	2 hrs
ECHE 1026 CDA Certificate Assessment	2 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

Total Semester Hours **14 hrs**

COMMERCIAL TRUCK DRIVING

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

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

CTDL 1010 Fundamentals of Commercial Driving	3 hrs.
CTDL 1020 Combination Vehicle Basic Operation and Range Work	2 hrs
CTDL 1002 Basic Operations and Range Work	4 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **9 hrs**

DRAFTING AIDE (This program is not accepting new students.)

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **10 hrs**

EARLY CHILDHOOD CARE & EDUCATION

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

ECCE 1101 Intro to Early Childhood Care & Education	3 hrs
ECCE 1105 Health, Safety, and Nutrition	3 hrs
ECCE 1113 Creative Activities for Children	3 hrs
ECCE 2115 Language Arts and Literature	3 hrs
ECCE 2116 Math and Science	3 hrs
TECH 1150 Human Relations	3 hrs
Select SIX Hours from the following:	6 hrs
ECCE courses	

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **24 hrs**

ELECTRICAL WIRING

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **12 hrs**

EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 "Emergency Medical Technician (Basic)" technical certificate of credit.

EMSP 1110 Introduction to the EMT Profession	3 hrs
EMSP 1120 EMT Assessment/Airway Management and Pharmacology	3 hrs
EMSP 1130 Medical Emergencies for the EMT	3 hrs
EMSP 1140 Special Patient Populations	3 hrs
EMSP 1150 Shock and Trauma for the EMT	3 hrs
EMSP 1160 Clinical and Practical Applications for the EMT	1 hr

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS

16 hrs

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

EMSP 1110 Introduction to the EMT Profession	3 hrs
EMSP 1120 EMT Assessment/Airway Management and Pharmacology	3 hrs
EMSP 1130 Medical Emergencies for the EMT	3 hrs
EMSP 1140 Special Patient Populations	3 hrs
EMSP 1150 Shock and Trauma for the EMT	3 hrs
EMSP 1160 Clinical and Practical Applications for the EMT	1 hr
EMSP 1510 Advanced Concepts for the AEMT	3 hrs
EMSP 1520 Advanced Patient Care for the AEMT	3 hrs
EMSP 1530 Clinical Applications for the AEMT	1 hr
EMSP 1540 Clinical and Practical Applications for the AEMT	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS**26 hrs****INDUSTRIAL MACHINING**

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

TECH 1120 Technical Math	4 hrs
DRAF 1015 Computer-Aided Drafting	4 hrs
INDM 1021 Machine Shop I	4 hrs
INDM 1022 Machine Shop II	4 hrs
INDM 1023 CNC Machining	2 hrs
INDM 2110 Blueprint Reading	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS**24 hrs****INDUSTRIAL MAINTENANCE TECHNICAL I**

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

TECH 1120 Technical Math	4 hrs
INDM 1000 Industrial Safety Procedures	2 hrs
INDM 1001 Welding I	2 hrs
INDM 1002 Welding II	3 hrs
INDM 1008 Metallurgy I	1 hrs
INDM 2110 Blueprint Reading	3 hrs
INDM 1006 MIG Welding	2 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS**20 hrs**

INDUSTRIAL MAINTENANCE TECHNICAL II

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **23 hrs**

LAW ENFORCEMENT MANAGEMENT

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **12 hrs**

LAW ENFORCEMENT PRACTITIONER

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS**17 hrs****LOW VOLTAGE SECURITY TECHNICIAN**

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS**12 hrs****MEDICAL OFFICE SPECIALIST**

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

AHEA 1130 Allied Health Anatomy and Physiology	3 hrs
AHEA 1140 Allied Health Medical Terminology	3 hrs
BUSN 1001 Keyboarding and Business Document Processing	4 hrs
BUSN 1140 Legal Aspects of the Medical Office	3 hrs
BUSN 2130 Word Processing	4 hrs
BUSN 1150 ICD-9-CM Coding	4 hrs
BUSN 1151 Physicians' Procedural Coding	4 hrs
BUSN 2210 Medical Document Processing/Transcription	4 hrs
BUSN 2250 Medical Billing/Insurance Management	3 hrs
BUSN 2340 Medical Office Procedures	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS**35 hrs****MICROSOFT OFFICE USER SPECIALIST (MOUS)**

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

COMS 1130 Spreadsheet Applications	3 hrs
COMS 1520 Power Point	1 hrs
COMS 2011 Data Base Applications I	4 hrs
BUSN 2130 Word Processing	4 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS 12 hrs

MOBILE ELECTRONICS

The Mobile Electronics Technology program provides students with the theoretical knowledge and practical skills needed for successful employment. Upon completion of this program, students will have mastered basic electrical theory, applied electrical knowledge for automotive systems, and fundamental techniques for installing various mobile audio devices. The program emphasizes practical shop safety including the safe use of all tools necessary for task completion.

ELEC 1004 D-C- Electricity	3 hrs
ELEC 1005 A-C Electricity	3 hrs
ELEC 1040 Soldering Technology	3 hrs
ELEC 1300 Mobile Electronics Installation	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS 12 hrs

NETWORK OPERATING SYSTEMS

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

COMS 2241 Linux Computing Essentials	4 hrs
COMS 2250 Intro to Microsoft Windows Networks	4 hrs
COMS 2251 Linux Core System Administration	4 hrs
COMS 2280 Administering Microsoft Windows Network	4 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS 19 hrs

OFFICE ACCOUNTING SPECIALIST

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

ACCT 2130 Computerized Accounting	3 hrs
COMS 1130 Spreadsheet Applications	3 hrs
BUSN 1011 Principles of Bookkeeping I	3 hrs
BUSN 1012 Principles of Bookkeeping II	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **15 hrs**

PHLEBOTOMY TECHNICIAN

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **15 hrs**

RETAIL MANAGEMENT

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

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

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **12 hrs**

SMALL BUSINESS MANAGEMENT

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

BUSA 2106 The Environment of Business	3 hrs
MMGT 2130 Small Business Management	3 hrs
MMGT 2140 Management and Supervision	3 hrs

Select THREE Hours from the following:

COMS 1000 Microcomputer Concepts	3 hrs
CSCI 1000 Computer Fundamentals	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **12 hrs**

STRUCTURAL WELDING

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

INDM 1001 Welding I	2 hrs
INDM 1002 Welding II	3 hrs
INDM 1003 Welding III	3 hrs
INDM 1004 Welding IV	3 hrs
INDM 2110 Blueprint Reading	3 hrs

Additional Requirements / 0 hours

BC 0100 Foundations for Success (1 hour institutional credit)

TOTAL SEMESTER HOURS **14 hrs**

Course Abbreviations

ACCT	Accounting	HNRS	Honors Colloquium
AHEA	Allied Health	HUMN	Humanities
ANTH	Anthropology	INDM	Industrial Maintenance
ARAP	Art Appreciation	ISCI	Integrated Science
ARTD	Art Drawing	JRNL	Journalism
BC	Bainbridge College	LPNU	Licensed Practical Nursing
BIOL	Biology	MAST	Medical Assisting
BUSA	Business Administration	MATH	Mathematics
BUSN	Business Administration Technology	MMGT	Marketing & Management
CCSS	Certified Customer Service Specialist	MUSC	Music
CHEM	Chemistry	NURA	Nurse's Assistant
CMFS	Certified Manufacturing Specialist	NURS	Nursing
COMM	Communication	PHED	Physical Education
COMS	Computer Skills	PHIL	Philosophy
COSM	Cosmetology	PHLE	Phlebotomy
CRIM	Criminology	PHSC	Physical Science
CRJU	Criminal Justice	PHYS	Physics
CSCI	Computer Science	PLGS	Paralegal Studies
CTDL	Commercial Truck Driving	POLS	Political Science
DRAF	Drafting	PSYC	Psychology
ECCE	Early Childhood Care & Education	READ	Reading
ECON	Economics	RELG	Religion
EDUC	Education	RGTE	Regents' Writing
ELEC	Electrical	RGTR	Regents' Reading
EMSP	Emergency Medical Services Program	RUSS	Russian
ENGL	English	SEMR	Seminar
FREN	French	SOCI	Sociology
GEOG	Geography	SPAN	Spanish
HIST	History	STAB	Study Abroad
		TECH	Technical Studies
		THEA	Theater Appreciation
		WELL	Wellness

COURSE DESCRIPTIONS

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

ACCT 2101 Principles of Accounting I (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and TECH 0085

Education Career Pathways Articulated Course

This course introduces the underlying theory and application of financial accounting concepts. BUSN 1011 Principles of Bookkeeping I and BUSN 1012 Principles of Bookkeeping II may be substituted for ACCT 2101 Principles of Accounting I for career programs only.

ACCT 2102 Principles of Accounting II (transfer) 3-0-3

Prerequisite: ACCT 2101

A continuation of ACCT 2101, the course continues with the theory and introduces applications of managerial accounting concepts.

ACCT 2103 Intermediate Accounting (non-transfer) 3-0-3

Prerequisite: ACCT 2102 or permission of instructor

This course examines the authoritative standards, theoretical foundations, and practical concerns that underlie generally accepted accounting principles for financial accounting and reporting.

ACCT 2110 Managerial and Cost Accounting (non-transfer) 3-0-3

Prerequisite: ACCT 2102 or permission of instructor

This course focuses on product cost determination including inventory valuation, planning, control, and financial reporting.

ACCT 2120 Tax Accounting (non-transfer) 3-0-3

Prerequisite: None

An introduction to federal income taxes including the elements of income, income exclusions, tax credits, capital gains and losses. This course emphasizes understanding the executive, legislative, and judicial aspects of the tax law.

ACCT 2130 Computerized Accounting (non-transfer) 2-2-3

Prerequisite: ACCT 2101 or permission of instructor

An introduction to the use of accounting information systems within an organization, such as general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll.

AHEA 1100 Allied Health Psychology (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0097 and ENGL 0097

Co-requisite: READ 0099

This course emphasizes the basic principles of human behavior. Topics include introduction to psychology, social environment and group processes, career development, therapeutic communication, development of personality, personality theories, conflict, stress and anxiety, perception and learning, and life span development.

AHEA 1130 Allied Health Anatomy and Physiology (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Education Career Pathways Articulated Course

This course focuses on basic normal structure and function of the human body. Topics include an overview of each body system, how systems coordinate activities to maintain a balanced state, and recognizing abnormalities. Medical terminology is an integral part of the course.

AHEA 1140 Allied Health Medical Terminology (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

Education Career Pathways Articulated Course

This course provides a foundation for understanding medical language. Fundamental Greek and Latin prefixes and suffixes relating to musculoskeletal, cardiovascular, respiratory, endocrine, urinary, gastrointestinal, neurological, integumentary, and sensory systems are the basis of this course.

ANTH 1102 Introduction to Anthropology (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

Anthropology is the comparative study of human origins and behavior. It draws materials from the widest possible range of social, cultural, and temporal categories to discover and explain the diversity present among the people of the world. Perspectives from cultural anthropology, archaeology, linguistics and physical anthropology are examined.

ARAP 1100 Art Appreciation (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

An introductory course emphasizing the acquaintance and enjoyment of the visual arts.

ARTD 1001 Drawing (transfer)

0-6-3

Prerequisite: None

Studio instruction features sketching from figures, animals, still life, and landscape using various media such as charcoal, pen, brush and ink, watercolor, and oil.

BC 0100 Foundations for Success (non-transfer)

1-0-1

Prerequisite: None

This course is designed to help students successfully navigate the college experience. Students will develop specific skills in note taking, time management, study methods, test taking, and critical reading, writing, thinking, and listening. Special attention will be given to the basics of academic life: academic demands, learning resources, student responsibility, academic and professional ethics, and policies and procedures.

BIOL 1050 Introduction to Environmental Science (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

This survey course deals with the characteristics of ecosystems and the issues of overpopulation, energy utilization, pollution (air, water, and soil), pesticide use, land use, and techniques for sustaining the environment.

BIOL 1050L Introduction to Environmental Science Laboratory (transfer)

0-2-1

Prerequisite: Exit or Exempt from READ 0099

Co-requisite: BIOL 1050

Laboratory experiences linked to BIOL 1050. Together with BIOL 1050, this course satisfies College Preparatory Curriculum OR Area D Laboratory Science requirements.

BIOL 1060 Marine Biology (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course is an introduction to the marine environment and includes a general survey of marine habitats and the organisms that occupy those habitats. This course will also emphasize the impact of human activities on marine environments.

BIOL 1060L Marine Biology Laboratory (transfer)

0-2-1

Prerequisite: Exit or Exempt from READ 0099

Co-requisite: BIOL 1060

Laboratory experiences are linked to the content in BIOL 1060. Students may use this section along with BIOL 1060 to fulfill part or the entire Laboratory Science requirement in Area D.

BIOL 1107 Principles of Biology I (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course includes some major concepts of the biological sciences. Among these are introductory material, basic inorganic and organic chemistry, biochemistry, molecular and cell biology, energy processes and relationships, genetics, and the diversity of life.

BIOL 1107L Principles of Biology I Laboratory (transfer) 0-2-1

Prerequisite: Exit or Exempt from READ 0099

Co-requisite: BIOL 1107

These laboratory experiences are linked to the content in BIOL1107. Students may use this section along with BIOL 1107 to fulfill part or all of the Laboratory Science requirement in Area D.

BIOL 1108 Principles of Biology II (transfer) 3-0-3

Prerequisite: BIOL 1107.

This course includes, in detail, some major concepts of the biological sciences. Among these are higher plant anatomy and physiology; an overview of the animal systems with emphasis on the human organism; principles of ecology; and the theory of evolution, history, evidences, and applications.

BIOL 1108L Principles of Biology II Laboratory (transfer) 0-2-1

Co-requisite: BIOL 1108

These laboratory experiences are linked to the content in BIOL 1108. Students may use this section along with BIOL 1108 to fulfill part or all of the Laboratory Science requirement in Area D.

BIOL 2111 Human Anatomy and Physiology I (transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This course introduces the structure and function of the human body beginning with the study of cell structure and function, tissue types, and continuing with the study of the skeletal, muscular, integumentary, and nervous systems. Laboratory exercises are required as part of this course.

BIOL 2112 Human Anatomy and Physiology II (transfer) 3-2-4

Prerequisite: BIOL 2111

This course is a study of the endocrine, circulatory, respiratory, lymphatic, excretory, and reproductive systems. Laboratory exercises are required as part of this course.

BIOL 2115 General Microbiology (transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This introductory course studies microbes with an emphasis on bacteria. Topics include morphology, growth, staining procedures, procedures to control growth, immunology, diseases, and procedures used to identify the organism. Laboratory exercises are required as part of this course.

BIOL 2230 General Botany (transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This course includes an overview of the plant kingdom, from the bryophytes through the angiosperms. Topics include form and function, ecology, and significance of each of the plant groups. Laboratory exercises are required as part of this course.

BUSA 1105 Introduction to Business (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course is an integrative study of the functional areas of business including finance, operations, marketing, production, and human resources.

BUSA 2106 The Environment of Business (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course introduces the legal, regulatory, political, social, ethical, cultural, environmental, and technological issues which form the context for business including an overview of the impact and demographic diversity on organizations.

BUSN 1000 Introduction to Keyboarding (non-transfer) 1-1-1

Prerequisite: None.

This course provides touch keyboarding skills and practical document formatting for those who plan to apply basic keyboarding skills.

BUSN 1001 Keyboarding and Business Document Processing (non-transfer) 4-0-4

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course introduces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and the production of properly formatted business correspondence. Students must attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors OR at least 70% speed and accuracy score on 3-minute timings to pass the course. *Credit for this course can be obtained by examination.*

BUSN 1011 Principles of Bookkeeping I (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0097 and TECH 0085

Co-requisite: READ 0099

This course introduces the basic principles of bookkeeping, including the bookkeeping cycle, journals, ledgers, banking activities, and the preparation of financial statements. ACCT 2101 may substitute for BUSN 1011 and BUSN 1012.

BUSN 1012 Principles of Bookkeeping II (non-transfer) 3-0-3

Prerequisite: BUSN 1011 or permission of instructor

This course is a continuation of BUSN 1011. Topics include cash control, payroll systems, inventory control, special journals, subsidiary ledgers, and the preparation of financial statements. ACCT 2101 may substitute for BUSN 1011 and BUSN 1012.

BUSN 1140 Legal Aspects of the Medical Office (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course 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, ethics, bioethical issues and HIPAA.

BUSN 1150 ICD-9-CM Coding (non-transfer) 4-0-4

Prerequisite: AHEA 1130, AHEA 1140, and Exit or Exempt from READ 0099

This course provides an introduction to medical coding skills and the application of international coding standards for billing of health care services. Topics include the International Classification of Diseases, ICD-9-CM, code book format, guidelines and conventions, and coding techniques.

BUSN 1151 Physicians' Procedural Coding (non-transfer) 4-0-4

Prerequisite: AHEA 1130, AHEA 1140, and Exit or Exempt from READ 0099

This course provides the knowledge and skill to apply the coding procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include format of the CPT manual, CPT manual coding guidelines and coding using the CPT manual.

BUSN 2110 Filing and Records Management (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course emphasizes the principles and practices of effective records management for manual and electronic records systems. Topics include alphabetic, subject, numeric, and geographic storage as well as records retention, retrieval, and transfer.

BUSN 2120 Transcription (non-transfer) 3-0-3

Prerequisite: BUSN1001, as well as TECH 1140 or ENGL 1101

This course develops skills in transcribing and formatting documents from dictation using word processing and speech recognition software.

BUSN 2130 Word Processing (non-transfer) 4-0-4

Prerequisite: BUSN 1001 and Exit or Exempt from READ 0099

This course develops skill in producing various business documents using word processing software. Topics include beginning and advanced features of creating, organizing, and formatting content; collaborating on documents; and formatting and managing documents.

BUSN 2140 Electronic Communication Applications (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from TECH 0085, BUSN 1001, and TECH 1140 or ENGL 1101

This course provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, wireless/mobile computing, and other emerging technologies.

BUSN 2150 Business Office Applications (non-transfer) 4-0-4

Prerequisite: BUSN 2130, COMS 1000, and TECH 1140 or ENGL 1101

This course emphasizes increased speed and accuracy. Integrated project-based applications include skills in advanced word processing, preparing presentations, spreadsheets, desktop publishing, and email management.

BUSN 2160 Office Procedures (non-transfer) 3-0-3

Prerequisite: BUSN 2140

Co-requisite: BUSN 2150

This course emphasizes essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, communication skills, workplace mail, travel/meeting arrangements, electronic mail, presentation applications, and workplace documents. This course focuses on applying knowledge and skills learned in all prior courses taken in the program. This course serves as a capstone course.

BUSN 2210 Medical Document Processing/Transcription (non-transfer) 4-0-4

Prerequisite: AHEA 1140, BUSN 1001 with C or better, and TECH 1140 or ENGL 1101

This course provides experience in preparation of most frequently used medical reports. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

BUSN 2220 Legal Keyboarding (non-transfer) 3-0-3

Prerequisite: BUSN 1001 with C or better or permission of instructor

This course emphasizes the development of skills needed for accurate and rapid production of legal documents such as wills, contracts, petitions, deeds, etc.

