

Bainbridge State College Catalog

2014-2015

2500 EAST SHOTWELL STREET • BAINBRIDGE, GEORGIA 39818

TABLE OF CONTENTS

About Bainbridge State College	9
Welcome to Bainbridge State College.....	9
Bainbridge State College Mission Statement	9
College Code	9
College Terms	9
Disclaimers and Notifications.....	9
History of the College.....	10
Bainbridge State College Early County Center.....	11
Hours of Operation	11
Location and Directions.....	11
Main Campus Map (Bainbridge, GA).....	12
Academic Affairs	12
Academic Advisement.....	12
Academic Renewal	13
Academic Status	13
Class Attendance	13
Class Load and Overloads	14
Credit by Examination.....	14
Credit by Examination Policy for CLEP	14
High School Advanced Placement Examinations	17
Directed Independent Study	17
Early Alert/Always Alert.....	18
Honors Program.....	18
Foundations for Success—FYE 0100.....	18
Grading System	18
Failure Due to Academic Dishonesty.....	19
Grade Changes	19
Grade Reports.....	20
Grade Point Average (GPA) Computation.....	20
Incompletes	20
Repeating Courses.....	20
Laboratory Courses.....	20
Learning Support	20
Minority Advising Program (MAP)	24
Online Courses	24
Physical Education Requirements	24
Schedule Adjustments	25
Withdrawal from all Courses	26
Units of Credit	26
Academic Calendars.....	27
2014 Fall Semester	27
2015 Spring Semester	27
2015 Summer Semester	28
2015 Fall Semester	28
2016 Spring Semester.....	29
2016 Summer Semester	30

Admissions.....	30
Admission Requirements by Classification	30
Senior Citizen Admission.....	36
Admissions Testing	36
COMPASS Placement for AA or AS Degree	36
COMPASS Placement for AAS Degree or Diploma	36
Policy on Compass Retesting	36
‘College Credit Now’ Opportunities.....	37
Articulated Credit.....	37
Career Pathway Program of Study (College Credit for High School Courses).....	38
Curriculum Requirements Applicable to Students Pursuing Associate of Arts Degrees	38
Students with Special Needs.....	39
Courses	40
ACCT - Accounting.....	40
AGRB-Agribusiness.....	40
ALHS - Allied Health.....	41
ANTH - Anthropology	42
ARAP - Art Appreciation.....	42
ARTD - Art Drawing.....	42
BIOL - Biology.....	42
BUSA - Business Administration.....	43
BUSN - Business Administrative Technology	43
CHEM - Chemistry.....	45
COMM - Communication	46
COMS - Computer Skills	46
COSM - Cosmetology	49
CRIM - Criminology	51
CRIT - Critical Thinking	52
CRJU - Criminal Justice	52
CSCI - Computer Science.....	52
CTDL - Commercial Truck Driving.....	53
ECCE Early Childhood Care Education.....	53
ECON - Economics	55
EDUC - Education.....	56
ELEC - Electrical.....	56
EMSP - Emergency Medical Services Program	57
ENGL - English.....	61
FINC-Finance	63
FREN - French	63
FRSC-Fire Science	63
FYE- First Year Experience	65
GEOG - Geography	65
GIFS	65
HIMT-Health Information Technology	66
HIST - History	67
HUMN - Humanities	67
INDM - Industrial Maintenance	68
ISCI - Integrated Science.....	70
JRNL - Journalism.....	70
LPNU - Licensed Practical Nursing	70
MAST - Medical Assisting.....	71
MATH - Mathematics	73
MGNT-Management	74
MKTG-Marketing	75
MMGT Marketing Management	76

MUSC - Music	76
NAST Nurse's Assistant	78
NURS - Nursing	78
PHED - Physical Education.....	79
PHIL - Philosophy.....	82
PHSC - Physical Science.....	82
PHYS - Physics	82
PLGS - Paralegal Studies	82
PNSG - Practical Nursing.....	83
POLS - Political Science	86
PRSP - Perspectives.....	86
PSYC - Psychology	86
READ - Reading.....	86
RELG - Religion.....	86
RSCH - Research.....	87
RUSS - Russian	87
SEMR - Seminar.....	87
SOCI - Sociology.....	87
SPAN - Spanish.....	88
STAB - Study Abroad	88
TECH - Technical Studies	88
THEA - Theater Appreciation	89
WELL - Wellness	89
WRSC - Reading, Writing, and Speaking Across the Curriculum	90
Fees & Expenses.....	91
Fees.....	91
Student Activity Fee.....	91
Technology Fee	91
Student Life Building Fee	91
Parking Fee and Regulations.....	91
Institution Fee.....	92
Fuel Surcharge	92
Graduation Ceremony Fee	92
Fees for Continuing Education Programs.....	92
Library Fines	92
Refund Policy	92
Military Service Refunds	92
Resident Tuition	93
Definition of a Legal Resident	93
Non-Resident Tuition.....	93
Right of Appeal of Residence Classification.....	93
Textbooks and Supplies.....	93
Financial Aid	94
Determination of Financial Aid	94
Financial Aid Award Letter	94
How to Apply for Federal Financial Aid.....	94
Federal Student Loans and Grants.....	95
Work-Study Programs.....	95
Student Information Verification	95
How to Apply for GA Financial Aid (Hope Programs).....	96
How to Apply for Local Private Scholarships	96
Other Agencies Providing Financial Assistance.....	96
Vocational Rehabilitation.....	96
Satisfactory Academic Progress (SAP) Policy	96

Veteran's Benefits	98
Veterans Administration Programs	99
Graduation	100
Honor Graduate Requirements	100
Information Directory	101
Main Campus	101
Bainbridge State College Early County Center	101
Library Services	102
Computers for Student Use	102
Electronic Resources	102
GIL Express	102
Hours of Operation	102
Interlibrary Loans	102
Special Collections	102
Noncredit Programs	103
Adult Education	103
Testing	103
Registration	103
Facilities	103
Continuing Education and Public Service	103
Registration	103
Continuing Education Unit	103
Facilities	103
Personnel	105
Bainbridge State College Foundation, Inc.	105
Foundation Executive Committee	105
Board of Regents of the University System of Georgia	105
Board of Trustees	105
Full-Time Faculty	106
Retired Faculty	108
Officers of Administration	109
Staff	110
Programs of Study	112
Bachelor of Science in Management	113
Bachelor of Science in Management Requirements (pending SACSCOC approval)	113
The Associate of Arts Degree (transfer)	113
Additional Core Learning Goals	115
Associate of Arts Degree - Core Curriculum	115
Agribusiness AA Concentration	115
Agricultural Education AA Concentration	115
Biological Sciences AA Concentration	115
Business Administration AA Concentration	115
Criminal Justice AA Concentration	115
AA Early Childhood Education Concentration	115
AA Education Middle Grades Concentration	115
AA Secondary Education Concentration	115
English AA Concentration	115
Foreign Languages AA Concentration	115
General Studies AA Concentration	115
Health and Physical Education AA Concentration	116
History AA Concentration	116
Mathematics AA Concentration	116
Nursing Transfer AA Concentration (Transfer to B.S. in Nursing)	116

Political Science AA Concentration	116
Psychology AA Concentration	116
Sciences AA Concentration	116
Sociology AA Concentration	116
Speech AA Concentration	116
The Associate of Science Degree in Nursing (non-transfer)	116
The Core Curriculum for AS in Nursing	117
Associate of Science in Nursing	117
Nursing Generic Option AS (non-transfer)	117
Nursing Advanced Placement Option AS (non-transfer)	117
The Associate of Applied Science Degrees (non-transfer)	117
Accounting AAS (Non-Transfer)	117
Agribusiness (Non-Transfer)	117
Business Administrative Technology AAS (Non-Transfer)	118
Business Administrative Technology with Paralegal Concentration AAS (Non-Transfer)	118
Computer Information Systems AAS (Non-Transfer)	118
Criminal Justice Technology AAS (Non-Transfer)	118
Electronics Technology AAS (Non-Transfer)	118
Health Information Technology AAS (Non-Transfer)	118
Industrial Maintenance Technology AAS (Non-Transfer)	118
Marketing and Management AAS (Non-Transfer)	119
Medical Assisting AAS (Non-Transfer)	119
Medical Administrative Technology AAS (Non-Transfer)	119
Diplomas	119
Accounting Diploma	119
Agribusiness Diploma	120
Health Information Diploma	120
Applied Marketing and Management Diploma	120
Business Administrative Technology Diploma	120
Business Administrative Technology with Paralegal Concentration Diploma	120
Computer Information Systems Diploma	120
Cosmetology Diploma	120
Criminal Justice Technology Diploma	121
Electrical Construction and Maintenance Diploma	121
EMS Professions Diploma	121
Health Information Technology Diploma	121
Industrial Maintenance Diploma	121
Medical Assisting Diploma	121
Medical Administrative Technology Diploma	121
Practical Nursing Diploma	121
Technical Certificates of Credit	122
A+ CompTIA TCC	122
Advanced Emergency Medical Technician (AEMT) TCC	122
Agribusiness Policy Specialist	122
Business Office Assistant TCC	122
Commercial Truck Driving TCC	122
Commercial Straight Truck and Passenger Driving TCC	122
Electrical Wiring TCC	123
Emergency Medical Technician (EMT) TCC	123
Firefighter I TCC	123
Firefighter II TCC	123
Industrial Machining TCC	123
Law Enforcement Management TCC	123
Low Voltage Security Technician TCC	123
Medical Office Specialist TCC	123

Microsoft Office User Specialist (MOUS) TCC	123
Mobile Electronics TCC.....	123
Nurse Aide TCC.....	123
Office Accounting Specialist TCC.....	124
Patient Care Assistant TCC.....	124
Precision Agriculture Specialist	124
Retail Management TCC.....	124
Shampoo Technician TCC	124
Small Business Management TCC.....	124
Structural Welding TCC.....	124
2 + 2 Programs of Study	124
Records	125
Student Affairs	127
Academic Success Center.....	127
Job Placement.....	127
Testing and Career Counseling Center	127
Student Life	128
Bainbridge State College Student Ambassadors.....	128
Campus Activity Board (CAB)/Student Activities	128
Student Government Association (SGA).....	128
Student ID Card.....	128
Student Policies and Regulations.....	128
Family Educational Rights and Privacy Act (FERPA)	128
Policy Regarding Alcohol on Campus	129
Policy on the Use of Illegal Drugs	129
Student Code of Conduct Statement	129
Student Grievance Procedures.....	129
Sexual Harassment Policy	130
Student Success and Retention	131
Index	Error! Bookmark not defined.