BUSN 2250 Medical Billing/Insurance Management (non-transfer) 3-0-3

Prerequisite: BUSN 1001, BUSN 1140, and TECH 1140 or ENGL 1101

This course emphasizes skills required for the medical practice. Topics include managed care, reimbursement, claims rejection, coding, precertification, and referrals.

BUSN 2320 Legal Machine Transcription (non-transfer) 3-0-3

Prerequisite: BUSN 1001 with C or better or permission of instructor.

This course develops mastery of keyboarding utilizing a voice-recorded media as a source of dictation. Emphasis is on the accurate and efficient production of legal documents and correspondence.

BUSN 2340 Medical Office Procedures (non-transfer) 3-0-3

Prerequisite: BUSN 1001, COMS 1000 or CSCI 1000, and TECH 1140 or ENGL 1101

This course emphasizes essential skills required for the medical office. Topics include: office protocol, time management, appointment scheduling, telephone techniques, office equipment, mail services, medical references, filing, travel/meeting arrangements, medical records, workplace documents; application of computer skills, accounting procedures; and application of software. This course focuses on applying knowledge and skills learned in all prior courses taken in the program. This course serves as a capstone course.

CCSS 1001 Service Industry Business Environments (non-transfer) 2-0-2

Prerequisite: None

This course introduces learners to the service industry. Topics include: life long learning, work ethics, work teams, and principles of quality service.

CCSS 1002 Service Industry Business Environment and Customer Contact Skills (non-transfer) 5-0-5

Prerequisite: None

This course introduces learners to the service industry and focuses on interpersonal relationships with customers. Topics include: life long learning, work ethics, work teams, principles of quality service, information sharing skills, telephone skills, diversity awareness, and managing difficult customers. Basic computer skills related to email, word processing, and credit card purchasing are also covered.

CCSS 1003 Customer Contact Skills (non-transfer) 2-0-2

Prerequisite: None

This course focuses on interpersonal relationships with customers and includes: information sharing skills, telephone skills, diversity awareness, and managing difficult customers. Course includes simulated business situations and skills assessment.

CCSS 1004 Business Skills and Personal Effectiveness in Customer Service (non-transfer) 5-0-5

Prerequisite: None

This course focuses on business writing, business math, and managing changes in the workplace. Further, this course focuses on maintaining a positive image at work and maintaining optimal mental and physical health. Job search skills are discussed and practiced, and a problem-solving model is presented that illustrates how to manage multiple tasks and priorities. Basic computer skills in spreadsheets and databases also are presented.

CCSS 1005 Computer Skills for Customer Service (non-transfer) 2-0-2

Prerequisite: None

Learners in this course learn basic skills in word processing, spreadsheets, databases, E-mail, and credit card processing.

CCSS 1006 Certified Customer Service Specialist (non-transfer) 10-0-10

Prerequisite: None

This course focuses on five customer service skills including service industry business environments, customer contact skills, computer skills for customer service, business skills for the customer service environment, and personal effectiveness in customer service. Topics include: life long learning, work ethics, work teams, principles of quality service, information sharing skills, telephone skills, diversity awareness, managing difficult courses, basic computer skills including credit card processing, business writing, business math, change in the workplace, positive image at work, mental and physical health. *This course is equivalent to CCSS 1002 and CCSS 1004.*

CCSS 1007 Business Skills for the Customer Service Environment (non-transfer) 2-0-2

Prerequisite: None

This course focuses on business writing, business math, and managing changes in the workplace. A problem-solving model is presented that illustrates how to manage multiple tasks and priorities.

CCSS 1009 Personal Effectiveness in Customer Service (non-transfer) 2-0-2

Prerequisite: None

This course focuses on maintaining a positive image at work and maintaining optimal mental and physical health. Job search skills are discussed and practiced.

CHEM 1100 Introductory Chemistry (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and MATH 0099

This one-semester course covers some basic concepts and applications of chemistry for the non-science majors. There is no laboratory component.

CHEM 1211 Principles of Chemistry I (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 as well as MATH 1111 or Math 1113 or permission of instructor

This first course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors. Topics include composition of matter, stoichiometry, periodic relations, and nomenclature.

CHEM 1211L Principles of Chemistry I Laboratory (transfer) 0-3-1

Co-requisite: CHEM 1211

This laboratory experience is linked to the content in CHEM 1211. Students may use this section with CHEM1211 to fulfill the Laboratory Science requirement in Area D.

CHEM 1212 Principles of Chemistry II (transfer) 3-0-3

Prerequisite: CHEM 1211

This second course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors.

CHEM 1212L Principles of Chemistry II Laboratory (transfer) 0-3-1

Co-requisite: CHEM 1212

These laboratory experiences are linked to the content in CHEM 1212. Students may use this section along with CHEM 1212 to fulfill the Laboratory Science requirement in Area D.

CHEM 2211 Organic Chemistry I (transfer) 3-3-4

Prerequisite: CHEM 1212 with a C or better

This course is the first in a two semester sequence. Topics include a study of bonding in and reactions of saturated and unsaturated hydrocarbons, nucleophilic substitutions and elimination reaction mechanisms, free radical reactions, and stereochemistry. Laboratory exercises are required as part of this course.

CHEM 2212 Organic Chemistry II (transfer) 3-3-4

Prerequisite: CHEM 2211

This course is a continuation of CHEM 2211. Topics include aromaticity, electrophilic substitution mechanisms, functional group reactions including alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, and amines. Laboratory exercises are required as part of this course.

CMFS 1001 Manufacturing Organizational Principles (non-transfer) 1-2-2

Prerequisite: None

This course introduces learners to the manufacturing industry. Topics include manufacturing processes, business principles, plant safety, and work ethics.

CMFS 1002 Manufacturing Foundations (non-transfer) 5-0-5

Prerequisite: None

This course introduces students to the manufacturing industry. Topics include manufacturing processes, business principles, plant safety, work ethics, communication skills, teamwork, personal wellness, managing change, world class manufacturing, and statistical process controls. *This course is equivalent to CMFS 1001, 1003, and 1005.*

CMFS 1003 Manufacturing Workplace Skills (non-transfer) 1-2-2

Prerequisite: None

This course provides training in interpersonal skills such as listening, communication, teamwork, personal wellness, managing change, and creating a positive image.

CMFS 1004 Manufacturing Skills (non-transfer) 6-0-6

Prerequisite: None

This course introduces learners to computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include plant safety, materials movement equipment, precision measurements, and blueprint reading. *This course is equivalent to CMFS 1005, 1007, and 1009.*

CMFS 1005 Manufacturing Production Requirements (non-transfer) 2-0-2

Prerequisite: None

This course focuses on quality and productivity in the manufacturing environment. Topics include world class manufacturing and statistical process control. A problem-solving model is discussed and simulated.

CMFS 1006 Certified Manufacturing Specialist (non-transfer)

11-0-11

Prerequisite: None

This course introduces students to the full spectrum of the manufacturing industry. Topics include manufacturing processes, business principles, plant safety, work ethics, communication skills, teamwork, personal wellness, managing change, world class manufacturing, and statistical process controls. Further, this course introduces learners to computerized process control and the operational requirements associated with automated machines in the manufacturing environment and introduces the topics of plant safety, materials movement equipment, precision measurements, and blueprint reading. *This course is equivalent to CMFS 1002 and CMFS 1004.*

CMFS 1007 Automated Manufacturing Skills (non-transfer)

2-0-2

Prerequisite: None

This course introduces students to computerized process control and the operational requirements associated with automated machines in the manufacturing environment.

CMFS 1009 Representative Manufacturing Skills (non-transfer)

2-2-3

Prerequisite: None

This course introduces students to representative manufacturing skills and associated safety requirements. Topics include plant safety, materials movement equipment, precision measurements, and blueprint reading.

COMM 1100 Human Communication (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course features the fundamental principles of effective oral communication, emphasizing interpersonal communication as well as public speaking. Through role playing, speeches, and evaluations of other speakers, students explore the complexities of communication in today's society.

COMM 2208 Voice and Diction (transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course includes an introduction to the International Phonetic Alphabet and its use in Standard American speech, emphasizing correct vowel and consonant construction and voice mastery as demonstrated through the oral interpretation of worthy works of literature.

COMS 1000 Microcomputer Concepts (non-transfer)

2-2-3

Prerequisite: Exit or Exempt from READ 0097 and TECH 0085

Co-requisite: READ 0099

Education Career Pathways Articulated Course

This introductory course covers basic computer concepts and general terminology as well as general evaluation of personal computer systems and basic functions of peripheral equipment. The features and operation of the major software applications receive emphasis in this course. Lab activities focus on word processing, spreadsheet, database, graphics, email and Internet applications. Laboratory exercises are required as part of this course. **Note:** *COMS 1000 and CSCI 1000 are similar in content and, therefore, only one can be counted toward the requirements for completing a certificate or degree.*

COMS 1001 Visual BASIC.NET I (non-transfer)

2-2-3

Prerequisite: Exit or Exempt from READ 0099

This is an introductory programming course in Visual BASIC.NET wherein students incorporate programming design concepts in assigned programming projects written in Visual BASIC. Topics include: Visual Basic.NET Integrated Development Environment, building an application in the Visual Basic.NET environment, working with variables, constants, data types, and expressions and decision making.

COMS 1002 Visual BASIC.NET II (non-transfer)	2-2-3
<i>Prerequisite: COMS 1001</i>	
This course is a continuation of COMS 1001 - Visual BASIC.NET I. In this course, students will explore some of the more advanced components of the Visual BASIC programming language and will design and write programs that incorporate these features. Topics include: repetition and multiple forms; using menus, common dialogs, procedures, functions, and arrays; debugging, creating executable files, and distributing a windows application; designing, creating and using a class; accessing database with ADO.net, handling exceptions, and printing.	
COMS 1003 Computer Operating Systems (non-transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
<i>This course is designed for students with minimum computer background or experience.</i>	
The basic concepts of microcomputer hardware and software are presented in this course. Students will become proficient in working with the most important microcomputer disk operating systems.	
COMS 1120 RPG Programming (non-transfer)	2-2-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
With introduction to programming using the RPG programming language, this course includes such topics as file and record definition, input/output operations, arithmetic operations, logical operations, control breaks, group indication, and matching files.	
COMS 1130 Spreadsheet Applications (non-transfer)	2-3-3
<i>Prerequisite: Exit or Exempt from READ 0099 and TECH 0085</i>	
Designed to provide a working knowledge of and experience in using an electronic spreadsheet, this course includes creating and printing spreadsheets, formatting, operators and functions, cell referencing, charts and graphing, logical operations, and data selection and computation operations. Microsoft EXCEL is used.	
COMS 1510 Web Page Design (non-transfer)	1-1-1
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
In this course, students will learn the skills needed to create, maintain and publish an accurate and effective website on the World Wide Web.	
COMS 1520 PowerPoint (non-transfer)	1-1-1
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
In this course, students will learn to create attractive and effective multimedia applications using Microsoft PowerPoint.	
COMS 2011 DataBase Applications (non-transfer)	3-2-4
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
This course provides a working knowledge of and experience in using a data base management system. Topics include creating and maintaining a database table, relational database concepts, and creating, using and customizing queries, forms and reports. Microsoft Access is used.	
COMS 2012 DataBase Applications II (non-transfer)	2-2-3
<i>Prerequisite: COMS 2011</i>	
A continuation of COMS2011, this course concentrates upon the more advanced features of the database management system. Topics include advanced reporting features, using pictures and images in a database, and building fully functional applications. Microsoft Access is used.	
COMS 2021 Computer Service Technology I (non-transfer)	3-2-4
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
(A+ COMPTIA Certification) This course is designed to provide the student with the knowledge and skills necessary to prepare the student to successfully sit for the national A+ certification core exam in computer hardware.	
COMS 2022 Computer Service Technology II (non-transfer)	3-2-4
<i>Prerequisite: COMS 2021</i>	

(A+ COMPTIA Certification) Building on COMS 2021, the course is designed to provide the student with the knowledge and skills necessary to prepare the student to successfully sit for the national A+ certification operating system exam in computer software.

COMS 2030 Networking Fundamentals (non-transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0099

This course provides an introduction to terminology and applications of communications and networking as essential elements of computer and business information systems. Topics include: communications hardware, software, media, LAN and WAN systems through hands-on experience.

COMS 2031 Introduction to JAVA Programming (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This course is designed to teach the basic concepts and methods of object-oriented design and Java programming and uses practical problems to illustrate Java application building techniques and concepts. This course develops an understanding of Java vocabulary, creates an understanding of where Java fits in the application development landscape, and creates an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

COMS 2140 Introduction to Data Communications (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099 as well as CSCI 1000 or COMS 1000 or permission of instructor

This course provides an introduction to the fundamental concepts in electronic data communication that includes background theory in the form of the OSI model and industry standards as well as a discussion of network typologies, components, and the IP addressing (including subnet masks). These concepts will enable the student to do basic network design.

COMS 2141 Multiple Networks and Wide Area Networks (non-transfer) 3-2-4

Prerequisite: COMS 2140

This course includes review of basic Local and Wide Area Network (LAN/WAN) concepts and the equipment necessary to implement them. From this base, a special emphasis is placed on the router and its operation in a WAN environment, including the process and purpose of routing, especially in relation to the TCP/IP protocol. Lab activities will deal extensively with the setup, programming, and the debugging of routers using both static and dynamic routing tables.

COMS 2142 Advanced Routers and Switchers (non-transfer) 3-2-4

Prerequisite: COMS 2141

This course covers in detail the operation and configuration of switches and routers so that Virtual LANs and Extended Access Control Lists can be created. Segmentation of networks by bridges, switches, and routers is a significant part of this class. Students will also explore half and full-duplex Ethernet, Routing Protocols (especially IGRP) and IPX.

COMS 2143 WAN Design (non-transfer) 3-2-4

Prerequisite: COMS 2142

Completing the CISCO Networking Academy, this course integrates material from the other three courses. It emphasizes overall network design and configuration, Test and control systems, and troubleshooting approaches, all with a focus of creating and maintaining a distributed Wide Area Network system.

COMS 2150 Implementing Microsoft Windows Professional (non-transfer) 3-2-4

Prerequisite: COMS 2030

This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment.

COMS 2160 Implementing Microsoft Windows Server (non-transfer) 3-2-4

Prerequisite or Co-requisite: COMS 2150

This course provides the students with knowledge and skills necessary to implement, administrate, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

COMS 2170 Implementing Networking Infrastructure (non-transfer) 3-2-4

Prerequisite: COMS 2160

This course provides the students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

COMS 2180 Managing a Microsoft Windows Network (non-transfer) 3-2-4

Prerequisite: COMS 2160

This course provides the students with higher-level skills necessary to manage successfully a Microsoft Windows server family of products.

COMS 2211 Web Site Design Tools & HTML Fundamentals (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This course teaches basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes. The course advances to teach an understanding of how to create and manage impressive websites using the sizeable amounts of new technology available on the Web. Students will learn to create websites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.

COMS 2221 Web Graphics and Multimedia (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This course teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating textures for backgrounds, compositing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

COMS 2231 Design Methodology (non-transfer) 3-2-4

Prerequisite: COMS 2211 and COMS 2221

Design Methodology teaches students how to create and manage Web sites using FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web site, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, and scenario development and performance evaluations.

COMS 2241 Linux Computing Essentials (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

Students will learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

COMS 2250 Intro to Microsoft Windows Networks (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment and Windows 2000 Server as a member server of a domain in an Active Directory. Additionally this course provides the students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

COMS 2251 Linux Core System Administration (non-transfer) 3-2-4

Prerequisite: COMS 2241

Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

COMS 2261 SQL Database Fundamentals (non-transfer) 3-2-4

Prerequisite: Exit or Exempt from READ 0099

Students will learn the fundamentals of designing and managing relational databases using PostgreSQL. Topics cover basic SQL operations (such as UPDATE, SELECT and JOIN), database design (including tables, constraints, and indexes), and database administration (including user management, network access control mechanisms, and backups).

COMS 2265 Web Page Programming (non-transfer) 3-2-4

Prerequisites: Exit or Exempt from READ 0099, COMS 2211, and COMS 2221

This course teaches developers how to write code for webpages using both client side and server side processing. JavaScript programming will be used for client side processing and various Common Gateway Interface (CGI) methods will be used for server side processing. Students will learn how to write form validation code, print-to-screen scripts, create and use business forms that interface with text files, manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

COMS 2271 Fundamentals of CGI Programming (non-transfer) 3-2-4

Prerequisites: COMS 2211 and COMS 2221

This course teaches students how to use Common Gateway Interface (CGI) and scripts on a Web server. Students will learn how to write print-to-screen scripts, customize webpage hit counters, create and use business forms that interface with text files, manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

COMS 2280 Administering Microsoft Windows Networks (non-transfer) 3-2-4

Prerequisite: COMS 2250

This course provides the students with higher-level skills necessary to manage successfully a network based on Microsoft Windows server family of products. Students will learn skills including configuring various server processes such as DHCP, DNS, FTP and Web.

COMS 2281 Database Connectivity (non-transfer) 3-1-3

Prerequisite: COMS 2211 and COMS 2221

Database Connectivity teaches students how to manipulate data in a database, work with relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, email and database servers.

COMS 2301 Introduction to Programming I (non-transfer) 3-2-4

Prerequisite: TECH 0085.

This course provides an introduction to computer programming. Topics to be covered include general computer terminology, algorithm development, data types and expressions, methods and behaviors, and control flow statements.

COMS 2302 Introduction to Programming II (non-transfer) 3-2-4

Prerequisite: CSCI 2301

This course continues development of programming concepts. Advanced programming techniques will be emphasized. Topics to be covered include windows programming based on events, inheritance, abstract classes, exception handling, and file streams.

COSM 1000 Intro to Cosmetology Theory (non-transfer) 4-0-4

Prerequisite: TECH 1140, TECH 1100, TECH 1150, and COMS 1000

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 physiology.

COSM 1010 Chemical Texture Services (non-transfer) 1-5-3

Prerequisite: TECH 1140, TECH 1100, TECH 1150, and COMS 1000

Co-requisite: COSM 1000

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical changes, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act compliance.

COSM 1020 Hair Care and Treatment (non-transfer) 1-2-2

Prerequisite: TECH 1140, TECH 1100, TECH 1150, COMS 1000

Co-requisite: COSM 1000, COSM 1010

Introduces the theory, procedures, and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments, and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 Haircutting (non-transfer) 1-6-3

Prerequisite: TECH 1140, TECH 1100, TECH 1150, COMS 1000

Co-requisite: COSM 1000, COSM 1010, COSM 1020

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair, and body analysis, and client consultation.

COSM 1040 Styling (non-transfer) 1-5-3

Prerequisite: TECH 1140, TECH 1100, TECH 1150, COMS 1000

Co-requisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030

Introduces the fundamental theory and skills required to create chapings, pin curls, fingerwaves, roller placement, blowdry styling, thermal curling, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pincurls, roller placement, fingerwaves, skip waves, ridge curls, blowdry styling, thermal curling/pressing/waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 Hair Color (non-transfer) 1-5-3

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040

Introduces the theory and application of temporary, semipermanent, demipermanent, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060 Fundamentals of Skin Care (non-transfer) 1-6-3

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040

Co-requisite: COSM 1050. 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 include: advanced skin treatments in electrotherapy, light therapy, galvanic current, high-frequency, and microdermabrasion.