2014-2015 CATALOG

The University System of Georgia

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

www.bainbridge.edu

Bainbridge State 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, website 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 State College is an Equal Opportunity College.

ABOUT BAINBRIDGE STATE COLLEGE

Welcome to Bainbridge State College

Welcome to our community of learners, and thank you for choosing Bainbridge State 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 another 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 State 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 State 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 State College

Bainbridge State College Mission Statement

Bainbridge State 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 lifelong learning, economic development, and graduates empowered for success in a global society.

College Code

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

College Terms

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 State College during registration times and are encouraged to complete their programs of study in as timely a manner as possible.

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 State 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 the Registrar and the Office of Academic Affairs. Students are responsible for keeping themselves apprised of current graduation requirements.

Equal Opportunity Statement of Compliance

Bainbridge State 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 State 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 Americans 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>.

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 issued 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 and to the School of Health Sciences and Professional Studies in 2012.

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 Center (BCECC), 40 Harold Ragan Dr. in Blakely, became part of the College in July, 2006, expanding the educational offerings in southwest Georgia. Enrollment at BCECC 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. In 2012, Adult Education joined the facility, which was named the Shotwell Education Center.

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. Under his leadership, the College continues to experience success. More than 4,200 students were enrolled in the 2011-12 academic year, and the College awarded 659 credentials, including 392 diplomas and degrees, in that year. Then on February 13, 2013, Bainbridge College became Bainbridge State College.

Bainbridge State College Early County Center

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 State 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.

Hours of Operation

Generally, Bainbridge State 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 (p. 101)) for information or appointments. Evening, off-campus, and weekend classes are held according to published schedules. Library hours are posted each semester.

Location and Directions

Location and Service Area

Located in Southwest Georgia, Bainbridge State 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.

Bainbridge is about 40 miles from Tallahassee, Florida; 60 miles from Dothan, Alabama; 60 miles from Albany, Georgia; and 80 miles from Valdosta, Georgia. The Early County Center 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.

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 State 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 State College Early County Center (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).

ACADEMIC AFFAIRS

Academic Advisement

Each new student should meet with the staff in the Academic 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 State College publishes registration procedures and a schedule of classes online each semester prior to

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)

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, concentrations, or advisors must notify the Office of the Registrar.

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 State 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.

Academic Renewal

Academic Renewal **beginning January 1, 2015**

Students readmitted or reinstated to any USG institution after a period of absence of three (3) 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; while students will receive credit for past classes in which they made a C or higher, the grade is not counted for GPA purposes. The Academic Renewal student has a new cumulative GPA in addition to other GPAs that may be recorded.

Any student who was enrolled at a USG institution can apply for academic renewal (as long as he or she meets the time out requirement) when the student returns to a USG college. Students denied academic renewal may appeal the decision to the Vice President for Academic Affairs, who will appoint an Academic Appeals Committee comprising the Registrar and two faculty members to hear the appeal.

Contact the Bainbridge State College Registrar for more information.

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 State 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 notice from the student to the Vice President for Academic Affairs that he or she wishes to appear before the Appeals Committee on the scheduled date for academic appeals. 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. Students whose appeals are granted may be limited in their course registration and may be required to complete workshops through the Tutoring Center.

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. Online classes also have attendance policies as specified in their course syllabi. Student absences for official extracurricular activities in which the student is

representing Bainbridge State 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.

Attendance is established and defined by the instructor of each course since Bainbridge State College does not have an institutional-wide policy on attendance.

However, Bainbridge State College does have a first-week attendance reporting policy for Financial Aid that requires instructors to report students' first week attendance in all classes, including those that meet only online. Students who are reported as not attending are dropped from their classes.

Students who stop attending or who exceed the number of absences stated on a class syllabus in a class with an attendance policy may be withdrawn from that class.

Withdrawal after midterm will result in an automatic "WF" unless a "W" is approved by the instructor and the vice president for Academic Affairs for a non-academic hardship. Students applying for a hardship withdrawal should contact Ridge Harper, Director of Student Success and Retention.

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.

Credit by Examination

Bainbridge State College recognizes that learning may result from a variety of individual vocational studies,

Credit by Examination Policy for CLEP

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP examinations are nationally recognized assessments that are developed by the College Board®. CLEP exams are designed to assess students' mastery of the course materials that is typically completed during the first two years of college.

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 assessment of prior work experience, military courses or experience, courses taken at non-accredited institutions, courses not intended for transfer credit, and other educational experiences. Students can demonstrate college-level learning by passing an approved end-of-course challenge exam, which may include both written and hands-on components. Students may not take a challenge exam for a course they have previously failed at this institution, and students who are currently enrolled in a course are not eligible to take the associated challenge exam in that semester. The fee for challenge exams is \$50 per test. Students should contact their academic advisor to arrange testing. There is no provision for a retest.

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 State 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 Summer 2013 semester, charges an \$80 fee for the test materials. Bainbridge State 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.

Bainbridge State College will grant credit to students who earn a score of 50 or higher on a non-language CLEP exam; credit for foreign language examinations will be granted according to the minimum score listed on the table below. Minimum scores are consistent with recommendations made by the American Council on Education.

Equivalent college credit shall be granted for a specific college course for each CLEP exam that covers substantially similar material; elective credit shall be granted when a CLEP exam covers material that is college level, but not substantially similar to an existing course.

CLEP Test	MinimumScore	Equivalent Course	Sem. Hrs. Credit
History and Social Sciences			
American Government	50	POLS 1101*	3
History of the U.S. I: Early Colonization to 1877	50	HIST 2111*	3
History of the U.S. II: 1865 to the Present	50	HIST 2112*	3
Human Growth and Development	50	PSYC 2103	3
Introduction to Education Psychology	50	EDUC 2130	3
Introduction to Psychology	50	PSYC 1101	3
Introduction to Sociology	50	SOCI 1101	3
Principles of Macroeconomics	50	ECON 2105	3
Principles of Microeconomics	50	ECON 2106	3
Social Science and History	50	-----	3
Western Civilization I: Ancient Near East to 1648	50	HIST 1121	3
Western Civilization II: 1648 to the Present	50	HIST 1122	3
Science and Mathematics			
Biology	50	BIOL 1107 & BIOL 1108	6
Calculus	50	MATH 2261	4
Chemistry	50	CHEM 1211 & CHEM 1212	6
College Algebra	50	MATH 1111	3
College Mathematics	50	MATH 1001	3
Natural Sciences	50	-----	6
Precalculus	50	MATH 1113	3
Composition and Literature			
American Literature with Essay	50	ENGL 2131 & ENGL 2132	6

Analyzing and Interpreting Literature	50	-----	6
College Composition with Two Essays	50	ENGL 1101 & ENGL 1102	6
College Composition Modular	50	ENGL 1101	3
English Literature with Essay	50	ENGL 2121 & ENGL 2122	6
Humanities	50	HUMN 2001 & HUMN 2002	6
World Languages			
French Language (Level 1)	50	FREN 1001 & FREN 1002	6
French Language (Level 2)	59	FREN 1001, FREN 1002, FREN 2001, & FREN 2002	12
German Language (Level 1)	50	-----	6
German Language (Level 2)	60	-----	12
Spanish Language (Level 1)	50	SPAN 1001 & SPAN 1002	6
Spanish Language (Level 2)	63	SPAN 1001, SPAN 1002, SPAN 2001, & SPAN 2002	12
Business			
Financial Accounting	50	ACCT 2101	3
Information Systems and Computer Applications	50	CSCI 1000	3
Introductory Business Law	50	BUSA 2106	3
Principles of Management	50	MMGT 2140	3
Principles of Marketing	50	MMGT 2110	3

* Students receiving CLEP credit for American Government and/or American History must meet the State of Georgia Legislative Requirements regarding Georgia History and Georgia Constitution. For American Government, students must pass SEMR 2500, Georgia State & Local Government and Constitution. For American History, students must pass a Georgia history examination.

High School Advanced Placement Examinations

The College Board Advanced Placement Program examinations are administered through high schools that participate in the program. Bainbridge State College will award Advanced Placement credit to any student who scores an appropriate score on the AP as listed in the table below. Bainbridge State 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/ BIOL 1107L (3) BIOL 1107/ BIOL 1107L/ BIOL 1108 / BIOL 1108L (4+)
General Chemistry	CHEM 1211/CHEM 1211L (3) CHEM 1211/CHEM 1211L/ CHEM 1212/CHEM 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/ENGL 1102 (5)
English Literature & Composition	ENGL 1101 (3 – 4) ENGL 1101 & ENGL 1102 (5)
Environmental Science	BIOL 1050 & BIOL 1050L (3+)
French Language	FREN 1001 & FREN 1002 (3) FREN 1001, FREN 1002 & FREN 2001 (4) FREN 1001, FREN 1002, FREN 2001 & FREN 2002 (5)
French Literature	FREN 1001 & FREN 1002 (3) FREN 1001, FREN 1002 & FREN 2001 (4) FREN 1001, FREN 1002, FREN 2001 & FREN 2002 (5)
Human Geography	GEOG 1101 (3+)
US Government & Politics	POLS 1101 (3+)
US History	HIST 2111 (3) HIST 2111 & HIST 2112 (4+)

World History	HIST 1121 (3) HIST 1121 & HIST 1122 (4+)
Calculus AB	MATH 1113 (3) MATH 1113 & MATH 2261 (4+)
Calculus BC	MATH 2261 (3) MATH 2262 & MATH 2262 (4+)
Music theory	MUSC 1112 (3+)
Physics B	PHYS 1111K (3-4) PHYS 1111K & PHYS 1112 (5)
Physics C- mechanics	PHYS 1111K (3+)
Physics C – E&M	PHYS 1112K (4+)
Spanish Language	SPAN 1001 & SPAN 1002 (3) SPAN 1001, SPAN 1002 & SPAN 2001 (4) SPAN 1001, SPAN 1002, SPAN 2001 & SPAN 2002 (5)
Psychology	PSYC 1101 (3+)
Statistics	MATH 2001 (3+)

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 Dean, and
- the Dean 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 Dean of the School. 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,

Dean, and Academic Affairs office will each receive a copy of the signed contract.