COSM 1070 Nail Care and Advanced Techniques (non-transfer) 1-6-3

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040

Co-requisite: COSM 1050, COSM 1060

Provides training in manicuring, pedicuring, and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 Cosmetology Practicum I (non-transfer) 1-9-4

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040

Co-requisite: COSM 1050, COSM 1060, COSM 1070

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers, various hair color techniques, foiling and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, and Hazardous Duty Standards Act compliance.

COSM 1090 Cosmetology Practicum II (non-transfer) 1-9-4

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070, COSM 1080

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers, various hair color techniques, foiling and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, Hazardous Duty Standards Act compliance, product knowledge, customer service skills, client retention, State Board Rules and Regulations, and State Board foundation prep.

COSM 1100 Cosmetology Practicum III (non-transfer) 1-9-4

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070, COSM 1080

Co-requisite: COSM 1090

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services, permanent waving and relaxers, hair color and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, and Hazardous Duty Standards Act compliance.

COSM 1110 Cosmetology Practicum IV (non-transfer) 1-9-4

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070, COSM 1080

Co-requisite: COSM 1090, COSM 1100

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: texture services, permanent waving and relaxers, hair color and lightening, skin, scalp, and hair treatments, haircutting, styling, manicure/pedicure/advanced nail techniques, dispensary, reception, safety precautions and decontamination, Hazardous Duty Standards Act compliance, and state licensure preparation.

COSM 1120 Salon Management (non-transfer) 3-0-3

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070, COSM 1080

Co-requisite: COSM 1090, COSM 1100, COSM 1110

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.

CRIM 2010 Criminology (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

This course introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; societal, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRIM 2020 Criminal Law (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ0099 and ENGL0099

This course introduces the student to the criminal justice system. Topics include: Georgia Criminal Law, family violence, domestic disputes, and disturbances, interviews & interrogations, and arrest booking procedures.

CRIM 2022 Civil Procedures (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

This course examines the process of resolving disputes through litigation. Topics include: pleadings and other procedures required to initiate a lawsuit; the size of litigation; disposition of actions without plenary trial; the role of the jury; the effect of previous litigation on a new lawsuit; and alternatives to litigation as a means of resolving disputes.

CRIM 2030 Criminal Evidence & Procedures (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

This course was designed by area law enforcement agencies to provide current law enforcement officers and criminal justice students information on how to handle a crime scene investigation. Topics will include: rules of evidence, crimes in progress, hazardous materials, crime scene processing, surveillance, fingerprinting, and universal precautions.

CRIM 2034 Criminal Investigation (non-transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0099 and ENGL 0099

This course covers criminal investigation procedures that are also taught at area police academies. Topics include: fundamentals of investigation, sex offense investigation, arson investigation, burglary investigation, robbery investigation, crimes against children, juvenile proceedings, bombs & explosives, motor vehicle theft investigation, organized crime and gang investigation, controlled substances investigation, death investigation, and environmental crimes.

CRIM 2036 Criminal Traffic Law (non-transfer) 4-0-4

Prerequisites: Exit or Exempt from READ 0099 and ENGL 0099

This course focuses on law enforcement as it relates to traffic laws. Topics include: motor vehicle law, traffic enforcement, accident reporting, impaired driving, traffic direction and control, vehicle occupant protection, patrol and observation, and vehicle pullovers. The course content for this course is identical to traffic law content at the area Georgia police academies.

CRIM 2040 Law Enforcement Management I (non-transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0099 and ENGL 0099

This course provides an examination of the principles of organization, administration, and functions of law enforcement agencies. Managerial and supervisory topics are covered as they relate to the Law Enforcement environment.

CRIM 2042 Law Enforcement Management II (non-transfer)	3-0-3
<i>Prerequisite: CRIM 2040</i>	
This course is a continuation of CRIM 2040.	
CRIM 2044 Law Enforcement Management III (non-transfer)	3-0-3
<i>Prerequisite: CRIM 2042.</i>	
This course is a continuation of CRIM 2042.	
CRIM 2050 Fire Service I (non-transfer)	1-4-3
<i>Prerequisite: None.</i>	
<i>Co-requisite: READ 0097.</i>	
This course provides an introduction to fire fighting tactics and strategies.	
CRIM 2052 Fire Service II (non-transfer)	1-4-3
<i>Prerequisite: Exit or Exempt from ENGL 0099, CRIM 2050</i>	
This course is a continuation of CRIM 2050.	
CRIM 2054 Fire Service III (non-transfer)	1-4-3
<i>Prerequisite: CRIM 2052</i>	
This course is a continuation of CRIM 2052.	
CRIM 2060 Marksmanship and Firearms (non-transfer)	1-4-3
This course emphasizes proper shooting principles and proficiency. Other course topics include firearm familiarization, safe handling procedures of firearms, use and care of firearms, use of force doctrine, and legal and moral aspects surrounding the use of deadly force.	
CRIM 2090 Criminal Justice Internship (non-transfer)	0-12-3
<i>Prerequisites: Exit or Exempt from READ 0099 and ENGL 0099</i>	
<i>Students registering for this course must have the permission of the instructor. Check with the Director at the Law Enforcement Center for further instructions.</i>	
This course requires students to complete 150 clock hours of on-site job involvement with approved Criminal justice related organizations. The director of the Southwest Georgia Center for Law Enforcement (SW GA Center for LE) must approve the site. Students must maintain proper documentation of the hours spent on the site. An approved site supervisor of the organization must sign off on the claimed hours in order for the student to receive credit. In addition, the student must write a 15-page paper addressing the experiences of the on-site training. The report will be due during the same week of finals as assigned by Bainbridge College. Students must be within 12 hours of graduating to take advantage of this course.	
CRJU 1100 Introduction to Criminal Justice (transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
This course examines the structure of the Criminal Justice system including the nature of law, law enforcement, public safety, the courts, and treatment/punishment of offenders. Also included are the nature of crime, types of crime, the role of discretion in enforcement, among other topics.	
CRJU 2001 Constitutional Law (transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
This course covers the law of arrest, search and seizure, rights and duties of officers and citizens, rules of evidence, and general court procedures. Special attention is given to recent Supreme Court rulings that apply to law enforcement.	
CRJU 2002 Community Relations (transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099. SOCI 1101 and PSYC 1101 are recommended</i>	
This course provides the student with knowledge to handle numerous community relations issues that might arise in a law enforcement arena. Topics include: interpersonal communications, officer and the public, mental health/mental retardation/substance abuse, media relations, crisis intervention, community policing crime prevention techniques, cultural diversity, communications, and Georgia Crime Information Center procedures.	

CRJU 2003 Juvenile Delinquency (transfer) 3-0-3
Prerequisite: Exit or Exempt from READ 0099. SOCI 1101 and PSYC 1101 are recommended This course includes a study of the nature, distribution, and characteristics of delinquency in America. Major studies concerning deviant behavior will be examined along with contemporary thinking related to causation and treatment. Social agencies which deal with the delinquency problem are also studied.

CRJU 2004 Introduction to Corrections (transfer) 3-0-3
Prerequisite: Exit or Exempt from READ 0099
This course explores the development of modern correctional thinking along with a study of the characteristics of the correctional institution and the inmate. Correctional methods in the institution and the community are examined with a look into the future of corrections.

CRJU 2005 Criminal Procedure (transfer) 3-0-3
Prerequisite: Exit or Exempt from READ 0099
This is an introductory study of criminal procedure with emphasis on the court system including the roles of judge, prosecutor, defendant, defense, witness and jury. Courtroom demeanor and testimony are also discussed.

CSCI 1000 Computer Fundamentals (transfer) 2-2-3
Prerequisite: Exit or Exempt from READ 0097 and TECH 0085
Co-requisite: READ 0099
This introductory course covers basic computer concepts and general terminology as well as general evaluation of personal computer systems and basic functions of peripheral equipment. The features and operation of the major software applications receive emphasis in this course. Lab activities focus on word processing, spreadsheet, database, graphics, email and Internet applications. Laboratory exercises are required as part of this course. **Note:** COMS 1000 and CSCI 1000 are similar in content and, therefore, only one can be counted toward the requirements for completing a certificate or degree.

CSCI 1301 Computer Science I (transfer) 3-0-3
Prerequisite: Exit or Exempt from READ 0099 and MATH 1111
The course includes an overview of computers and programming; problem solving and algorithm development, simple data types; arithmetic and logic operators, selection structures; repetition structures, text files, arrays (one and two-dimensional), procedural abstraction and software design, modular programming, including subprograms or the equivalent. This course should transfer to a Baccalaureate program; check with the receiving institution to verify.

CTDL 1010 Fundamentals of Commercial Driving (non-transfer) 3-0-3
Prerequisite: None
Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 Combination Vehicle Basic Operation and Range Work (non-transfer) 1-2-2
Prerequisite: CTDL 1010
Co-requisite: CTDL 1030
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030 Combination Vehicle Advanced Operations (non-transfer) 1-7-4
Prerequisite: CTDL 1010
Co-requisite: CTDL 1020
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are

integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

DRAF 1000 Estimating for Basic Construction (non-transfer) 3-1-3

Prerequisite: Permission of instructor

This course introduces the fundamentals of estimating the materials necessary for basic construction projects according to an assigned set of plans.

DRAF 1001 Engineering Drafting I (non-transfer) 2-2-3

Prerequisite: DRAF 1007

This course introduces the basic equipment and principles of drafting. Topics include common drafting instruments, geometric constructions, lettering, orthographic projections, auxiliary views, and sectional views.

DRAF 1002 Engineering Drafting II (non-transfer) 2-2-3

Prerequisite: DRAF 1001 or permission of instructor

A continuation of DRAF 1001, this course adds an in-depth study of orthographic projections, auxiliary views, sectional views, and dimensioning.

DRAF 1003 Drafting III-Architectural (non-transfer) 2-2-3

Prerequisite: DRAF 1001 or permission of instructor

This course introduces architectural drafting and requires students to draw plans for a basic residential house.

DRAF 1004 Drafting IV-Architectural (non-transfer) 2-2-3

Prerequisite: DRAF 1003 or permission of instructor

A continuation of DRAF 1003-Architectural, this course requires students to draw a set of plans with construction details for a large one-story residential house.

DRAF 1005 Drafting V-Architectural (non-transfer) 2-2-3

Prerequisite: DRAF 1004 or permission of instructor

A continuation of DRAF 1004 -Architectural, this course emphasizes a variety of residential housing construction details for the two-story house. In addition, the course covers the long form for specifications in terms of the scope of the work and materials.

DRAF 1007 Introduction to Auto CAD (non-transfer) 2-2-3

Prerequisite: None

This course introduces basic concepts, terminology, and techniques necessary for Computer-Aided Drafting (CAD) applications. Topics include: terminology, CAD commands, basic entities, and basic CAD applications.

DRAF 1011 Drafting VI-Mechanical (non-transfer) 2-2-3

Prerequisite: DRAF 1002 or permission of instructor

This course emphasizes threads, fasteners, springs, working drawings, axonometric drawings, oblique projections, intersections, and developments.

DRAF 1013 Civil Engineering Drafting (non-transfer) 2-2-3

Prerequisite: DRAF 1001, TECH 1120, or permission of instructor

This course introduces highway design drafting. Major topics include municipal and rural key maps, drainage, plan views, profile drawings, roadway cross-sections, earthwork, and mathematical procedures related to surveying.

DRAF 1015 Computer-Aided Drafting (non-transfer) 3-2-4

Prerequisite: DRAF 1007, DRAF 1011 or DRAF 1005 or permission of instructor

An advanced class in computer-aided drafting, this course includes advanced CAD commands and CAD utilization skills in discipline specific applications - mechanical and/or architectural.

DRAF 1017 Drafting VII-Mechanical (non-transfer) 3-2-4

Prerequisite: DRAF 1011 or permission of instructor

This course provides knowledge and skills necessary to make advanced assembly drawings. Topics include technical reference source use, in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings. These are all executed using a computer-aided drafting (CAD) system.

DRAF 1120 Mechanisms I (non-transfer) 2-2-3

Prerequisite: None

This course introduces students to spur gears, bevel gears, worm gears, cam displacement diagrams, cam profiles, and cylindrical cams.

DRAF 1130 Strength of Materials I (non-transfer) 3-0-3

Prerequisite: None

This course introduces students to the fundamentals related to the strength of materials such as stress, deformation, properties of materials, riveted joints, welded joints, torsion, centroids, and moments of inertia.

ECCE 1101 Introduction to Early Childhood Care and Education (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0097 and ENGL 0097

Co-requisite: READ 0099 and ENGL 0099

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

ECCE 1103 Child Growth and Development (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 Health, Safety and Nutrition (non-transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0097 and ENGL 0097

Co-requisite: READ 0099 and ENGL 0099

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 2115 Language and Literacy (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 1112 Curriculum and Assessment (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Provides student with an understanding of developmentally effective approaches to teaching, learning,

observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 Creative Activities for Children (non-transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 2201 Exceptionalities (non-transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2203 Guidance and Classroom Management (non-transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 1121 Early Childhood Care and Education Practicum (non-transfer)

0-12-6

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099. Advisor Approval. A criminal background check is required to complete this course.

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2116 Math and Science (non-transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2240 Early Childhood Care and Education Internship (non-transfer)

0-12-6

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099. Advisor Approval. A criminal background check is required to complete this course.

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. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2310 Paraprofessional Methods and Materials (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

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.

ECCE 2312 Paraprofessional Roles and Practices (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

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.

ECCE 2320 Program Administration and Facility Management (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 Personnel Management (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 Infant/Toddler Development (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332 Infant/Toddler Group Care and Curriculum (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECON 2105 Principles of Macroeconomics (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course introduces concepts that will enable students to understand and analyze economic aggregates and evaluate economic policies.

ECON 2106 Principles of Microeconomics (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

The course introduces concepts that will enable students to understand and analyze structure and performance of the market economy.

EDUC 2110 Investigating Critical and Contemporary Issues in Education (transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0099

A criminal background check is required to complete this course. This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course will include at least 13 hours of field experiences.

EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts (transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0099

A criminal background check is required to complete this course. Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course will include at least 13 hours of field experiences.

EDUC 2130 Exploring Learning and Teaching (transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0099

A criminal background check is required to complete this course. Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course will include at least 13 hours of field experiences.

ELEC 1001 Electrical I (non-transfer) 2-3-3

Prerequisite: None

This course is an introduction to the fundamentals of electrical construction.

ELEC 1002 Electrical II (non-transfer) 2-3-3

Prerequisite: ELEC 1001 or permission of instructor

This course introduces students to more advanced concepts of electrical construction.

ELEC 1004 D-C Electricity (non-transfer) 2-2-3

Prerequisite: None

Tech Prep Articulated Course

A study of basic D-C electricity fundamentals that apply to electrical circuits and equipment, this course emphasizes basic electrical laws, basic circuits, and related mathematical principles.

ELEC 1005 A-C Electricity (non-transfer) 2-2-3

Prerequisite: ELEC 1004 or permission of instructor

A study of basic A-C electricity fundamentals that apply to electrical circuits and equipment, this course presents the basic A-C electrical laws, inductors, capacitors, basic circuits, and related mathematical principles.

ELEC 1007 Commercial-Industrial Wiring (non-transfer)	2-3-3
<i>Prerequisite: ELEC 1002 or permission of instructor</i>	
This course features the theoretical and practical fundamentals of commercial and industrial wiring.	
ELEC 1008 D-C Motors and Controls (non-transfer)	2-2-3
<i>Prerequisite: ELEC 1004 or permission of instructor</i>	
A study of the operating principles of D-C generators, motors, and controls, this course features procedures related to installing, troubleshooting, and maintaining D-C generators and motors.	
ELEC 1009 A-C Motors and Controls (non-transfer)	2-2-3
<i>Prerequisite: ELEC 1005 or permission of instructor</i>	
A study of the operating principles of alternators, A-C motors and controls, this course features procedures related to installing, troubleshooting, and maintaining alternators and A-C motors.	
ELEC 1011 Basic Electronics I (non-transfer)	2-2-3
<i>Prerequisite: ELEC 1004 or permission of instructor</i>	
This course is a study of basic solid state fundamentals related to P and N materials, semiconductor diodes, and transistors. Semiconductor diode theory is applied to half-wave and full-wave power supplies. Other emphasized topics are construction, testing, and troubleshooting of circuits that include diodes and transistors.	
ELEC 1012 Basic Electronics II (non-transfer)	2-2-3
<i>Prerequisite: ELEC 1011 or permission of instructor</i>	
This course examines special solid state devices that include silicon controlled rectifiers, unijunction transistors, diacs, triacs, and optoelectronic components. An additional topic is operational amplifiers such as differentiator circuits. Students will construct, test, and analyze circuits for correct operation.	
ELEC 1014 Industrial Instrumentation (non-transfer)	3-2-4
<i>Prerequisite: ELEC 1012 or permission of instructor</i>	
This course introduces the fundamentals of instrumentation and control, including such topics as sensing devices, transmitters, and motor control circuits.	
ELEC 1018 Programmable Controllers I (non-transfer)	2-2-3
<i>Prerequisite: ELEC 1014 or permission of instructor</i>	
This course introduces fundamentals of programmable controllers which include the principles of operation, hardware, and fundamental programming based on ladder logic.	
ELEC 1019 Programmable Controllers II (non-transfer)	3-2-4
<i>Prerequisite: ELEC 1018 or permission of instructor</i>	
The course builds on ELEC1018 Programmable Controllers I. Students study higher levels of programming based on ladder logic.	
ELEC 1040 Soldering Technology (non-transfer)	1-3-3
<i>Prerequisite: None</i>	
This course develops the ability to solder and de-solder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, de-soldering, anti-static grounding, and surface mount techniques.	
ELEC 1300 Mobile Electronics Installation (non-transfer)	2-2-3
<i>Prerequisite: None</i>	
This course provides the fundamental concepts for installing automotive electronic systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.	
ELEC 2350 Security/Fire Alarm Technology & Digital Electronics I (non-transfer)	2-4-4
<i>Prerequisite: None</i>	

This course introduces the student to Low Voltage principles and applications as applied to security and fire alarm technology. Course topics include: installation techniques, equipment operation, safety and fire alarm terminology, basic system service techniques, state certification information, binary number system, logic gates, truth tables, logic families, and digital test equipment.

EMSP 1110 Introduction to the EMT Profession (non-transfer)

2-1-3

Prerequisite: Exit or Exempt from READ 0099, ENGL 0099, and TECH 0085.

Co-requisite: EMSP 1120 and EMSP 1130

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120 EMT Assessment/Airway Management and Pharmacology (non-transfer)

2-1-3

Prerequisite: Exit or Exempt from READ 0099, ENGL 0099, and TECH 0085.

Co-requisite: EMSP 1110 and EMSP 1130

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

EMSP 1130 Medical Emergencies for the EMT (non-transfer)

2-1-3

Prerequisite: Exit or Exempt from READ 0099, ENGL 0099, and TECH 0085.

Co-requisite: EMSP 1110 and EMSP 1120

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140 Special Patient Populations (non-transfer)

2-1-3

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130

Co-requisite: EMSP 1150 and EMSP 1160

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150 Shock and Trauma for the EMT (non-transfer)

2-1-3

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130

Co-requisite: EMSP 1140 and EMSP 1160

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies.

Topics include Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 Clinical and Practical Applications of the EMT (non-transfer) 0-3-1

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130

Co-requisite: EMSP 1140 and EMSP 1150

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include Clinicals and Assessment Based Management.

EMSP 1510 Advanced Concepts for the AEMT (non-transfer) 2-1-3

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160

Co-requisite: EMSP 1520, EMSP 1530, and EMSP 1540

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 Advanced Patient Care for the AEMT (non-transfer) 2-1-3

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160

Co-requisite: EMSP 1510, EMSP 1530, and EMSP 1540

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 Clinical Applications for the AEMT (non-transfer) 0-2-1

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160

Co-requisite: EMSP 1510, EMSP 1520, and EMSP 1540

This course provides supervised clinical experience in various clinical settings. Topics include Clinicals.

EMSP 1540 Clinical and Practical Applications for the AEMT (non-transfer) 2-1-3

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160

Co-requisite: EMSP 1510, EMSP 1520, and EMSP 1530

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include Clinicals and Assessment Based Management.

EMSP 2110 Foundations of Paramedicine (non-transfer) 2-1-3

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, and AHEA 1140

Co-requisite: EMSP 2120, EMSP 2130, and EMSP 2140

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the pre-hospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include EMS Systems; Research;

Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120 Applications of Pathophysiology for Paramedics (non-transfer) 3-0-3

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, and AHEA 1140

Co-requisite: EMSP 2110, EMSP 2130, and EMSP 2140

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include Pathophysiology.

EMSP 2130 Advanced Resuscitative Skills for Paramedics (non-transfer) 2-1-3

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, and AHEA 1140

Co-requisite: EMSP 2110, EMSP 2120, and EMSP 2140

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

EMSP 2140 Advanced Cardiovascular Concepts (non-transfer) 3-1-4

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, and AHEA 1140

Co-requisite: EMSP 2110, EMSP 2120, and EMSP 2130

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310 Therapeutic Modalities of Cardiovascular Care (non-transfer) 2-1-3

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320 Therapeutic Modalities of Medical Care (non-transfer) 4-1-5

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 Therapeutic Modalities of Trauma Care (non-transfer) 3-1-4

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

Co-requisite: EMSP 2710, EMSP 2340, EMSP 2710, and EMSP 2720

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.

This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMSP 2340 Therapeutic Modalities for Special Patient Populations (non-transfer)

3-1-4

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

Co-requisite: EMSP 2710, EMSP 2330, EMSP 2710, and EMSP 2720

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 Clinical Applications for the Paramedic-I (non-transfer)

0-2-2

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2520 Clinical Applications for the Paramedic-II (non-transfer)

0-2-2

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2530 Clinical Applications for the Paramedic-III (non-transfer)

0-2-2

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, and EMSP 2560

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The

successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2540 Clinical Applications for the Paramedic-IV (non-transfer) 0-1-1

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, and EMSP 2560

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2550 Clinical Applications for the Paramedic-V (non-transfer) 0-1-1

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, and EMSP 2560

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2560 Clinical Applications for the Paramedic-VI (non-transfer) 0-1-1

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140

Co-requisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, and EMSP 2550

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2570 Clinical Applications for the Paramedic-VII (non-transfer) 0-1-1

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

Co-requisite: EMSP 2710, EMSP 2330, EMSP 2340, and EMSP 2720

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include Clinicals.

EMSP 2710 Field Internship for the Paramedic (non-transfer) 0-2-2

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

Co-requisite: EMSP 2570, EMSP 2330, EMSP 2340, and EMSP 2720

This course provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include Field Internship.

EMSP 2720 Practical Applications for the Paramedic (non-transfer) 2-1-3

Prerequisite: ENGL 1101 or TECH 1140, AHEA 1130, TECH 1120 or Math 1111, COMS 1000 or CSCI 1000, AHEA 1140, EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560

Co-requisite: EMSP 2710, EMSP 2330, EMSP 2340, and EMSP 2710

This course allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include Assessment Based Management for Paramedics.

ENGL 0097 Developmental English (non-exit level) (non-transfer) 4-0-4

Prerequisite: Placement by COMPASS Score

Institutional credit only

This is a basic grammar and writing course designed to help the student to write well-structured and grammatically correct sentences, paragraphs, and short essays. The course stresses grammar, sentence structure and patterns, spelling, diction, punctuation, and mechanics, as well as certain aspects of technical writing.

ENGL 0099 Developmental English (exit level) (non-transfer) 4-0-4

Prerequisite: Placement by Compass Score, ENGL 0097, or permission of division

Institutional credit only

Designed to help students write well-structured, grammatically correct essays, this course stresses the basics of the writing process, as well as grammar, sentence structure and patterns, spelling, diction, punctuation, and mechanics.

ENGL 1101 English Composition I (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

This course is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills.

ENGL 1102 English Composition II (transfer) 3-0-3

Prerequisite: ENGL 1101

This course is a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods.

ENGL 2010 Dramatic Literature (transfer) 3-0-3

Prerequisite: ENGL 1102

This is a survey course of dramatic literature in Western culture featuring the study of plays in terms of style, content, theme, and theatrical conventions. The course examines each play as a representation of its age and a placeholder in the dramatic canon. Watching productions of the plays on video and in live performance supplements the reading.

ENGL 2020 Communication for Business and the Professions (transfer) 3-0-3

Prerequisite: ENGL 1102

This advanced writing course examines the various types of letters and reports used in professional settings. The focus is on skill development in using appearance, style, persuasion, and tone when preparing purposeful communication such as sales, collections, employment, requests, goodwill, bad news, or analytical correspondence.

ENGL 2111 World Literature I (transfer) 3-0-3

Prerequisite: ENGL 1102

This course is a survey of important works of world literature from ancient times through the mid-seventeenth century.

ENGL 2112 World Literature II (transfer) 3-0-3

Prerequisite: ENGL 1102

This course is a survey of important works of world literature from the mid-seventeenth century to the present.

ENGL 2116 Creative Writing (transfer) 3-0-3

Prerequisite: ENGL 1102

This course stresses the writing process in the creation of fiction and/or poetry. Students will edit their own and others' work, discuss the work of professional writers, and demonstrate effective critical reading and thinking skills.

ENGL 2117 Literature for Children and Adolescents (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course provides a survey of literature of quality written for young people from pre-school through high school levels. Students will learn to evaluate various genres of children's literature and will also learn web-based research and discussion techniques.

ENGL 2121 British Literature I (transfer) 3-0-3

Prerequisite: ENGL 1102

This course is a survey of British Literature from its Old English origin through the Neo-classical period, and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

ENGL 2122 British Literature II (transfer) 3-0-3

Prerequisite: ENGL 1102

This course is a survey of British Literature from the Romantic era to the present, and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

ENGL 2131 American Literature I (transfer) 3-0-3

Prerequisite: ENGL 1102

This course is a survey of American literature from the Colonial period to the mid nineteenth century and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

ENGL 2132 American Literature II (transfer) 3-0-3

Prerequisite: ENGL 1102

This course is a survey of American literature from the mid nineteenth century to the present and involves reading, analyzing, and interpreting significant literary works within their historical, social, and cultural contexts.

FREN 1001 Elementary French I (transfer) 3-0-3

Prerequisite: Exit or exempt from READ 0099

This course is an introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking people.

FREN 1002 Elementary French II (transfer) 3-0-3

Prerequisite: FREN 1001 or equivalent

This course is a continuation of listening, speaking, reading and writing French with further study of the culture of French-speaking people.

FREN 2001 Intermediate French I (transfer) 3-0-3

Prerequisite: FREN 1002

This course is a continuation of listening, speaking, reading and writing French in a context of moderate difficulty with further study of the culture of French-speaking people.

FREN 2002 Intermediate French II (transfer) 3-0-3

Prerequisite: FREN 2001

This course involves review of basic principles of listening, speaking, reading and writing French found in FREN 1002 and FREN 2001 with an introduction to French in current daily life and literary contexts.

GEOG 1101 Introduction to Human Geography (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course is a survey of global patterns of resources, population, culture, and economic systems. Factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world are emphasized.

GEOG 1111 Introduction to Physical Geography (transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
This course introduces spatial patterns and underlying processes of the physical environment and biosphere, including climate, vegetation, soils, landforms and water resources. This course is recommended strongly for Educator Preparation Students.	
HIST 1121 Survey of Western Civilization I (transfer)	3-0-3
<i>Prerequisite: Exit or exempt from READ 0099</i>	
This course is a survey of Western Civilization to early modern times.	
HIST 1122 Survey of Western Civilization II (transfer)	3-0-3
<i>Prerequisite: Exit or exempt from READ 0099</i>	
This course is a survey of Western Civilization from early modern times to the present.	
HIST 2111 United States History I (transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
This course is a survey of U.S. history to the post-Civil War period.	
HIST 2112 United States History II (transfer)	3-0-3
<i>Prerequisite: Exit or Exempt from READ 0099</i>	
This course is a survey of U. S. history from the post-Civil War period to the present.	
HNRS 1101 Honors Colloquium (transfer)	3-0-3
<i>Prerequisite: S.A.T. SCORE = 1100 Math/Verbal, satisfactory GPA or permission of honors director</i>	
This introductory honors seminar will be offered each fall semester to students who have been accepted into the Bainbridge College Honors Program. Its topics will relate to global or critical domestic issues and will develop critical thinking in the participants as they explore the world of ideas using both print and online resources. Because the format of this course is a colloquium, the participants will develop oral communication skills as they pursue and present independent research to become acquainted with the approaches to intellectual history offered by the traditional academic disciplines.	
HUMN 2001 Humanities I (transfer)	3-0-3
<i>Prerequisite: ENGL 1102</i>	
This course surveys the principal styles of western art from the ancient world through the Renaissance. Selected masterpieces of architecture, sculpture, painting, literature, and music are examined as forms of human expression.	
HUMN 2002 Humanities II (transfer)	3-0-3
<i>Prerequisite: ENGL 1102</i>	
This course surveys the principal styles of western art from the Baroque period through the contemporary period. Selected masterpieces of architecture, sculpture, painting, literature, and music are examined as forms of human expression.	
INDM 1000 Industrial Safety Procedures (non-transfer)	2-0-2
<i>Prerequisite: None</i>	
This course provides an in-depth study of the safety practices required for maintenance of industrial and commercial equipment, including an introduction to OSHA regulations regarding safety tools, equipment, and procedures. Lockout and tagout procedures will receive special emphasis.	
INDM 1001 Welding I (non-transfer)	1-2-2
<i>Prerequisite: None</i>	
A beginning welding course which includes theory and practice relating to shielded metal arc welding, the course features the fundamentals of oxy-acetylene cutting and metal preparation processes.	
INDM 1002 Welding II (non-transfer)	2-2-3
<i>Prerequisite: INDM 1001 or permission of instructor</i>	

An introduction to arc welding, this course stresses learning the fundamentals of the arc welding process.

INDM 1003 Welding III (non-transfer) 2-2-3

Prerequisite: INDM 1002 or permission of instructor

This course is intermediate instruction and practice in arc welding using all positions.

INDM 1004 Welding IV (non-transfer) 2-2-3

Prerequisite: INDM 1003 or permission of instructor

This course provides advanced instruction in manual arc welding to include the commonly used electrode sizes and types in all-position welding.

INDM 1005 Pipe Welding (non-transfer) 1-2-2

Prerequisite: INDM 1007 or permission of instructor

This course provides practical exercises and practice in pipe welding in all positions on four and six-inch pipe using TIG and SMAW arc welding processes.

INDM 1006 MIG Welding (non-transfer) 1-2-2

Prerequisite: Permission of instructor

This course involves the theory and practice of metal inert gas welding applied to carbon steel and stainless steel. Practice includes welding positions of flat, horizontal, vertical, and overhead, using various material thicknesses.

INDM 1007 TIG Welding (non-transfer) 2-2-3

Prerequisite: INDM 1004 or equivalent

This course examines theory and practice of tungsten inert gas welding applied to aluminum, stainless steel, and mild steel. The student will perform various welds on various sizes and shapes of plate and pipe using rolling, horizontal, vertical, and overhead positions.

INDM 1008 Metallurgy I (non-transfer) 1-1-1

Prerequisite: None

This course introduces the theory and application of Metallurgy, including metallurgical and chemical terms, composition of steel, classification systems, and properties geared to the needs of the industrial maintenance mechanic.

INDM 1009 Metallurgy II (non-transfer) 2-1-2

Prerequisite: INDM 1008 or permission of instructor

This course is a continuation of Metallurgy I. This course provides an in-depth look into the study of metals including the theory of metal behavior when subjected to different heat-treating processes. Other topics include property-enhancing processes and other information geared to the needs of students pursuing careers in the metal working field.

INDM 1011 Pipe Fitting (non-transfer) 2-4-4

Prerequisite: None

This course includes the concepts of problem solving and layout of pipe runs. Students use a standard pipe fitters manual as well as mathematical approaches to solving practical problems in making pipe runs.

INDM 1012 Metal Layout and Fabrication (non-transfer) 2-2-3

Prerequisite: Permission of instructor

This course introduces measurements and the use of measuring tools. The concepts of metal shop layout are based on arithmetic geometry. This course also includes practical problems in layout and the calculation of time and materials.

INDM 1021 Machine Shop I (non-transfer) 2-4-4

Prerequisite: None

This course introduces machine tools and machine tool operations, including lathes, milling machines, and bench work.

INDM 1022 Machine Shop II (non-transfer)	2-4-4
<i>Prerequisite: INDM 1021 or permission of instructor</i>	
This course is a continuation of Machine Shop I.	
INDM 1023 CNC Machining (non-transfer)	1-2-2
<i>Prerequisite: INDM 1022 or permission of instructor</i>	
This course introduces the fundamentals of computer numerical control machines, programming, program entry system, and production of parts that require fundamental operations.	
INDM 1110 Electrical Fundamentals for Mechanics (non-transfer)	1-1-1
<i>Prerequisite: None</i>	
This course is a study of the basic fundamentals of electrical circuits and equipment as applied to the maintenance field.	
INDM 1120 Industrial Tools and Equipment (non-transfer)	2-2-3
<i>Prerequisite: None</i>	
<i>Tech Prep Articulated Course</i>	
This course instructs industrial mechanics in the proper care and use of hand and power tools commonly encountered in plant maintenance work. The course includes components of safety, precision measuring tools, bench work, drill press operation, pipe threading equipment, and basic lathe work.	
INDM 1130 Pneumatic Fundamentals (non-transfer)	2-2-3
<i>Prerequisite: TECH 1120 or permission of instructor</i>	
This course explores the fundamental concepts and theories for the safe operation, repair, maintenance, and trouble shooting of pneumatic components and systems. Topics include pneumatic theory, preventive maintenance, compressors, regulators, pneumatic valves, actuators, and servicing safety.	
INDM 1140 Hydraulic Fundamentals (non-transfer)	2-2-3
<i>Prerequisite: TECH 1120 or permission of instructor</i>	
This course explores fundamental concepts and theories for the safe operation of hydraulic components and systems. Topics include types of fluids, hydraulic theory, preventative maintenance, symbols and circuitry, actuators, valves, pumps/motors, accumulators, filters, and servicing safety.	
INDM 1150 Industrial Mechanics I (non-transfer)	2-2-3
<i>Prerequisite: None</i>	
This course instructs industrial mechanics in nomenclature, proper removal, installation, inspection, maintenance, and lubrication of most plain and antifriction bearings found in industrial use.	
INDM 1160 Industrial Mechanics II (non-transfer)	2-2-3
<i>Prerequisite: INDM 1150 or permission of instructor</i>	
This course instructs industrial mechanics in the theory of operation of mechanical and fluid drives, and the maintenance and repair work related to them.	
INDM 1170 Industrial Mechanics III (non-transfer)	2-2-3
<i>Prerequisite: INDM 1160 or permission of instructor</i>	
This course instructs industrial mechanics in the established methods employed by industries to align drivers and driver units, and to familiarize them with bolts, fasteners, and securing systems commonly used in industry.	
INDM 1180 Industrial Mechanics IV (non-transfer)	2-2-3
<i>Prerequisite: INDM 1170 or permission of instructor</i>	
This course instructs industrial mechanics in the proper application, installation and maintenance of piping systems, tubes, hoses, valves, and pumps. Hands-on work included in the course relates to screw pipe installation, sealant, gaskets, fittings, and installation and repair of pumps.	
INDM 1190 Predictive Maintenance (non-transfer)	1-1-1
<i>Prerequisite: None</i>	

This course introduces industrial mechanics to the fundamentals of predicting the health of rotating equipment by the measurement and analysis of vibration. The course includes components on the theory of machine vibration, data collection, and data analysis.

INDM 2110 Blueprint Reading (non-transfer) 2-2-3

Prerequisite: None

This course features drafting fundamentals necessary to interpret blueprints and drawings for technical fields. This course is specifically designed for electricians, welders, and machinists.

ISCI 2001 Life/Earth Science (transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0099, ENGL 0099, and MATH 0099

This is an inquiry-based science content course based on the Kindergarten through grade 5 performance standards for Life Science and Earth Science. Topics include life/biosphere, diversity, heredity, cells, ecosystems, earth systems, lithosphere (rocks, soils, constructive and destructive forces), hydrosphere, solar system, stars, and weather. The course includes hands-on activities.

NOTE: This course is an Area F science course for early childhood education majors.

ISCI 2002 Physical Science (transfer) 2-2-3

Prerequisite: Exit or Exempt from READ 0099, ENGL 0099, and MATH 0099

This is an inquiry-based science content course based on the Kindergarten through grade 5 performance standards for Physical Science. Topics include the nature of matter, forms and transformations of energy, force, motion of objects, the concept of waves, sound, electromagnetic radiation, gravity, electricity, and magnetism. The course includes hands-on activities. *NOTE: This course is an Area F science course for early childhood education majors.*

JRNL 1001 Introduction to Journalism (transfer) 3-0-3

Prerequisite: ENGL 1101 or consent of Instructor

This course explores the principles and practices of journalism in the digital age, including print media, photojournalism, blogging, and audio-visual multimedia.

LPNU 1001 Nursing Fundamentals I (non-transfer) 4-2-5

Prerequisite: Admission to LPN program

An introduction to the nursing process, this course includes orientation to the nursing process, ethical and legal considerations, health care delivery systems, community health, infection control, emergency nursing measures, and universal precautions. Other topics include basic nursing skills, application of therapeutic procedures, treatments, patient care, first aid, CPR, and safety issues.

LPNU 1002 Nursing Fundamentals II/Nutrition (non-transfer) 6-0-6

Prerequisite: Admission to LPN program

This course is a continuation of the theory of Nursing Fundamentals I with emphasis on the role nutrition plays in the maintenance of health. Basic nutrients, food sources, dietary deficiencies and resulting pathologic conditions are discussed. A study of geriatrics and oncology is included as well as the use of diet modifications to treat pathological conditions.

LPNU 1003 Medical Surgical Nursing IA (non-transfer) 3-0-3

Prerequisites: LPNU 1001, LPNU 1002, and LPNU 1120

This course focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include study of the cardiovascular and respiratory systems.