Early Alert/Always 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 or Always Alert will be contacted by Academic Success Center advisors to inform them of faculty concerns (or congratulations) and share with them how to access support services.

Honors Program

Consistent with its historical mission, Bainbridge State College maintains a commitment to excellence to the service area by offering outstanding programs that positively affect the region's citizens. To further this goal and to ensure academic excellence at the institution, BSC faculty members and administrators have worked together to create an Honors Program for outstanding students who might otherwise leave the area to attend other colleges and universities.

With regard to the specific mission of Bainbridge State College, the institution places primary emphasis on excellence in instruction, always striving to evolve student learning and to continue to provide a superior academic environment. To that end, the Honors Program offers highly motivated students the opportunity to work one-on-one with faculty in their area of expertise on projects of the student's choosing. The Honors Program also offers a rich cultural and personal-growth experience, including travel to important historical and cultural sites, book discussions, and other public events.

Eligibility:

- Minimum SAT score of 1000 and minimum high school GPA of 3.5 or minimum BSC GPA of 3.5 after one semester (or 12 hours) at Bainbridge State College

Requirements:

- Students complete at least 15 credit hours (5 classes) of honors courses.
- To remain eligible, students must maintain at least a 3.25 grade point average at BSC and fulfill the requirements of the program.

Students who complete the requirements of the Honors Program will receive an honors designation on their permanent transcript in addition to an honors seal on their Bainbridge State College diploma. For more information, students should meet with the Honors Director.

Foundations for Success—FYE 0100

In the first semester of enrollment, new part-time and full-time students are required to complete the FYE 0100 Foundations for Success course. Re-admitted students who have not yet earned credit in FYE 0100 will also be required to enroll in FYE 0100 in their first semester of enrollment. Students who do not pass FYE 0100 must retake it during their next semester(s) of enrollment. Students may not withdraw from FYE 0100 unless they withdraw from all classes

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), CTDL students, and students auditing their courses are not required to enroll in FYE 0100. Any other exceptions must be documented by the Vice President for Academic Affairs. In addition, students not required to enroll in FYE 0100 may elect it.

Students may take an online section of FYE 0100 only if they have exited or exempted ENGL 0099 and READ 0099.

Grading System

The grading system used at Bainbridge State 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 by attendance—no longer used	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 (Learning Support courses)	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.*

Failure Due to Academic Dishonesty

Bainbridge State College is an institution committed to academic integrity, honesty, ethical behavior, and responsibility, regardless of circumstances. We believe in building a community of trust and fairness, where students are rewarded for their efforts and talents. A commitment to academic integrity is primary in the fostering of such an environment.

All cases of academic dishonesty are handled according to the procedures outlined in the Student Handbook under "Academic Integrity - Policies and Procedures." See that section for the full explanation of the following policies.

Bainbridge State College defines academic dishonesty in the following way:

1. Receiving or providing unauthorized assistance for an academic course.
2. Procuring or providing unauthorized material for an academic course.
3. Reusing one's own work produced for another course.
4. Plagiarizing.

Any instance of academic dishonesty will result in failure of the assignment and, depending upon the importance of the assignment and the egregiousness of the instance, may result in failure of the course and the assignment of an "FX" (failure due to academic dishonesty) to the student's record. The instructor will determine the nature of the infraction; however, the student has the right to appeal any infraction affecting his/her standing in the course through the appeals process, described in the Student Handbook.

- **Unintentional Academic Dishonesty:** In a case of *unintentional* dishonesty—stemming from the student's lack of knowledge or misunderstanding of correct policies or procedures—a zero will be given for the assignment; however, the instructor may allow for the resubmission of the corrected assignment.
- **Intentional Academic Dishonesty:** Submitted work involving *intentional* academic dishonesty will receive a zero and cannot, under any circumstance, be resubmitted or replaced. An FX may result if the instructor determines the instance to be particularly egregious or detrimental to the student's academic standing in the course.

- **Two-Strike Clause:** After having been notified of a first infraction, if the student cheats a second time, he or she will receive an FX for the course.
- **Retroactive FX:** If a student is found to have engaged in academic dishonesty after a final grade has already been assigned, the institution retains the right to retroactively apply a grade of FX to the student's record.
- **Removal from Class for Academic Dishonesty:** The instructor has the right to order the temporary removal or exclusion from the classroom of any student engaged in academic dishonesty.