LPNU 1005 Medical Surgical Nursing IB (non-transfer) 3-0-3

Prerequisite: LPNU 1001, LPNU 1002, and LPNU 1120

This course is a continuation of the theory of Medical Surgical Nursing IA with emphasis on the study of the endocrine, urinary, and gastrointestinal systems.

LPNU 1006 Clinical Practicum I (non-transfer) 0-16-8

Prerequisite: LPNU 1001, LPNU 1002, and LPNU 1120

This is an entry-level clinical course with emphasis in the Long Term Care and Community Health settings. The student competency focuses on wellness and prevention of illness, care of the individual as a whole, and deviations from the normal state of health related to body systems. Organizational skills, nursing fundamental skills, work ethic characteristics, physical assessment skills and medication competency are evaluated in this clinical practicum.

LPNU 1007 Medical Surgical Nursing IIA (non-transfer) 3-0-3

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021

This course focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include study of the musculoskeletal, sensory, and integumentary systems.

LPNU 1008 Medical Surgical Nursing IIB/Mental Health (non-transfer) 3-0-3

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021

This course is a continuation of Medical Surgical Nursing IIA with an emphasis on the neurological system and mental health.

LPNU 1009 Clinical Practicum II (non-transfer) 0-16-8

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021

This is a senior level clinical course with emphasis in Medical -Surgical and Mental Health settings. This practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of physical and mental health Organizational and Leadership skills, nursing fundamental skills, work ethic/management characteristics, physical/psychological assessment skills, medication competency, and nursing process documentation are evaluated.

LPNU 1011 Maternal-Child Nursing (non-transfer) 6-3-7

Prerequisite: LPNU 1003, LPNU 1005, and LPNU 1006

This course focuses on wellness and the prevention of illness, care of the individual as a whole and deviation from the normal state of health. Topics include wellness and prevention of illness in the reproductive system, nursing care, treatment, drug, and diet therapy of the reproductive system; wellness and prevention of illness in the obstetric patient; nursing care, treatment, drug, and diet therapy of the obstetric patient; wellness and prevention of illness in the pediatric patient; nursing care, treatment, drug, and diet therapy of the pediatric patient; and growth and development.

LPNU 1012 Clinical Practicum III (non-transfer) 0-16-8

Prerequisite: LPNU 1003, LPNU 1005, and LPNU 1006

This is an senior level clinical course with emphasis in Obstetric, Pediatric, and Medical-Surgical settings. This practicum focuses on wellness and the prevention of illness, care of the individual as a whole and deviations from the normal state of health. Topics include wellness and prevention of illness in the reproductive system, nursing care, treatment, drug, and diet therapy of the reproductive system; wellness and prevention of illness in the obstetric patient; nursing care, treatment, drug, and diet therapy of the obstetric patient; wellness and prevention of illness in the pediatric patient; nursing care, treatment, drug, and diet therapy of the pediatric patient; and growth and development. Organizational and leadership skills, nursing fundamental skills, work ethic/management characteristics, physical/psychological assessment skills, medication competency, and nursing process documentation are evaluated.

LPNU 1021 Nursing Leadership (non-transfer) 1-0-1

Prerequisite: LPNU 1003, LPNU 1005, and LPNU 1006

This course builds on the concepts presented in nursing courses and develops the skills necessary for successful performance in the job market. Topics include employability skills, leadership skills, and management skills.

LPNU 1120 Drug Calculation and Administration (non-transfer) 1-2-2

Prerequisite: Admission to LPN program

This course utilizes basic mathematical concepts and includes basic drug administration. Topics include resource materials usage, systems of measurement, abbreviations, drug calculations, drug classifications, and administration of medications in a simulated clinical environment.

- LPNU 1150 State Board Review (non-transfer)** **1-0-1**
Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021
 This course is a comprehensive review of the LPN program content, emphasizing the development of computerized adaptive testing skills. This course assists students in preparing for the National Council Licensure Examination.
- MAST 1030 Pharmacology (non-transfer)** **3-0-3**
Prerequisite: AHEA 1130, AHEA 1140, ENGL 1101 or TECH 1140, BUSN 1001, BUSN 2340, AHEA 1100, CSCI 1000 or COMM 1000, as well as TECH 1120 or MATH 1111
Co-requisite: MAST 1080
 This course introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems. ***This class cannot be used for credit toward the LPN program of study (LPNU 1120).***
- MAST 1080 Medical Assisting Skills I (non-transfer)** **5-5-7**
Prerequisite: AHEA 1130, AHEA 1140, ENGL 1101 or TECH 1140, BUSN 1001, BUSN 2340, AHEA 1100, CSCI 1000 or COMM 1000, as well as TECH 1120 or MATH 1111
Co-requisite: BUSN 2210 and MAST 1030
 This course introduces to students the skills necessary for assisting the physician with a complete history and physical exam in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: blood/air-borne pathogens, infection control and related OSHA guidelines, preparing patients and assisting physician with examinations and diagnostic procedures, vital signs, minor office surgical procedures, and electrocardiograms.
- MAST 1090 Medical Assisting Skills II (non-transfer)** **5-5-7**
Prerequisite: MAST 1080, MAST 1130, and BUSN 2210
Co-requisite: MAST 1120
 This course furthers the student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations; urinalysis; venipuncture, hematology and chemistry evaluations; advanced reagent testing (Strept Test, HcG , etc), administration of medications; emergency procedures of the medical office, respiratory evaluations, rehabilitative therapy procedures; principles of radiology safety and emergency procedures of the medical office.
- MAST 1120 Human Diseases (non-transfer)** **3-0-3**
Prerequisite: MAST 1030, MAST 1080, AHEA 1130, and AHEA 1140
Co-requisite: MAST 1090
 This course provides clear, succinct, and basic information about common medical conditions. The instructor highlights the disease condition of each body system following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.
- MAST 1170 Medical Assisting Externship (non-transfer)** **0-12-6**
Prerequisite: Advisor Permission Only
Co-requisite: MAST 1180
This is the program exit course
 The externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.
- MAST 1180 Medical Assisting Seminar (non-transfer)** **3-0-3**
Prerequisite: Advisor Permission Only
Co-requisites: MAST 1170
This is the program exit course.

This seminar focuses on job preparation and maintenance skills and prepares students for the Medical Assisting certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

MATH 0097 Developmental Mathematics (non-exit level) (non-transfer) 4-0-4

Prerequisite: Placement by COMPASS Score

Institutional credit only

This course includes a review of fractions, percents, ratio, and proportion, as well as an introduction to real numbers, solving linear equations, linear inequalities, absolute value, evaluating formulas, word problems, polynomials and exponents.

MATH 0099 Developmental Mathematics (exit level) (non-transfer) 4-0-4

Prerequisite: Placement by COMPASS Score, MATH 0097, or permission of division

Institutional credit only

This course includes a review of basic algebra, including factoring, rational expressions, rational equations, quadratic equations, graphing linear equations, slope of a line, systems of equations, roots and radicals.

MATH 1001 Quantitative Skills and Reasoning (transfer) 3-0-3

Prerequisite: Exemption or completion of Learning Support mathematics required; exemption or completion of Learning Support reading and English recommended

This course is an alternative in Area A of the Core Curriculum and is not intended to supply sufficient algebraic background for students who intend to take Pre-calculus or the calculus sequences for mathematics and science majors. This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. **Only one of MATH 1001 or MATH 1111 can be used to meet a graduation requirement.**

MATH 1111 College Algebra (transfer) 3-0-3

Prerequisite: Exemption or completion of Learning Support mathematics required

This course is a functional approach to algebra that incorporates the use of appropriate technology. Topics include the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions, including appropriate applications. **Only one of MATH 1001 or MATH 1111 can be used to meet a graduation requirement.**

MATH 1112 Trigonometry (transfer) 3-0-3

Prerequisite: MATH 1111

This course introduces trigonometric functions, graphs, solution and application of right triangles, identities, inverse functions, and general triangles.

MATH 1113 Pre-Calculus (transfer) 3-0-3

Prerequisite: MATH 1111 or permission of instructor

This course prepares students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic, trigonometric and transcendental functions accompanied by analytic geometry.

MATH 2001 Statistics (transfer) 3-0-3

Prerequisites: MATH 1001, MATH 1111, MATH 1113, or permission of instructor

This introductory course in statistical methods includes summarization of data, probability, normal distribution, analysis of variance, sample mean and standard deviation, testing hypotheses, chi-square distribution, linear correlation, and regression.

MATH 2008 Foundations of Numbers & Operations (transfer) 3-0-3

Prerequisites: MATH 1001, MATH 1111, or MATH 1113

This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of number and operations. As

a general theme, strategies of problem solving will be used and discussed in the context of various topics.

MATH 2260 Survey of Business Calculus (transfer)

3-0-3

Prerequisite: Math 1111

This course is designed for students in a non-science curricula. This course consists of basic concepts and techniques of differential and integral calculus, particularly as these relate to the theory and problem-solving skills required in the disciplines of business and economics. This course does not prepare the student for MATH 2261 Calculus II.

MATH 2261 Calculus I (transfer)

4-0-4

Prerequisite: MATH 1112 or MATH 1113

This is the first in a three-semester sequence in Calculus. This course covers topics from analytical geometry, limits, derivatives of algebraic and transcendental functions, the differential, techniques of integration and applications of integration.

MATH 2262 Calculus II (transfer)

4-0-4

Prerequisite: MATH 2261

This is the second of a three-semester sequence in Calculus. This course includes a continuation of differentiation and integration of algebraic and transcendental functions. Other topics covered include, analytic geometry, vectors, vector-valued functions, arc length, curvature and curves in three dimensions.

MATH 2263 Calculus III (transfer)

4-0-4

Prerequisite: MATH 2262

This course is the third of a three-semester course in Calculus. Topics covered include Taylor's Theorem, series, partial differentiation, extrema of functions of several variables, multiple integration, differential equations and topics from vector analysis.

MMGT 2110 Principles of Marketing (non-transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099

Co-requisite: ENGL 0097

Education Career Pathways Articulated Course

This course explains the principles of marketing, including the methods, concepts, and practices of such marketing areas as consumer buying behavior, products and markets, advertising, distribution techniques, and marketing strategies.

MMGT 2120 Retail Merchandising (non-transfer)

3-0-3

Prerequisite: None

Co-requisite: READ 0097, ENGL 0097

This course provides detailed analysis of the methods and techniques utilized in merchandising at the retail level.

MMGT 2130 Small Business Management (non-transfer)

3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0097

This course emphasizes the role of small business enterprises in the U.S. economy. Content focuses on creating a business plan, methods of establishing a business, the operation of the growing concern, and the problems encountered in such activity.

MMGT 2140 Management and Supervision (non-transfer)

3-0-3

Prerequisite: None

Co-requisite: READ 0097 and ENGL 0097

This course examines the fundamentals of management principles and techniques and their application to specific areas.

MMGT 2150 Creative Selling (non-transfer)

3-0-3

Prerequisite: None

Co-requisite: READ 0097 and ENGL 0097

This course is an extensive analysis of the methods, alternatives, practices, and techniques employed in selling commodities in the American economy.

MMGT 2160 Consumer Behavior (non-transfer) 3-0-3

Prerequisite: MMGT 2110

This course explains how consumer behavior affects our lives and how our possessions influence the way we feel about ourselves and each other. It explores the interrelationships between the individual consumer and his or her social realities.

MMGT 2170 Customer Service (non-transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0097 and ENGL 0097.

This course covers a wide range of knowledge and skills in customer service, focusing on problem-solving, communication strategies, and self-assessment, including skills needed to improve and sustain customer satisfaction and business relationships.

MMGT 2180 Personal Finance (non-transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0097, ENGL 0097, and TECH 0085

This course provides a practical introduction to personal financial management, including the areas of savings and investments, managing student loans, filing taxes, decreasing credit card debt, and planning for the future.

MMGT 2210 Business Finance (non-transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0099, ENGL 0097, and TECH 0085

The course examines the business financial environment in the United States, including financial decision-making, financial institutions, the creation of credit, financial planning and forecasting, and managing and financing assets.

MMGT 2230 Ethics in Business (non-transfer) 3-0-3

Prerequisite: This course is to be taken in student's last semester of course work

This capstone course 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 students how ethics can be integrated into strategic business decisions and can be applied to their own careers. Students will develop analytical, problem-solving, critical thinking, and decision-making skills.

MMGT 2250 Marketing/Management Practicum (non-transfer) 0-9-3

Prerequisite: Completion of at least 30 semester hours of business courses and permission of instructor

This course combines academic study with work experience in a business, industry, and/or governmental agency.

MUSC 1100 Music Appreciation (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

An introductory course to develop an understanding and appreciation of music. Examples from the history of music seek to encourage the development of each student's discrimination of the wide range of music literature.

MUSC 1111 College Chorus (transfer) 0-3-1

Prerequisite: None

This activity course provides for the study and performance of mixed voices in choral music selections. Open to all students (non-auditioned). Maximum of four hours may apply toward the music degree.

MUSC 1112 Elementary Music Theory I (transfer) 1-2-2

Prerequisite: Exit or Exempt from READ 0099

This course involves the study of rhythm and its notation, pitch and its rotation, scales, keys, modes and intervals, harmony (triads, chords, root positions, figured bass conventions). In addition, the course focuses on harmonic analysis techniques, cadences, aspects of melodic construction, voice leading principles, sight-singing, and aural dictation.

- MUSC 1113 Elementary Music Theory II (transfer)** **1-2-2**
Prerequisite: MUSC 1112
 This course involves a review of voice leading principles and the study of functional tonality, seventh chords, form, sight-singing, and aural dictation.
- MUSC 1114 Applied Music (transfer)** **1-0-1**
Prerequisite: None
 This is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.
- MUSC 1115 Applied Music (transfer)** **1-0-1**
Prerequisite: MUSC 1114 or permission of the instructor
 MUSC 1115 is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.
- MUSC 1116 College Band (transfer)** **0-3-1**
Prerequisite: None
 This course includes the study, rehearsal, and concert performance of literature for instrumental ensemble. The repertory includes instrumental music representing all styles and periods. Maximum of four hours may apply toward the music degree.
- MUSC 1118 Secondary Applied Music (transfer)** **1-0-1**
Prerequisite: MUSC 1114 or permission of the instructor
 MUSC 1118 is a one-hour private music lesson each week and at least three practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.
- MUSC 1119 Secondary Applied Music (transfer)** **1-0-1**
Prerequisite: MUSC 1118 or permission of the instructor
 MUSC 1119 is a one-hour private music lesson each week and at least three practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.
- MUSC 2112 Intermediate Music Theory I (transfer)** **1-2-2**
Prerequisite: MUSC 1113
 This course continues the study of harmonic analysis and theoretical principles of music, including borrowed chords, secondary dominants, secondary seventh chords, and analysis of small forms.
- MUSC 2113 Intermediate Music Theory II (transfer)** **1-2-2**
Prerequisite: MUSC 2112
 This course involves the study of Neapolitan and augmented sixth chords and other chromatic chord forms, chords of the ninth, eleventh, and thirteenth. The course studies harmonic techniques of the Classical period. Sonata form, the rondo, nineteenth century harmonic developments, twentieth century compositional techniques, and recent musical developments are introduced.
- MUSC 2114 Applied Music (transfer)** **1-0-1**
Prerequisite: MUSC 1115 or permission of the instructor
 MUSC 2114 is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.
- MUSC 2115 Applied Music (transfer)** **1-0-1**
Prerequisite: MUSC 2114 or permission of the instructor
 MUSC 2115 is a one-hour private music lesson each week and at least five practice hours per week leading to basic technical proficiency with the instrument and performance of a limited but standard repertoire.

NURA 1000 Nurse's Assistant (non-transfer) 3-4-5

Prerequisites: Exit or exempt from READ 0097, ENGL 0097, and TECH 0085

Nurse's Assistant is a basic nursing course which teaches students the skills necessary to be part of the health care team. Students develop skills and practice procedures necessary for caring for the sick and disabled as an aide, attendant, orderly, or sitter.

NURS 1010 Foundation of Nursing Practice (transfer) 6-6-8

Prerequisite: Acceptance to A.D.N. Program — admission is competitive

This course is an introduction to professional nursing practice that encompasses core components of Bainbridge College's ADN program: caring, critical thinking while providing and managing care, communication and collaboration, competence in assessment and clinical decision making, professional behaviors of commitment, conscience, confidence, teaching and learning, cultural efficacy and holistic beliefs. Foundational concepts including the nursing process, legal and ethical issues, medical terminology, documentation, and competency in clinical techniques will be developed. Drug calculation, medication administration, and drug categories will be introduced. Laboratory and clinical learning will focus on gaining actual experience in the provision of client care.

NURS 1020 Adult Health Nursing Concepts I (transfer) 4-6-6

Prerequisite: NURS 1010

This first adult health nursing course, which continues to build on the Bainbridge College's ADN program's core nursing components, introduces the student to the provision and management of nursing care to diverse adult clients in the acute care setting. Evidence based practice, health promotion and maintenance, nutrition, legal and ethical issues, pharmacology, and drug calculations are incorporated into course teaching and clinical practice. Increasingly complex nursing skills are performed in the laboratory. Clinical practice focuses on the development of assessment skills, safe medication administration, and implementation of the nursing process.

NURS 1025 Mental Health Nursing Concepts (transfer) 3-3-4

Prerequisite: NURS 1020

This introduction to mental health nursing focuses on caring for clients experiencing acute and chronic psychiatric illnesses across the lifespan in a variety of clinical settings. The course emphasizes development of students' self-awareness, therapeutic communication, professional behaviors, and understanding of ethical/legal issues in the provision of competent nursing care to mental health clients. Emphasis is placed on utilizing strategies that promote optimal psychological and emotional well-being. Health promotion, principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

NURS 2010 LPN-ADN Role Transition (transfer) 3-3-4

Prerequisites: All core classes and acceptance into the LPN-ADN Advanced Placement Track This course is offered to recognize the licensed practical nurses' education and experience as a nursing foundation with additional academic and clinical experiences needed for transitioning to the associate degree nursing role. The RN as provider of care, manager of care, and as member of the discipline of nursing are explored. Health Assessment, pharmacology, communication, collaboration, teaching/learning, professional behaviors, caring behaviors and clinical decision making are threaded throughout the selected adult health and mental health concepts from first year ADN courses.

NURS 2030 Adult Health Nursing Concepts II (transfer) 5-9-8

Prerequisites: NURS 1020 and NURS 1025

Co-requisite: NURS 2040

This course is a continuation of NURS 1020. Students utilize enhanced problem solving abilities, competence and confidence in providing and managing nursing care for diverse and increasingly complex adult clients in both community and acute care settings. Additionally, client teaching-learning strategies as well as clinical reasoning and decision making abilities are further developed and implemented through interdisciplinary collaboration. Nutrition, pharmacologic content, and drug calculations correspond with topics discussed.

NURS 2030B Adult Health Nursing Concepts II (transfer) 5-9-8

Prerequisite: NURS 2010

Co-requisite: NURS 2040B

Advanced Placement Track students utilize enhanced problem solving abilities, competence and confidence in providing and managing nursing care for diverse and increasingly complex adult clients in both community and acute care settings. Additionally, client teaching/learning strategies as well as clinical reasoning and decision making abilities are further developed and implemented through interdisciplinary collaboration. Nutrition, pharmacologic content, and drug calculations correspond with topics discussed.