Grade Changes

It is the student's responsibility to review his or her grades through the Bainbridge State 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 Dean 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 Dean, and Registrar. 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 Dean, Vice President for Academic Affairs, Registrar, 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 State College, the Department of Education, or a lending agency/guarantor due to a change in course grade.

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 Office of the Registrar. The College issues no midterm grades from the Office of the Registrar. However, every instructor must inform each student of his/her academic progress at midterm.

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 x 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

$$\text{Grade Point Average} = 23 (\text{grade points}) / 8 (\text{hours}) = 2.87$$

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 Office of the Registrar or the Vice President for Student Affairs Office can provide individual help in calculating both semester and cumulative grade point averages.

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 Dean.

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 State College computes academic standing based on the highest grade of repeated courses.

Laboratory Courses

Any laboratory class involves some risk. Bainbridge State 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 State College of liability for injuries.

Learning Support

Learning Support is a generic term for courses designed to prepare students for, or to assist students with, collegiate work. Learning Support is intended to serve students who need additional support in mathematics or English (reading/writing). Students enrolling in Learning Support courses are those who do not meet criteria to exempt Learning Support placement or those who elect to enroll in Learning Support courses in order to prepare for core curriculum courses.

Registration: During each semester of enrollment, a student with Learning Support requirements 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 Vice President for Academic Affairs.

Two exceptions are possible:

- If a student places in both math and English Learning Support and is enrolled in at least one Learning Support course, FYE 0100 or a physical education course may be taken that semester instead of the required Learning Support course in the other area.

- In the event that a required Learning Support course is not available, a student may enroll in a course for degree credit if the student has met the prerequisite requirements, subject to the written approval of the Vice President for Academic Affairs.

Courses with Learning Support Prerequisites or Corequisites

Students who are required to enroll in Learning Support courses are not permitted to enroll in credit courses that require the content or the skills of the prerequisite courses, as shown in the Courses listing in the Catalog. The following core curriculum areas require students to complete or exempt certain Learning Support requirements.

- Students required to enroll in ENGL 0989 may not take online classes numbered 1000 and above.
- Completion or exemption from ENGL 0989 is a prerequisite for Social, Natural, and Physical Science courses.
- Completion or exemption from ENGL 0989 or placement into corequisite English is required for placement into college-level English courses.
- Completion or exemption from MATH 0987 or MATH 0989 or placement into corequisite mathematics is required for placement into college level mathematics courses.
- Completion or exemption from MATH 0987 or MATH 0989 is a prerequisite for physics and chemistry courses.
- Any courses with prerequisite of any other college-level course would require exit or exemption from related Learning Support requirements.

Evaluation for Learning Support Placement beginning Summer 2015

When COMPASS testing is required, the COMPASS Math test will be used for math placement. The COMPASS Reading and COMPASS e-Write (2 -12) tests will be used for English placement.

A Mathematics Placement Index (MPI) and an English Placement Index (EPI) will be calculated based on High School Grade Point Average (HSGPA), SAT or ACT, if available, and the COMPASS placement test.

Indices will comprise the following:

1. HSGPA and SAT/ACT - when both are available

2. HSGPA and COMPASS - when SAT/ACT are not available
3. COMPASS - when neither HSGPA nor SAT/ACT is available

EPIs and MPIs will be calculated as listed below, in priority order for calculation. That is, if available, SAT or ACT and High School Grade Point Averages (HSGPA) must be used in the calculations.

For the purposes of calculating placement indices, scores should be no older than the maximums listed below.

Measure or Score	Recommended Maximum "Age"
SAT/ACT	7 years from date of administration
HSGPA	5 years from date of graduation
COMPASS	1 year from date of administration

Students with EPIs and MPIs equal to or greater than the minimum collegiate placement index scores listed below will be placed directly into the appropriate gateway college course(s). Note that because a higher level of preparation is required for success in Math 1111, a higher MPI will be required for direct placement into that course.

Minimum Collegiate Placement Index Scores

English	Mathematics	
ENGL 1101	MATH 1001	MATH 1111
4230	1165	1265

Students with placement indices less than the minimum collegiate placement index will be placed into co-requisite or Foundations-level Learning Support.

Students who score below the floor scores in both English and mathematics will be denied admission to the AA and AS degree programs unless they have offsetting scores (see below).

The floor scores for the two indices are as follows:

Floor Scores	
EPI	MPI
3032	928

If the EPI is **less than** 3032 **AND** the MPI is **less than** 928, then student cannot be admitted to an **AA or AS degree**, unless they have an offsetting score as explained below.

Students who score below the floor index score in only one area may be admitted the AA or AS degree if their scores in the other area are equal to or greater than the offsetting index score listed below.

Minimum Offsetting Placement Index

EPI	MPI
3905	1028

- If the EPI is less than 3032, then the MPI must be greater than or equal to 1028.
- If the MPI is less than 928, then the EPI must be greater than or equal to 3905.