NURS 2040 Parent-Child Nursing Concepts (transfer)

3-6-5

Prerequisite: NURS 1020 and NURS 1025

Co-requisite: NURS 2030

This course is an introduction to parent-child nursing with a focus on provision and management of family-centered nursing care in a variety of clinical settings. Students gain increased experience in principles of health promotion/prevention, therapeutic relationships, teaching-learning strategies, communication, and collaboration while providing care to a diverse population. Principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

NURS 2040B Parent-Child Nursing Concepts (transfer)

3-6-5

Prerequisite: NURS 2010

Co-requisite: NURS 2030B

Advanced Placement Track students build on their knowledge of parent-child nursing with a focus on provision and management of family-centered nursing care in a variety of clinical settings and community projects. Students gain increased experience in principles of health promotion/prevention, therapeutic relationships, teaching-learning strategies, communication, and collaboration while providing care to a diverse population. Principles of evidence based practice, pharmacology, and nutrition are integrated throughout the course.

NURS 2050 Advanced Nursing Concepts (transfer)

3-12-7

Prerequisite: NURS 2030 and NURS 2040

This capstone course requires students to integrate advanced knowledge in management and provision of nursing care in complex adult clients. Multisystem disorders will be analyzed with an emphasis placed on clinical reasoning and decision making abilities, application and evaluation of client outcomes. Students assume increasing responsibility for self learning, prioritization and delegation of client care, and interdisciplinary collaboration under the supervision of a Registered Nurse preceptor. Advanced pharmacological and nutritional components are incorporated throughout the course. The role of the nurse as a member of a profession as well as current trends in nursing such as emergency preparedness, ethical dilemmas, legal responsibilities, fiscal accountability, and political awareness are integrated. Furthermore, management and leadership concepts in the registered nurse role are examined. Educational behaviors supporting lifelong learning and professional growth are emphasized.

NURS 2050B Advanced Nursing Concepts (transfer)

3-12-7

Prerequisite: NURS 2030 and NURS 2040

This capstone course for the Advanced Placement student builds on previous clinical experiences. Students are required to integrate advanced knowledge in management and provision of nursing care in complex adult clients. Multisystem disorders will be analyzed with an emphasis placed on clinical reasoning and decision making abilities, application and evaluation of client outcomes. Students assume increasing responsibility for self learning, prioritization and delegation of client care, and interdisciplinary collaboration under the supervision of a Registered Nurse preceptor. Advanced pharmacological and nutritional components are incorporated throughout the course. The role of the nurse as a member of a profession as well as current trends in nursing such as emergency preparedness, ethical dilemmas, legal responsibilities, fiscal accountability, and political awareness are integrated. Furthermore, management and leadership concepts in the registered nurse role are examined. Educational behaviors supporting lifelong learning and professional growth are emphasized.

PHED 1020 Safety and First Aid (transfer)

2-0-2

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course provides training in establishing safe environments and administering immediate care to a person who has been injured or has suddenly taken ill. Training provides the skills needed for citizens

to act as the first link in the Emergency Medical Services (EMS) System. American Red Cross Certification will be awarded in cardio-pulmonary resuscitation (CPR), AED (Automated External Defibrillator), and in standard first aid to those who complete the course successfully.

PHED 1101 Walking/Jogging for Fitness (transfer) 0-2-1

Prerequisite: None

This course entails participation in the fundamental techniques, motor skills and knowledge acquisition appropriate for walkers and joggers to improve cardiovascular health, control weight, and reduce stress. The course includes information about nutritional needs, fluid balances and safety concerns for long-term participation.

PHED 1102 Aerobic Dancing (transfer) 0-2-1

Prerequisite: None

This course seeks to achieve dynamic fitness and health through the medium of music and movement. Previous dance experience is not a prerequisite.

PHED 1103 Softball (transfer) 0-2-1

Prerequisite: None

This course is a team activity course designed to improve skills and techniques necessary to enjoy recreational softball.

PHED 1104 Volleyball (transfer) 0-2-1

Prerequisite: None

This course is an activity course designed to provide proper knowledge and skills necessary to enjoy recreational volleyball.

PHED 1106 Golf (transfer) 0-2-1

Prerequisite: None

This course introduces the techniques of golf with attention to equipment selection, skills, terminology, and golf courtesy. A small greens fee is charged.

PHED 1109 Racquetball (transfer) 0-2-1

Prerequisite: None

This course is an activity course designed to introduce the basic skills, strategy, and rules for recreational and competitive play.

PHED 1110 Weight Training (transfer) 0-2-1

Prerequisite: None

This course is a progressive training program to achieve a desirable body composition, skeletal and cardiac muscle strength and endurance including methods of assessing, evaluating, designing, and engaging in a personalized program.

PHED 1111 Soccer (transfer) 0-2-1

Prerequisite: None

This course covers the development and analysis of the fundamental skills of soccer, stressing knowledge of rules and game strategies.

PHED 1112 Swimming (transfer) 0-2-1

Prerequisite: None

This course features the skills of the basic strokes of swimming as well as correct breathing techniques, survival, floating, and water safety.

PHED 1113 Tae Kwon Do (transfer) 0-2-1

Prerequisites: None

This course introduces the student to the Korean martial art known as Tae Kwon Do, including World Tae Kwon Do Federation rules, regulations, guidelines, terminology, and history. Students explore Taegeuk forms, one-step sparring, free sparring, stances, kicks, punches, blocks, exercise techniques and philosophy.

- PHED 1115 Modern Dance (transfer)** **0-2-1**
Prerequisite: None
 This course introduces the fundamentals of movement and rhythm, creative use of technique, improvisation, and composition in-group work.
- PHED 1116 Folk, Square, and Social Dance (transfer)** **0-2-1**
Prerequisite: None
 This course introduces the techniques and methods of folk, square, line, and social dance. Featured topics include dance terminology, selection, skills, and presentation of various dances.
- PHED 1117 Fitness (transfer)** **0-2-1**
Prerequisite: None
 This course is a broad and practical approach to fitness emphasizing the understanding of the many aspects of fitness and its necessity as an integral part of everyone's lifestyle. The course focuses on the health-related physical qualities of strength, flexibility, body composition, and cardio-respiratory endurance and includes material on managing stress, nutrition, and programs for special needs such as hypertension, diabetes, pregnancy and orthopedic problems.
- PHED 1118 Personal Weight Management (transfer)** **0-2-1**
Prerequisite: None
 This course applies scientific principles of sound nutrition and physical activity for weight management and achieving acceptable body composition. Included topics are behavior modification in diet, nutritional requirements and activity routines. The class requires personal recording of caloric consumption/expenditure and activity routines. (Content is appropriate for either weight gain or weight loss.)
- PHED 1119 Yoga (transfer)** **0-2-1**
Prerequisite: None
 This course introduces the student to a form of health and well-being originating in India called Yoga. Students will learn the fundamentals of Yoga postures and sequences in which they can be combined for strength, flexibility, and stress release. In addition to the practice of the poses, instruction will include history, philosophy, and terminology.
- PHED 1120 Bowling (transfer)** **0-2-1**
Prerequisite: None
 A comprehensive study of the history, basic techniques, and skills of bowling, designed for the beginning bowler. The study includes grip, stance, approach, release, targeting, follow through, scoring, playing courtesies, and the principle of making spares.
- PHED 1121 Bowling II (transfer)** **0-2-1**
Prerequisite: PHED 1120
 As a continuation of Bowling I, this course builds upon the skills learned in PHED 1120. Students will receive more practice in the proper techniques for making strikes and spares. In addition, the course provides a thorough understanding of the structure of a bowling league and the role of its officers.
- PHED 1122 Tennis (transfer)** **0-2-1**
Prerequisite: None
 This course introduces the fundamental skills, rules, and techniques of tennis.
- PHED 1123 Tennis II (transfer)** **0-2-1**
Prerequisite: PHED 1122 or permission of instructor
 As a continuation of Tennis I, this course builds upon the skills learned in PHED 1122. Students will receive more practice and instruction in the development of ground strokes, serve, return of serve, volleys, and overheads. Topics include effective net play, handling competition, singles and doubles strategies, teamwork, and shot combinations.
- PHED 1201 Outdoor Recreational Pursuits (transfer)** **0-2-1**
Prerequisite: None
 This course requires participation in developing appreciation, fundamental skills, knowledge and

techniques in outdoor recreational activities. Units may include but are not limited to camping, hiking, backpacking, orienteering, and canoeing. The course requires weekend trips, off-campus field experiences, and fees covering associated personal expenses.

PHED 1202 Recreational Games (transfer) 0-2-1

Prerequisite: None

This course introduces various games or recreational activities of an individual or group nature. Emphasis is on participation, origins, terminology, rules, and variations and includes activities not offered elsewhere in the curriculum.

PHED 2001 Introduction to Physical Education, Health, and Recreation (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course provides opportunities to explore the values, principles, and philosophical bases of physical education, health, and recreation, including various career opportunities. Recommended for majors in health, physical education, and recreation only.

PHIL 1000 Introduction to Philosophy (transfer) 3-0-3

Prerequisite: ENGL 1101 or consent of instructor

This course is an inquiry into the basic questions of philosophy which review major schools of thought and their relevance to contemporary life. Students explore ethics, metaphysics, and epistemology.

PHLE 1001 Introduction to Venipuncture (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0097, ENGL 0097, and TECH 0085

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLE 1003 Clinical Practice (non-transfer) 0-12-6

Prerequisite: PHLE 1001

Provides work experience in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to hospital policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

PHSC 1011 Physical Science (transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0099 as well as MATH 1111 or MATH 1113

Co-requisite: PHSC 1011L, if required for major

This course is a survey course of introductory concepts of chemistry and physics.

PHSC 1011L Physical Science Laboratory (transfer) 0-2-1

Prerequisite: None

Co-requisite: PHSC 1011

These laboratory experiences are linked to the content in PHSC 1011. Taken together with PHSC 1011, these courses satisfy the College Preparatory Curriculum OR Area D laboratory science requirement.

PHYS 1111 Introductory Physics I (transfer) 3-3-4

Prerequisites: Exit or Exempt from READ 0099 as well as MATH 1111 or MATH 1113

This course is an introductory course which includes material from mechanics, thermodynamics, and waves. The course uses elementary algebra and trigonometry. Laboratory exercises are required as part of this course.

PHYS 1112 Introductory Physics II (transfer) 3-2-4

Prerequisite: PHYS 1111

This course is an introductory course which includes material from electromagnetism, optics, and modern physics. The course uses elementary algebra and trigonometry. Laboratory exercises are required as part of this course.

PLGS 1010 Introduction to Law and Ethics (non-transfer) 3-0-3

Prerequisite: ENGL 1101

This course emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed on attorneys and legal assistants. Topics include a survey of American jurisprudence, code of professional responsibility and ethics overview, legal reasoning and problem solving, and introduction to sources of law and legal vocabulary.

PLGS 1020 Legal Research (non-transfer) 3-0-3

Prerequisite: PLGS 1010

This course introduces competencies involved with legal bibliography and research methodology so that the student can effectively research issues of state and federal law. The student will also learn to cite properly legal research sources. Topics include identification of legal issues, sources of state and federal statutes and case law, citation of legal authorities, and computer assisted legal research.

PLGS 1030 Legal Writing (non-transfer) 3-0-3

Prerequisite: PLGS 1010 and PLGS 1020

The course focuses on application and reinforcement of basic writing skills, familiarizing the student with types of writing typically engaged in by lawyers and legal assistants, and preparing the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include legal analysis and legal correspondence and composition.

PLGS 1040 Family Law (non-transfer) 3-0-3

Prerequisite: PLGS 1010

The course introduces issues that may arise in family law cases and the role of the paralegal in assisting the attorney in development and presentation of such cases. Topics include issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PLGS 1050 Real Estate Law (non-transfer) 3-0-3

Prerequisite: PLGS 1010

The course introduces basic concepts of real property law pertaining to common types of real estate transactions. Emphasis will include practical skills such as document preparation and title examination. Topics include real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PLGS 1090 Civil Litigation (non-transfer) 3-0-3

Prerequisite: PLGS 1010

Emphasis in this course includes competencies and concepts of civil litigation in federal and state courts. Topics include federal and state litigation; trial and pre-trial proceedings; litigation ethics; litigation documents, exhibits, investigations, and interviews.

PLGS 1100 Wills, Trusts, Probate, and Administration (non-transfer) 3-0-3

Prerequisite: PLGS 1010

This course provides a general framework of the substantive theory of wills, trusts, and estates. The student receives practical information to better assist in drafting wills and other documents, and in the probate and administration process.

Topics include wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of probate court; terminology of wills and estate practice; client interviews, and document preparation.

PLGS 1110 Tort Law (non-transfer) 3-0-3

Prerequisite: PLGS 1010

This course introduces basic concepts of substantive tort law. Emphasis will also be on the fact

investigation process. Topics include concepts of tort, intentional and unintentional; causation and liability concepts; damages and defenses; and business torts.

PLGS 1120 Law Office Management (non-transfer) 3-0-3

Prerequisite: PLGS 1010

The course introduces common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PLGS 1150 Business Organizations (non-transfer) 3-0-3

Prerequisite: PLGS 1010

Emphasizing the formulation and operation of sole proprietorships, general partnerships, limited partnerships, joint ventures, and corporations, the course includes exploration of basic concepts of agency law. Topics include sole proprietorships, partnerships and joint ventures, corporations, tax implications of different organizations, professional associations and corporations, and agency concepts.

PLGS 1160 Contracts and Commercial Law (non-transfer) 0-12-4

Prerequisite: PLGS 1010

Introducing the basic concepts of legal rules commonly applicable in commercial settings and to the basic concepts of substantive contract law, the course includes constitutional law and government regulations, Uniform Commercial Code, essential elements of a contract and related legal principles, and standard forms utilization.

PLGS 1170 Advanced Research and Writing (non-transfer) 3-0-3

Prerequisite: PLGS 1030 and TECH 1140

The course continues to develop writing skills focusing on legal memoranda preparation. Additionally, students develop skills in conducting legal research. Topics include legal bibliography and research methodology, legal memoranda preparation, and substantive law research.

PLGS 1180 Paralegal O.B.I. (non-transfer) 3-0-3

Prerequisite: All PLGS courses

The course focuses on application and reinforcement of paralegal skills in an actual workplace environment or, at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided insights into paralegal applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

POLS 1101 American Government (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course is an introductory course covering the essential facts of national, state and local governments in the United States. This course satisfies state law requiring examination on Georgia and United States Constitutions.

POLS 2201 State and Local Government (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course examines the organization and functions of the state and its political subdivisions.

POLS 2301 Introduction to Comparative Politics (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course is an introduction to select political systems around the world.

PSYC 1101 Introduction to General Psychology (transfer) 3-0-3

Prerequisite: Exit or exempt from READ 0099

This course is a broad survey of topics in psychology including but not limited to major theoretical perspectives, the scientific process, development, personality, learning, mental disorders and mental health, and biological, environmental, and social factors influencing behavior.

- PSYC 2101 Introduction to the Psychology of Adjustment (transfer) 3-0-3**
Prerequisite: PSYC 1101
 This course is an examination of principles underlying psychological health and well being. Attention is given to ways of preventing maladjustment and coping with life's circumstances. It includes applications of psychological theory to the treatment of mental disturbances.
- PSYC 2103 Introduction to Human Development (transfer) 3-0-3**
Prerequisite: PSYC 1101
 This non-laboratory course examines human development from a lifespan perspective. It examines theoretical explanations for development and has an emphasis on patterns of physical, cognitive, and psychosocial development across the lifespan.
- READ 0097 Developmental Reading (non-exit Level) (non-transfer) 4-0-4**
Prerequisite: Placement by COMPASS Score
Institutional credit only
 This course emphasizes the basic reading skills needed to succeed in college courses. Group and individual work on word attack, vocabulary, comprehension, and reading rate occur in both classroom and lab settings.
- READ 0099 Developmental Reading (exit level) (non-transfer) 4-0-4**
Prerequisite: Placement by COMPASS Score, READ 0097, or permission of division
Institutional credit only
 This course involves the continued application and reinforcement of basic reading skills and development of advanced critical reading and vocabulary skills. Group and individual work focus on college survival skills, test taking, and reading rate.
- RELG 1000 Introduction to Religion (transfer) 3-0-3**
Prerequisite: ENGL 1101 or consent of instructor
 Topics explored include the nature of religion, religious literature, religious thought, and the relation of religion and culture. In addition, the course conducts a review of the various methodologies most often employed in the study of religious phenomena.
- RGTE 0199 Regents' Essay (non-transfer) 2-0-2**
Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099
Institutional credit only
 The course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria.
- RGTR 0198 Regents' Reading (non-transfer) 2-0-2**
Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099
Institutional credit only
 This course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading comprehension. Students work on improving their comprehension of material drawn from a variety of subject areas (social science, natural science and humanities) with various modes of discourse (exposition, narration and argumentation). Critical thinking and the following 4 major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis.
- RUSS 1001 Elementary Russian I (transfer) 3-0-3**
Prerequisites: Exit or Exempt from READ 0099
 This course emphasizes the development of proficiency and communicative competence at the novice level in the four basic skills: speaking, listening, reading, and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course will develop awareness of various socio-cultural aspects and the distinctiveness of certain cultural traditions. RUSS 1001 is not open to students with two or more years of high school Russian or the equivalent.
- RUSS 1002 Elementary Russian II (transfer) 3-0-3**

Prerequisite: RUSS 1001 or equivalent

This course is a continuation of RUSS1001, with emphasis on the development of proficiency and communicative competence at the novice level in the four basic skills: speaking, listening, reading, and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course also emphasizes awareness of various socio-cultural aspects and the distinctiveness of certain cultural traditions.

RUSS 2001 Intermediate Russian I (transfer) 3-0-3

Prerequisite: RUSS1002 or equivalent

This course emphasizes the development of proficiency and communicative competence at the intermediate level in the four basic skills: speaking, listening, reading and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course also emphasizes awareness of various socio-cultural aspects and the distinctiveness of certain cultural traditions.

RUSS 2002 Intermediate Russian II (transfer) 3-0-3

Prerequisite: RUSS 2001 or equivalent

This course emphasizes the development of proficiency and communicative competence at the intermediate level in the four basic skills: speaking, listening, reading and writing as defined by the American Council on the Teaching for Foreign Languages Proficiency Guidelines. The course also emphasizes awareness of various socio-cultural aspects and the distinctiveness of certain cultural traditions.

SEMR 2500 Georgia State & Local Government and Constitution (transfer) 1-0-1

Prerequisite: Exit or Exempt from READ 0099

This course explores the constitution and structure of Georgia state and local government. Students who have completed their American government by taking a course in another state must take this course to satisfy the Georgia Legislative requirement.

SOCI 1101 Introductory Sociology (transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099

This course investigates the relationship between individuals and their social world. Using a symbolic interactionist perspective, it includes an exploration of how our thoughts, feelings, and actions are structured by society and how individuals actively produce social realities. Students will apply theories and methods to everyday life and learn how to take a more active part in their society.

SOCI 1160 Introduction to Social Problems (transfer) 3-0-3

Prerequisite: SOCI 1101

This course uses a social constructionist perspective to investigate the process by which social problems become a concern in society. Students will learn to apply theories and methods and to think critically about everyday social issues.