English Placement Index (EPI):

EPI Score	Placement
4230 & above	ENGL 1101
3860 – 4229	ENGL 1101 paired with ENGL 0999
3859 & below	ENGL 0989 Foundations of English

Math (NON-STEM) Placement Index (MPI):

EPI Score	Placement
1165 & above	MATH 1001
988 – 1164	MATH 1001 paired with MATH 0997
987 & below	MATH 0987

Math (STEM) Placement Index (MPI):

EPI Score	Placement
1265 & above	MATH 1111
1033 – 1264	MATH 1111 paired with MATH 0999
1032 & below	MATH 0989

Changing Math Pathways

Changing from the Algebra-Calculus Pathway to the Non-Algebra Pathway

Students who have successfully completed the Foundations-level course for the Algebra-Calculus Pathway and switch to the Non-Algebra pathway will not require additional remediation. They can enroll for the gateway non-algebra mathematics course with corequisite remediation.

Changing from the Non-Algebra Pathway to the Algebra-Calculus Pathway

Students who have successfully completed the Foundations level course for the Non-Algebra Pathway and switch to the Algebra-Calculus pathway can enroll in MATH 1111 with mandatory corequisite support if both of following conditions are met:

- The student passes the BSC pretest for College Algebra.
- The student has made a grade of A or B in the Non-Algebra Foundations course

Students not meeting both of the above conditions will be required to take the Foundations course leading to College Algebra before being allowed to enroll in College Algebra with corequisite support.

Grades for Learning Support in Corequisite Courses

Students will exit Learning Support upon successful completion (a grade of C or higher for ENGL 1101, MATH 1111, and MATH 1001; a grade of D or higher for TECH 1140) of the gateway college course. Students remain in Learning Support until they have successfully completed the gateway course(s). Therefore, Learning Support students must register for the both the gateway and corequisite courses every semester until they successfully complete the collegiate course.

- Students' grades in the corequisite courses need not be the same as their grades in the gateway courses.
- Students who pass the corequisite courses but do not successfully complete the gateway college courses must repeat both the corequisite course and the gateway course.
- There is no limit on the number of attempts that students may have in corequisite Learning Support courses.
- Students who pass the gateway collegiate courses exit Learning Support even if they do not pass the corequisite support course.

Pass corequisite Fail corequisite

Pass collegiate	Exit Learning Support	Exit Learning Support but receive failing grade for coreq course
Fail collegiate	Remain in LS; repeat coreq and collegiate course	Remain in LS; repeat coreq and collegiate course

completion of Learning Support requirements is documented on their TCSG transcript. Students have earned transferable credit with a grade of "C" or higher at a regionally-accredited non-USG institution for ENGL 1101 or 1102 (for completion of the Learning Support English requirement) or an Area A mathematics course (for completion of the Learning Support Mathematics requirement).

- Students have completed Learning Support at another USG institution, and completion of Learning Support requirements is documented on their transfer transcript

Students who leave BSC or any USG school and return without having satisfied their Learning Support requirements in the interim may be readmitted to the college under the following conditions:

- Students who have been suspended from BSC for a calendar year for failure to complete Foundations-level Learning Support within two attempts have two options on their return.
 - Students may return to placement in Foundations-level Learning Support and have two more attempts.
 - Students may take the COMPASS test and accept Learning Support placement according to a placement index calculated on the basis of COMPASS alone. If placed in Foundations-level Learning Support, they will have two more attempts to complete this level.
- Students in Learning Support who voluntarily leave BSC or any USG institution for periods of less than one calendar year will return to the level of Learning Support (Foundations-level or corequisite) they were in immediately prior to their absence.
 - Time spent in Learning Support course work in a disciplinary area is cumulative within the USG. Students who return to an institution less than one calendar year after one attempt in Foundations-level Learning Support will return on their second attempt in Foundations-level Learning Support.
 - Students who had completed requirements for Foundations-level Learning Support and had been recommended for corequisite Learning Support may reenter at the corequisite support level.
- Students in Learning Support who voluntarily leave BSC or any USG institution for periods of one calendar year or more must be retested with the COMPASS in any previously unsatisfied Learning Support area.
 - Such students may be readmitted without a Learning Support requirement if they meet the institutional criteria for exemption.

Learning Support Attempts and Exit

An attempt is defined as an institutional credit course in which a student receives any grade or symbol except "W."

- If an AA or AS student does not complete requirements for Foundations-level English or mathematics in two attempts, he or she will be suspended for a calendar year. Suspended students may be considered for readmission before the end of one year if they can provide evidence that they have taken measures to improve their skills.
- There are no limits on attempts in corequisite Learning Support courses.
- Students have two attempts to pass Vocational Math (TECH 0085). A grade of IP counts as one attempt; however, a grade of WF or U counts as two attempts. Students who do not pass TECH 0085 within two attempts will be suspended from BSC for one semester without appeal.
- AA and AS students who have been suspended from the institution without completing Learning Support requirements may enroll in an AAS program at BSC or complete their Learning Support requirements and additional collegiate-level work at SACSCOC-accredited TCSG institutions during the year of suspension.
- Students will exit Learning Support by successfully passing the corresponding Area A collegiate-level course: a grade of C or higher for ENGL 1101, MATH 1111, and MATH 1001; a grade of D or higher for TECH 1140.