SOCI 2215 Social Psychology (transfer) 3-0-3

Prerequisite: SOCI 1101

This course investigates the relationship between individuals and their social world. Using a symbolic interactionist perspective, it includes an exploration of how our thoughts, feelings and actions are structured by society and how individuals actively produce social realities. Students will learn to apply theories and methods to everyday life and how they can take a more active part in their society.

SOCI 2220 Introduction to Social Welfare (transfer) 3-0-3

Prerequisite: SOCI 1101

This course is a study of social welfare as an institution and social work as a profession. It will include a study of various settings which offer welfare services, the development of knowledge, values, and skills relevant to social work and other human services, and an examination of the problems and gaps encountered in service delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those interested in a career in social work.

SOCI 2293 Introduction to Marriage and the Family (transfer) 3-0-3

Prerequisite: SOCI 1101

This course aims to increase students' understanding of their experiences with marriage, relationships, family life, and the social institutions and cultural environment that surround and shape these experiences. Topics include race and ethnicity, social class, gender, sexuality, violence, divorce, remarriage, partnership selection, relationships, singlehood, fertility patterns, and the challenges of parenthood.

SPAN 1001 Elementary Spanish I (transfer) 3-0-3

Prerequisites: Exit or Exempt from READ 0099

This course introduces listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking people.

SPAN 1002 Elementary Spanish II (transfer) 3-0-3

Prerequisite: SPAN 1001 or equivalent

This course involves continued listening, speaking, reading and writing Spanish with further study of the culture of Spanish-speaking people.

SPAN 2001 Intermediate Spanish I (transfer) 3-0-3

Prerequisite: SPAN 1002

This course is a continuation of listening, speaking, reading and writing Spanish in a context of moderate difficulty with further study of the culture of Spanish-speaking people.

SPAN 2002 Intermediate Spanish II (transfer) 3-0-3

Prerequisite: SPAN 2001

This course involves review of basic principles of listening, speaking, reading and writing Spanish found in SPAN 1002 and SPAN 2001 with an introduction to Spanish in current daily life and literary contexts.

STAB 2003 Study Abroad (transfer) Varies

Prerequisite: Exit or exempt from READ 0099

Study Abroad variable credit can be awarded to students who participate in approved University System of Georgia Study Abroad programs. Students must have courses approved by the Bainbridge College Director of Admissions prior to enrollment.

TECH 0085 Vocational Math (non-transfer) 4-0-4

Prerequisite: None

Institutional Credit Only

A study of fundamental mathematical principles, this course includes operations with whole numbers, common fractions, decimal fractions, percentages, averages, signed numbers, and applied problems.

TECH 1110 Business Mathematics (non-transfer) 4-0-4

Prerequisite: Exit or Exempt from READ 0097 and TECH 0085

Co-requisite: READ 0099

This course reviews mathematical operations followed by an introduction to algebraic equations and variables, and fundamental statistics, and general math applications.

TECH 1120 Technical Math (non-transfer) 4-0-4

Prerequisite: Exit or exempt from READ 0097 and TECH 0085

Co-requisite: READ 0099

Education Career Pathways Articulated Course

This course includes practical mathematics of the home and business world, as well as review and drill on the fundamental processes of arithmetic and basic math.

TECH 1130 Algebra/Trigonometry (non-transfer) 3-0-3

Prerequisite: TECH 1110 or TECH 1120 or permission of instructor

This course includes principles of basic algebra, applications of algebra to geometric figures, and an introduction to principles of basic trigonometry.

TECH 1140 Communication Skills (non-transfer) 3-0-3

Prerequisite: Exit or Exempt from READ 0099 and ENGL 0099

This course develops the effective use of oral and written communication skills for persons in career, occupational, or technical programs.

TECH 1150 Human Relations (non-transfer)

3-0-3

Prerequisite: None

Co-requisite: READ 0097, ENGL 0097

This course emphasizes the factors which influence the interaction between and among human beings within an occupation.

TECH 1160 Technology Internship I (non-transfer)

0-10-5

Prerequisites: None

This course provides work experience in the work environment. Topics include applications of knowledge and skill, employability skills, problem solving, adapting to the job, progressing productivity and acceptable job performance.

THEA 1100 Theatre Appreciation (transfer)

3-0-3

Prerequisite: Exit or exempt from READ 0099

This introductory course seeks to develop appreciation of drama through preparing students to see a variety of plays and to produce historically, theoretically, and critically informed responses to the performances they experience.

WELL 1001 Contemporary Health Issues (transfer)

1-0-1

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course investigates and discusses the health issues affecting wellbeing. Topics include but are not limited to health care, health care legislation, consumer health/wellness, environmental health concerns, violence and stress, the aging population, and death and dying.

WELL 1002 Lifestyle Wellness (transfer)

1-0-1

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course investigates and discusses lifestyle behaviors which relate to well-being. Topics include but are not limited to avoiding and overcoming harmful habits, preventing and combating lifestyle diseases, accidents, casual sex, infectious and noninfectious conditions.

WELL 1003 Family Wellness (transfer)

1-0-1

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course reviews various health issues involving relationships and family life. Discussions include sexuality, sexual behavior, family planning, pregnancy, childbirth, parenting, domestic violence, resolving conflict, aging and the grieving process.

WELL 1004 Psychosocial Wellness (transfer)

1-0-1

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course investigates and discusses the components of psychosocial well-being. Topics include but are not limited to achieving mental, emotional, social and spiritual well-being, factors influencing psychosocial health, common problems, and associated disorders, the mind/body connections, stress, suicide, and psychodynamic theories.

WELL 1005 Physical Wellness (transfer)

1-0-1

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course investigates and discusses lifestyle behaviors which relate to physical well-being. Topics include but are not limited to obtaining essential nutrients, food safety, body image and composition, managing body weight, benefits of regular physical activity, and improving health-related physical qualities.

WELL 2000 Comprehensive Wellness (transfer)

2-0-2

Prerequisite: Exit or Exempt from READ 0097

Co-requisite: READ 0099

This course identifies the dimensions of wellness and presents practical information about the importance and effectiveness of preventive self-care. Content covers information on the wellness/disease process, cardiovascular disease, cancer, sexually transmitted diseases, AIDS, alcohol and drug abuse, nutrition, physical fitness and managing stress. Lifestyle changes emphasize improving quality of life and optimizing personal well-being.

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- Craft, Terri.** Assistant Professor of Learning Support Reading; B.S., Athens State University; M.A., University of North Alabama; Certificate, M.A., Seattle University
- Cunningham, Adele.** Assistant Professor of Biology; B.A., Birmingham-Southern College; B.S., Ph.D., University of Alabama
- Davis, Cynthia.** Professor of Nursing and Wellness; B.A. Huntington College; B.S.N., Florida State University; M.Ed., Valdosta State University; Certified Instructor for American Red Cross
- Dean, Cindy.** Assistant Professor of Medical Office Technology; A.A. Bainbridge College; B.S., Valdosta State University
- Dickenson, Sheree.** Chair, Division of Health Sciences; Assistant Professor of Nursing; A.S.N., B.S.N., Georgia Southwestern University; M.S.N., Valdosta State University
- Dowdy, Jeff.** Assistant Librarian; B.A., West Georgia College; M.S., Florida State University
- Dueno, Eric.** Assistant Professor of Chemistry; A.A. Tallahassee Community College; B.A., Florida State University; Ph.D., University of South Florida
- Elkins, Owen.** Instructor of Electrical Technology; A.A.S., Bainbridge College
- Ferguson, Andrea.** Instructor of Licensed Practical Nursing; L.P.N., A.A., Southwest Georgia Technical College
- Fordham, Donnie.** Professor of Accounting; B.B.A., M.Ed., Armstrong State College; Ed.S., Georgia Southern College
- Green, Wanda.** Assistant Professor of Licensed Practical Nursing; A.S., Darton College
- Grimes, Mary Glenn.** Professor of Mathematics; B.S., Stetson University; M.S., Auburn University
- Hall, Wynton.** Associate Professor of Speech Communication; B.A., University of Florida; M.A., Texas A & M University
- Harper, Jennifer.** Assistant Professor of Biology; A.S., Bainbridge College; B.S., University of Georgia; M.S., Georgia Southern University; Ph.D., University of Florida
- Harrell, Melissa.** Assistant Professor of Criminal Justice; B.S., M.S., Albany State University

Harrison, Haley. Instructor of Allied Health; B.S.N., Medical College of Georgia

Harrison, Sherry. Instructor of Medical Assisting; A.A.S., Southwest Georgia Technical College

Hinson, Tammy. Assistant Professor of Learning Support English and Reading; A.A., B.S., M.S., Florida State University; M.Ed., Florida A & M University

Joiner, Misty. Instructor of Computer Information Systems; A.A.S., Darton College; B.S., Georgia Southwestern

Ketterer, Kathleen. Assistant Professor of Business; B.A., Eckerd College; M.B.A., Argosy University

Kirkland, Michael. Chair of Arts and Sciences Division and Learning Support Division; Associate Professor of History; B.A., University of Georgia; M.A., Valdosta State University; Ph.D., Florida State University

LaFace, Betty. Associate Professor of English; B.A., M.A., Ph.D., Florida State University

Leggett, Carol. Assistant Professor of Biology; B.S., Valdosta State University; M.S., Ph.D., Florida State University

Lord, Patti. Associate Professor of Learning Support Mathematics; A.A., Bainbridge Junior College; B.S., Georgia Southwestern; M.S., Troy State University at Dothan

Lunt, Roger. Instructor of Economics and Management; B.S., M.B.A., Brigham Young University

McLendon, Shelia. Assistant Professor of Technical Mathematics; B.S., Troy State University

McNease, Jerry. Associate Professor of Drafting Technology; Certificates, Albany Technical Institute, Georgia State University

Mears, Angela. Instructor of Nursing; M.S.N., Brenau University

Miley, Jenna. Associate Professor of Computer Science; A.S., Mohegan Community College; B.S., Southern Illinois University at Carbondale; M.A., Webster University; Ph.D., Capella University

Murphy, Sharonda. Instructor of Medical Assisting; MS.Ed., Valdosta State University.

Moye, Hugh. Temporary Instructor of Biology; M.S., Georgia Southern University

Nelson, Dave. Assistant Professor of History; A.A., Florida Community College of Jacksonville; B.A., University of North Florida; M.A., Ph.D., Florida State University

Parker, Denise. Instructor of Administrative Business Technology; B.B.A., Valdosta State University

Pashnyak, Tatyana. Assistant Professor of Administrative & Medical Office Technology; B.S., M.Ed., State University of West Georgia

Pollock, Beverly. Temporary Instructor of Communication Skills; MS.Ed Valdosta State University

Peterson, Gena. Assistant Professor of Licensed Practical Nursing; A.S.N., Darton College

Ralph, Susan. Director of Library; B.S., University of North Carolina; M.L.S., University of Kentucky

Reynolds, Barry. Associate Professor of Computer Information Systems; B.S., Troy State University at Dothan; M.S., Georgia Southwestern State University

Rogers, Valley. Education Program Director and Assistant Professor of Education; B.S., Taylor University; M.S., Indiana University

Ross, Jeffery. Assistant Professor of Nursing; A.S.N., Darton College; B.S.N., M.S.N., Albany State University

Sarrette, David. Assistant Professor of Health, Physical Education, & Wellness; B.S., University of Massachusetts; M.Ed., Georgia State University

Seidman, Amie. Assistant Professor of English; Ph.D., Auburn University.

Sellers, David. Associate Professor of Industrial Maintenance Technology; A.A.S., Bainbridge College

Shorter, Frederick. Assistant Professor of English Composition; A.S., Darton College; B.S., Troy State University; M.Ed., American Intercontinental University

Simpson, Joan. Director of Bainbridge College Early County; B.B.A., Valdosta State University; M.B.A., Troy State University; Ph.D., A.B.D., Touro University International

Sinclair, Carol. Associate Professor of Learning Support English; B.A., LaGrange College; M.Ed., Georgia Southwestern College; Ph.D., Florida State University

Smith, Heather. Instructor of Licensed Practical Nursing; A.A.S., Wallace Community College

Smith, Patrick. Associate Professor of English; B.A., Penn State University; Ph.D., Ohio State University

Snyder, Connie. Dean of Student Services; Director of Admissions and Records; Registrar; A.A.S., Bainbridge College; B.G.S., Valdosta State College; M.S., Troy State University at Dothan

Spence, Renee. Assistant Professor of Administrative Office Technology; B.B.A., Valdosta State University; M.S., Troy State University

Stewart, Michael. Assistant Professor of Sociology; B.S., East Central University; M.S., Ph.D., Florida State University

Strickland, Tonya. Vice President for Academic Affairs, Professor of Learning Support Reading and English; B.S., M.A., University of Wyoming; Ed.D., Baylor University

Teal, Teresa. Assistant Professor of Learning Support Mathematics; B.S., Valdosta State University; M.B.A., University of Phoenix

Thomas, Kyle. Assistant Professor of Business; A.A., Bainbridge College; B.A., Columbus State University; M.B.A., Troy State University

Toole, Hope. Associate Professor of Technical Math; B.S., Kennesaw State University

Vanzo, John. Associate Professor of Political Science; B.S., M.S., Ph.D., Florida State University

von Hirsch, Marina. Associate Professor of English; B.A., Maurice Taurez Moscow State Pedagogical University of Foreign Languages & Linguistics

Welch, Annie. Temporary Instructor of Licensed Practical Nursing; ADN, Wallace Community College.

Wells, Amy. Assistant Professor of Mathematics; B.S., Auburn University; M.Ed., Valdosta State University

Wells, Ann. Director of Continuing Education; B.S., Troy State University; M.B.A., Troy University of Dothan

White, Benjamin. Associate Professor of Computer Information Systems; A.A.S., Bainbridge College; B.S., Florida State University; Certificate, Lively Vocational Technical; M.S., Florida State University

White, Charles. Instructor of Allied Health; A.F.A., Young Harris College; B.S.N., Valdosta State University

Whitehead, Wesley. Instructor of Mathematics; B.S., Auburn University; B.S., Troy State University

Williams, G. Randy II. Instructor of Emergency Medical Technician and Paramedic Diploma programs; Certificate, Albany Technical College; Diploma, Albany Technical College

Williams, Stanley. Associate Professor of Commercial Truck Driving

Zhang, Yu. Associate Professor of Computer Science; B.S., M.S., Ph.D., Northeastern University; M.S., Georgia Southwestern State University

STAFF

Adams, Stephanie	Financial Aid Counselor
Akins, Brenda	Senior Secretary, Arts & Sciences Division
Allen, LaKeshia	Admissions Clerk
Barlow, Ruby	Health Sciences Division Secretary
Barnes, Pamela	Adult Learner and Retention Specialist
Barron, Jan	Library Assistant-BCEC
Barron, Lindsey	Job Placement and Career Development Specialist
Barron, Robert	Technology Support Specialist I-BCEC
Barsom, Michelle	Assistant Librarian-BCEC
Baty, Janice	Secretary to the Vice President for Academic Affairs
Benefield, Enoch, Jr.	Skilled Craftsperson
Brock, Boen	Utility Worker I
Brown, Bobby	Security Guard
Brown, W. David	Maintenance Worker II
Burrell, Joy	Admissions Specialist/Coordinator (part-time)
Campbell, Gloria	Admin. Assistant to Director of Development (part-time)
Cantley, A.J.	Assistant Director of Plant Operations
Cantley, Gretchen Griner	Payroll Coordinator/Trainer
Casteel, Chandra Anderson	Library Assistant II
Causey, Nina	Custodian I-BCEC
Chambers, Paula	SWGYSTC Coordinator
Chandler, Jeffery	Utility Worker I-BCEC
Chapman, Corey	Admissions Specialist I-BCEC
Chapman, Wesley	Financial Aid Specialist-BCEC
Clark, Tammy	Technology Support Specialist III
Cochran, Herman	Skilled Trades Worker-BCEC
Copeland, Sherry	Accounting Assistant
Day, Molly	Instructional Resources Coordinator-Science Labs
Dowdy, Jeff	Assistant Librarian
Edmunds, D. Chan	Senior Secretary, Technical Studies Division
Faircloth, Renee	Financial Aid Counselor/Work-Study Coordinator
Foster, Jonathan	Skilled Trades Worker
Funderburke, Carolyn	Clerical Support-Human Resources
Gadson, Jeanette	Admissions Counselor/Recruiter
George, David	Security Guard
Guibor, Mary	Student Services Assistant
Guterman, Kaye	Part-time Library Associate I
Fuller, Dale E.	Executive Director of Advancement
Haddock, Lori	Coordinator, Student Success Center-BCEC
Hall, Philip	Mail Clerk
Harden, Rachel	Custodian I
Harper, Ridge	Assistant Registrar
Harrell, Shannon	Groundskeeper III
Harrington, Tracy	Consultant for International Ed. Programs
Harrison, Dawn	Administrative Assistant/Data Collections Specialist
Harter, Rhonda	Admissions Specialist
Hayes, Steven	Assistant Director of Financial Aid
Hudson, Natasha	Financial Aid Counselor-BCEC
Irick, Lawrence	Custodian I
Jaye, Tewanda	Custodian I

Jenkins, Sammy	Admissions Specialist
Johns, Sonya	Custodian I-BCEC
Jones, Melinda	Customer Service Specialist I
Jones, Tom	Security Guard
Judkins, Leslie	Accountant II
Kelly, Caroline	Custodian I
Kelly, Mark	IT Technical/Paraprofessional-BCEC
Kelly, Tim	Skilled Trades Worker
King, Josephine	Custodian I
Lewis, Brian	Security Guard
Livingston, Kay	Controller
Long, James	Skilled Craftsperson
Marshall, Kathy	Accountant
Mayhew, Sam	Assistant Dean for Student Life
McConnell, Larry	Assistant Director of Plant Operations-Construction
McCray, Harold	Custodian I
McLendon, Bruce	Groundskeeper I
McNair, April	Accountant I
Messersmith, Alicia	Administrative Secretary
Mitchell, Martha	Part-time Library Associate I
Moore, Shirley	Faculty Assistant
Murphy, Melanie	Purchasing Procurement Assistant
Nix, Grace	Continuing Education Registration Specialist
Owens, Cherie	Administrative Assistant-Business Affairs
Owens, Kay	Bursar
Posey, Rebecca	Accountant I/Accounts Receivable
Rackley, Kari	Custodial Foreman
Rash, Jimmy	Security Guard
Ray, Catherine	Dual-Enrollment and Tutoring Specialist
Reeves, Lisa	Administrative Assistant, Continuing Education
Register, Joyce	Information Analyst I
Reyes-Smith, Lisa	Financial Aid Clerk I
Robinson, LaShawn	Technology Support Specialist II
Rogers, Sandra	Clerical Support-BCEC
Salami, Annie	Financial Aid Counselor
Sellars, Jason	Financial Aid Counselor/Veteran's Affairs
Sheffield, Tara Smith	Custodian I
Shephard, Amy	Buyer
Sibley, Robert	Utility Worker I
Sills, Debra	Custodian I-BCEC
Shiver, Dewayne	Coordinator of Events
Singletary, Windy	Cashier/Accounting Assistant
Smith, Barry	Custodian II
Smith, Eugene	Groundskeeper II
Smith, Jessica	Financial Aid Clerk
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Snipes, Barbara	Secretary to the President
Spooner, Mike	Groundskeeper I
Stephens, Raymond	Groundskeeper I
Stewart, Spencer	Associate Director of Admissions and Records
Taliaferro, Irvin	Security Guard-BCEC
Thompson, Beverly	Special Populations Coordinator
Turner, Jerry	Security Guard

Warfield, Leigh	Administrative Assistant/Cashier-BCEC
Whaley, Charles	Utility Worker I-BCEC
White, Stacy	Network and Information Security Officer
Williford, Janet	Custodian I
Wilson, Dwayne	Security Guard / BCEC
Wolfe, Glenda	Health Services Division Program Assistant
Worsley, David	Trades Worker
Worthington, Stacey	Security Guard
Worthington, Tina	Plant Operations Secretary

RETIRED FACULTY

Beck, Shirley, Retired Associate Professor of Administrative Office Technology; B.B.A., Valdosta State University

Boyd, Marjean G., Retired Director of Institutional Research and Development and Assistant Professor of Secretarial Science; B.S., Valdosta State University; M.Ed., Ed.S., University of Georgia; Ed.D., Florida State University

Carter, Naomi, Retired Assistant Librarian; A.A., Florida Junior College at Jacksonville; Bachelor of Liberal Studies, St. Edward's University, Masters of Library Science, Florida State University

***Chambers, Raymond L.**, Chair, Division of Arts and Sciences Emeritus and Professor of Political Science Emeritus; B.A. University of Michigan; M.A., Ph.D., Emory University

Chapin, Lawrence L., Retired Associate Professor of Computer Information Systems and Business Education; A.A.S., Rock Valley College; B.S., M.Ed., University of Illinois

Coker, Robert U., Chair, Division of Technical Studies Emeritus and Professor of Technical Studies Emeritus; B.A., Georgetown College; M.S., University of Tennessee; Ph.D., Ohio State University

Dixon, Lugenia, Retired Professor of Psychology; B.A., M.Ed., Ph.D., University of Georgia

***Dubay, Robert W.**, Retired Professor of History; A.A., Manatee Junior College; B.A., University of South Florida; M.S., Ph.D., University of Southern Mississippi

Eckard, Eldon E., Retired Professor of Chemistry and Physics; B.S., Lenoir-Rhyne College; M.S., Ph.D., Wake Forest University

Frazier, E. Lynn, Retired Professor of Technical Studies and Instructional Coordinator; B.S., Southwest Missouri State; M.E., Ph.D., University of Missouri

Gingras, Robert, Retired Vice President of Academic Affairs and Professor of English; B.A., University of Miami; M.A., Ph.D., Florida State University

Goodyear, Nancy L., Retired Professor of Biology; B.A., MacMurray College; M.S., University of Wisconsin; Ed.D., Auburn University

Hartsfield, Mariella G., Retired Division Chair of Humanities Emerita and Professor of English and Humanities Emerita; B.A., Georgia College; M.A., Ph.D., Florida State University

Hill, Karen B., Retired Chair, Division of Technical Studies and Associate Professor of Administrative Office Technology; B.S., M.Ed., Georgia Southwestern College; Ed.D., Florida State University

Huskey, Don, Retired Associate Professor of Electronics Technology; A.A.S., Bainbridge College

Holmes, Charles W., Retired Professor of Economics; A.A., University of Florida; B.G.E., University of Nebraska; M.S., Ph.D., Florida State University

Ivy, Roger, Retired Professor of Marketing and Management; B.S., Jacksonville University; M.B.A., Columbus College; Ph.D., Florida State University

Knight, Eunice E., Retired Professor of English and Humanities Emerita; B.A., Georgia College; M.A., Ph.D., Florida State University

***Lane, Robert L.**, Retired Professor of Biology Emeritus; A.A., Georgia Southwestern College; B.S., Valdosta State University; Ph.D., University of Georgia

Lord, W. Scott, Retired Associate Professor of Computer Information Systems; B.S., North Georgia College; M.Min., D.B.S., Atlantic Baptist College and Seminary

***Mobley, Edward D.**, President Emeritus and Professor of Music and Humanities Emeritus; B.F.A., M. Mus. Ed., University of Georgia; Ph.D., Florida State University

Myrick, Steve, Retired Vice President of Business Affairs and Assistant Professor of Marketing and Management; B.Ch.E., M.B.A., Ed.D., University of Florida

Peters, Marlene H., Retired Professor of Reading; B.S., Florida State University; M.Ed., Florida A & M University; Ph.D., Florida State University

Rentz, Betty J., Retired Assistant Professor of Nursing; A.A., George C. Wallace State College; B.S., Albany State College; M.Ed., Valdosta State College

Smith, Margaret D., Retired Professor of English; B.S., M.A., Austin Peay State University; Ph.D., George Peabody College of Vanderbilt University

Stephens, Barbara, Retired Interim Chair of Technical Studies Division; Certificate, A.A.S., Bainbridge College; B.S., M.Ed., Valdosta State University

Snyder, William H., Retired Professor of Mathematics; B.S., Kutztown State College; M.A., M.S., Louisiana State University; Ph.D., Florida State University

Story, Lloyd W. Jr., Retired Associate Professor of Automotive Technology; Certificates, National Institute for Automotive Service Excellence, General Motors Training Center, Master Automobile Technician

***Usher, Mildred M.**, Retired Professor of Physical Education; B.S., M.Ed., University of Southern Mississippi; Ph.D., Florida State University

Webb, Stanley J., Retired Chair, Division of Arts & Sciences and Professor of English and French; B.A., Brigham Young University; M.A., Ph.D., University of Utah

***White, Bettye L.**, Retired Professor of Secretarial Science; B.S., M.Ed., Ed.S., Mississippi State University; Post-Masters Certificate, Valdosta State University

Widener, Juanita, Retired Instructor of Nursing; Diploma, Birmingham Baptist Hospital; B.S.N., M.Ed., Eastern Kentucky University

Wilkerson, Thomas, Retired President; A.A., Augusta College; B.S.Ed., Georgia Southern; M.F.A., Ed.D., University of Georgia

***Young, James R.**, Retired Professor of History Emeritus; B.A., University of South Florida; M.A., Ph.D., University of North Carolina

**Charter Faculty*

BAINBRIDGE COLLEGE OFFICERS OF ADMINISTRATION

President	Dr. Richard Carvajal
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Vice President of Business and Operations	Mr. Shawn McGee
Vice President for Student Affairs	Mr. Rodney Carr
Chair, Division of Arts & Sciences	Dr. Michael Kirkland
Chair, Division of Health Sciences	Ms. Sheree Dickenson
Chair, Division of Learning Support	Dr. Michael Kirkland
Chair, Division of Technical Studies	Dr. Adria Belk
Dean of Student Services; Director of Admissions and Records; Registrar	Ms. Connie B. Snyder
Chief Information Officer	Mr. H. Scott Dunn
Executive Director of Advancement	currently vacant
Director of Administrative Planning and Reporting	Ms. Colette Galivan
Director of Advising and Academic Services	Dr. Gerald Williams
Director of Bainbridge College/Early County	Ms. Joan Simpson
Director of College Relations	Ms. Marcia McRae
Director of Continuing Education	Ms. Ann Wells
Director of Financial Aid	Mr. Rich Messersmith
Director of Human Resources	Dr. Lisa L. Burroughs
Director of Institutional Effectiveness	Dr. Bob Adebayo
Director of Kirbo Regional Center	Ms. Vanessa Arthur
Director of the Library	Ms. Susan M. Ralph
Director of Online Learning & Center for Teaching Excellence	Dr. David Pollock
Director of Plant Operations	Mr. Leonard W. Dean
Director of Security; Environmental and Occupational Safety Coordinator	Mr. Dean Whaley
Director of Student Activities	Mr. David Price
Director of Student Wellness Center	Mr. Justin Gravlee
Director of Testing, Counseling and Disability Services	Ms. Arlene Cook

BAINBRIDGE COLLEGE FOUNDATION, INC.

Organized in the 1973-74 academic year, the first year of the college's history, the Foundation provides general support for the institution and its varied programs. All gifts and bequests to the Foundation are tax deductible. An elected Executive Committee and Board of Trustees administer the disposition of funds contributed to the Foundation.

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Vera Custer	Paul Medley	Tommy Wheeler
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LOCATION AND DIRECTIONS

Location and Service Area

The main campus of Bainbridge College sits on 173 acres just inside the city limits of Bainbridge, Georgia, on U.S. Highway 84 East (2500 East Shotwell Street). Bainbridge is located in Southwest Georgia, approximately 40 miles from Tallahassee, Florida; 60 miles from Dothan, Alabama; 60 miles from Albany, Georgia; and 80 miles from Valdosta, Georgia.

Early County Site, a satellite campus, is located in Blakely, Georgia (40 Harold Ragan Drive). It is approximately 40 miles from Bainbridge, Georgia; 80 miles from Tallahassee, FL; 30 miles from Dothan, Alabama; 50 miles from Albany, Georgia; and 120 miles from Valdosta, Georgia.



Because Bainbridge College has no residence facilities, students commute from the nearby towns of Attapulgus, Blakely, Brinson, Camilla, Cairo, Climax, Colquitt, Donalsonville, Iron City, Pelham, Thomasville, and Whigham. Some students also come from neighboring Florida and Alabama communities.

Directions to the Main Campus (Bainbridge, GA)

From Tallahassee, FL

1. Take US 27 North to Georgia (approximately 40 miles).
2. Take the US 84 East/GA 38 East ramp (0.2 miles).
3. Merge onto US 84 East/GA 38 East/Wiregrass Georgia Pkwy (1.6 miles).
4. Keep right at the fork to continue on US 84 East/GA 38 East/Wiregrass Georgia Pkwy (0.5 miles).
5. Arrive at 2500 E Shotwell Street, on right.



From Dothan, AL

1. Take US 84 East to Georgia (approximately 50 miles).
2. Take the US 84 East/GA 38 East/GA 1 South/US 27 South ramp (0.3 miles).
3. Merge onto US 84 East/GA 38 East/Wiregrass Georgia Pkwy (4.7 miles).
4. Keep right at the fork to continue on US 84 East/GA 38 East/Wiregrass Georgia Pkwy (0.5 miles).
5. Arrive at 2500 E Shotwell Street, on right.

From Albany, GA

1. Take GA 91 South to GA 37/Camilla Hwy (approximately 20 miles).
2. Turn slight left onto GA 37/Camilla Hwy (1.6 miles).
3. Turn slight right onto CR 58/S Turkey Road (2.3 miles).
4. Turn right onto River Road (8.6 miles).
5. Turn slight right onto GA 97 (19.4 miles).
6. Turn left onto Whigham Dairy Road (1.7 miles).
7. Turn left onto E Shotwell Street/US 84 East (0.2 miles).
8. Arrive at 2500 E Shotwell Street, on right.

From Valdosta, GA

1. Take US 84 West /GA 38 West to Bainbridge (approximately 80 miles).
2. Arrive at 2500 E Shotwell Street, on left.

From Blakely, GA

1. Take US 27 South to Bainbridge (approximately 40 miles).
2. US-27 South becomes US 84 East/GA 38 East/Wiregrass Georgia Pkwy (2 miles).
3. Keep right at the fork to continue on US 84 East/GA 38 East/Wiregrass Georgia (0.5 miles).
4. Arrive at 2500 E Shotwell Street, on right.

Directions to Bainbridge College Early County (Blakely, GA)

From Bainbridge, GA

1. Take US 27 North to Blakely (approximately 40 miles).
2. US 27 North becomes S Main Street/US 27 BR (1.6 miles).
3. Arrive at 40 Harold Ragan Drive, on right.



From Tallahassee, FL

1. Take US 27 North to Blakely (approximately 80 miles).
2. US 27 North becomes S Main Street/US 27 BR (1.6 miles).
3. Arrive at 40 Harold Ragan Drive, on right.

From Dothan, AL

1. Take AL 52/Columbia Hwy to Georgia (approximately 17 miles).
2. AL 52 becomes GA 62/Columbia Hwy (11.1 miles).
3. Turn left onto Martin Luther King Jr Blvd/GA 62 Bypass (2.8 miles).
4. Turn left onto N Main Street/US 27 BR (1.2 miles).
5. Arrive at 40 Harold Ragan Drive, on left.

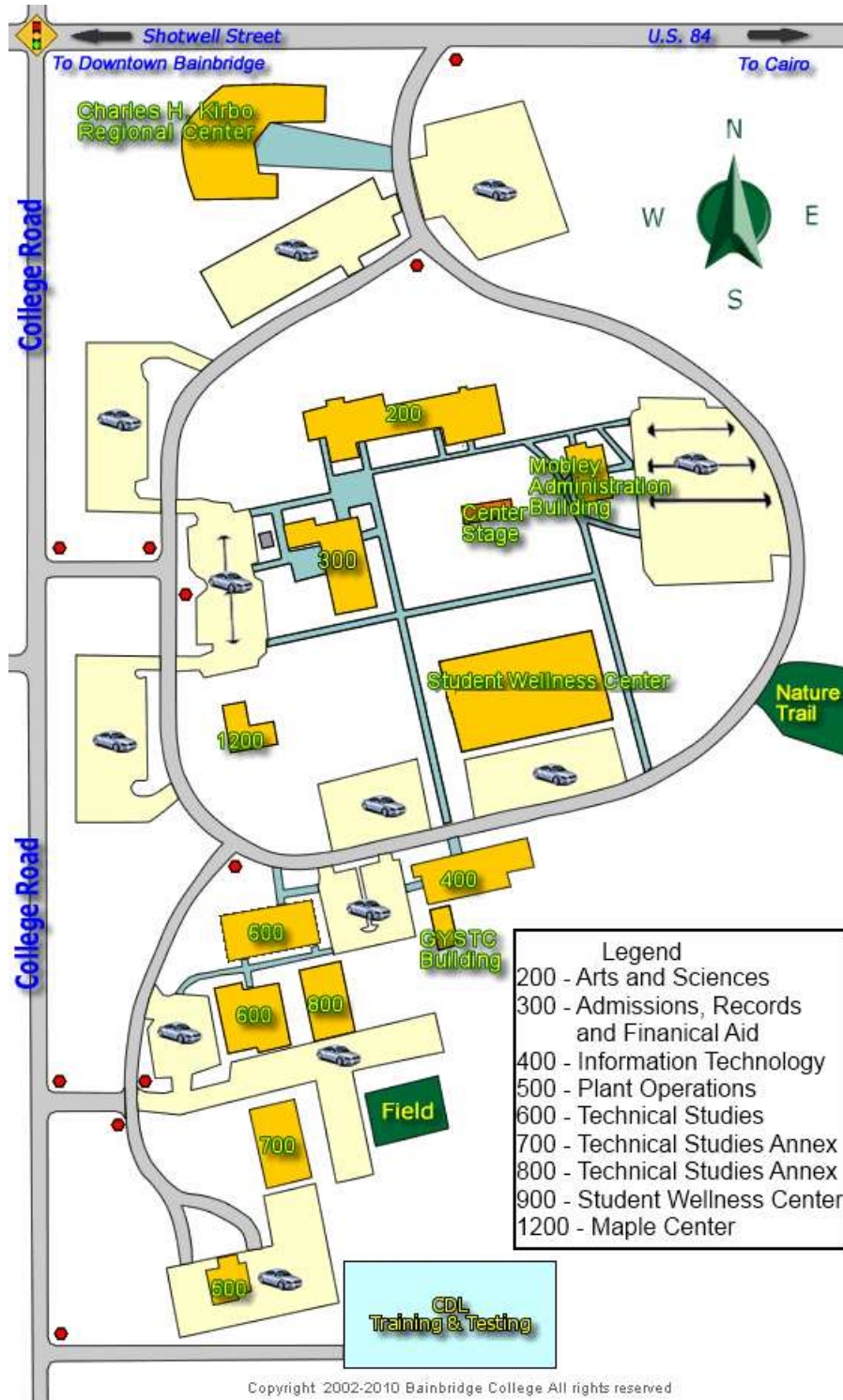
From Albany, GA

1. Take W Gordon Avenue/GA 91 South (approximately 5 miles).
2. Turn right onto Leary Road/GA 62 (18.3 miles).
3. Turn left onto Mercer Avenue/GA 62 (12.9 miles).
4. Turn left onto Highland Avenue North/GA 62 (0.7 miles).
5. Turn slight right onto Blakely Road SW/GA 62 (11.9 miles).
6. Turn right onto GA 62 Bypass/Martin Luther King Jr Blvd (1.2 miles).
7. Turn right on US 27 North (1.3 miles).
8. US 27 North becomes S Main Street/US 27 BR (1.6 miles).
9. Arrive at 40 Harold Ragan Drive, on right.

From Valdosta, GA

1. Take US 84 West (approximately 40 miles).
2. Merge onto US 19 North/GA 300 North/Georgia-Florida Pkwy (32.6 miles).
3. Turn left onto GA 37/E Broad Street/Camilla Hwy (10.5 miles).
4. Keep left at the work to continue on GA 37/Camilla Hwy (8.9 miles).
5. Turn left onto GA 216/Blakely Hwy (16.1 miles).
6. Turn slight right onto Highland Avenue South/GA 216/GA 45/Joe Bryan Hwy (0.4 miles).
7. Turn right onto GA 62 Bypass/Martin Luther King Jr Blvd (1.2 miles).
8. Turn right on US 27 North (1.3 miles).
9. US 27 North becomes S Main Street/US 27 BR (1.6 miles).
10. Arrive at 40 Harold Ragan Drive, on right.

MAIN CAMPUS MAP (BAINBRIDGE, GA)



BAINBRIDGE COLLEGE EARLY COUNTY (BLAKELY, GA)



INFORMATION DIRECTORY

MAIN CAMPUS

Academic Advising	229-248-2508
Academic Affairs	229-248-2515
Admissions and Records	229-248-2504
Advancement	229-243-6436
Arts & Sciences Division	229-248-2560
Barnes & Noble Bookstore	229-248-2526
Business Affairs	229-248-2520
Center for Teaching Excellence	229-234-0747
College Relations	229-248-2596
Continuing Education	229-248-2516
Financial Aid	229-248-2852
	229-248-2505
Georgia Southwestern University Coordinator	229-248-2504
Institutional Effectiveness	229-243-6450
International Education	229-243-8829
Kirbo Regional Center	229-243-6437
Learning Support Division	229-248-2560
Library	229-248-2590
Maintenance and Physical Plant	229-248-2558
Health Sciences Division	229-243-6485
Office of Information & Instructional Technology	229-248-3903
Office of the President	229-248-2510
Security	229-726-9371
Student Activities	229-248-3946
Student Affairs	229-248-2246
Student Success Center	229-248-2508
Technical Studies Division	229-248-2530
Testing, Counseling, and Disability Services	229-248-2579

BAINBRIDGE COLLEGE EARLY COUNTY

Admissions & Records	229-724-2483
Barnes & Noble Bookstore	229-724-7111
Business Office	229-724-2118
Faculty Offices	229-724-2100
Financial Aid Office	229-724-2146
Library	229-724-2220
Security	229-726-7958
	229-724-2488
Student Success Center	229-726-2508