Learning Support Rules for Returning Students

Students who leave BSC or any USG school for any reason may be re-admitted without Learning Support requirements if they meet one of the following conditions:

- Students have completed all Learning Support requirements at a SACSCOC TCSG institution and

- Students who do not score high enough on the COMPASS test to exempt Learning Support may be placed in either Foundations-level or corequisite Learning Support, depending on institutional placement policies.
- Students placed in Foundations-level Learning support may be readmitted and allowed up to two additional attempts in Foundations-level Learning Support in both English and mathematics, as applicable, if individual evaluation indicates that the student has a reasonable chance of success on readmission. Students readmitted under this provision are subject to the 30-hour limit on college-level coursework and may not take credit work if they had earned 30 or more credit hours during their previous period(s) of enrollment and have not completed Learning Support requirements in the interim.

Completion of transferable Area A courses in English or mathematics from any institution will eliminate further Learning Support requirements in that area upon transfer back to a USG institution.

Withdrawing from Learning Support Courses

Students enrolled in gateway collegiate courses with co-requisite support may not withdraw from either course without withdrawing from both. Students who withdraw from the corequisite and gateway courses will not, however, be required to withdraw from other collegiate courses not directly related to the Learning Support requirement.

30-Hour Rule: Students who have accumulated a maximum of 30 semester hours of college-level credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college-level credit. After earning the additional hours, such students may enroll in Learning Support courses only.

Documented Learning Disabilities: Students with documented learning disorders as defined in the USG Academic Affairs Handbook, Section 3.11.1 who are required to enroll in LS must fulfill all stated requirements, including the COMPASS exit (or its alternative through Adult Education) and course requirements. Students will be provided with appropriate test and/or course accommodations as described in USG Section 3.11.5, Learning Support Considerations. Appropriate course and

testing accommodations will be made for students with sensory, mobility, or systemic disorders. Such students may be granted up to two additional semesters of Foundations-Level Learning Support courses.

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.

Online Courses

Online Technology: Bainbridge State 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.

Bainbridge State 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 split instructional time between face-to-face instruction in the classroom and instruction via the Internet are labeled "hybrid" courses in the class schedule available on the College website. Contact the Admissions Office for details.

Physical Education Requirements

Safety and First Aid (PHED 1020) OR Wellness (WELL 2000) 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 State 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 State 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 State 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.

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 for the first two days of the academic calendar only.

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. *However, any student who wishes to withdraw from 50% or more of his or her classes before midterm must meet with an academic advisor in the Academic Success Center before the withdrawal form can be processed.*

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 Registrar. **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 Registrar. 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.

Faculty-Initiated Withdrawals: Students who exceed the number of absences stated on a class syllabus may be

withdrawn from the class by the instructor. The Office of Financial Aid will calculate what amount, if any, the student must repay because of his or her failure to attend class based on Return to Title IV (r2t4).

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 Registrar, the Dean of Student Services, 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 State 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/.

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.

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.

2014 Fall Semester

April 1st-
August 19th **Open registration for Fall 2014 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**

August 20th **First day of classes for Regular and A terms**

August 20th-August 21st **Regular and A Term Drop/Add 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 21, 2014. Courses added after this date, regardless of the course start date, will not increase the award.

September 1st **Labor Day** – College offices closed.

September 2nd **Last day of registration for C term**

A Term Early Alert Reporting

September 3rd **First day of classes for C term**

September 16th **Mid-Term for A Term** – Last day to drop A Term classes with no academic penalty.

September 17th **Regular Term Early Alert Reporting**

September 24th **C Term Early Alert Reporting**

October 13th **Last day of classes for A term**

October 14th **Final Exams for A Term Last day of registration for B Term**
Mid-Term for Regular Term – Last day to drop regular term classes with no academic penalty.

October 15th **First day of classes for B term**

October 21st **Mid-Term for C Term**

October 28th **B Term Early Alert Reporting**

November 6th **Mid-Term for B Term** – Last day to drop B Term classes with no academic penalty.

November 26th-28th **Thanksgiving Holiday** – No classes. College offices closed November 27th-28th

December 8th **Last day of classes for regular, B, and C terms**

Dec. 9th-
Dec. 11th **Final Exams**

December 12th **All grades due by Noon**

TBA **College Offices Closed**

2015 Spring Semester

November 4th-January 6th **Open registration for Spring 2015 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.

January 7th **First day of classes for Regular and A terms**

January 7th-
January 8th **Drop/ Add**

January 19th **Martin Luther King, Jr. Day** – College offices closed.

January 26th **First day of classes for C Term**

Mid-Term for A Term Last day to drop A Term classes with no academic penalty.

February 25th **Last day of classes for A term**

February 26th **Exams for A Term Last day of registration for B Term**

March 5th **MIDTERM**
Last day to drop Regular Term classes with no academic penalty.

March 2nd-
March 6th **Spring Break**

March 9th **First day of classes for B term**
Financial Aid Priority Deadline for Fall 2015 term. All students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
Open Registration for all students for Fall 2015
Midterm for B Term Last day to drop B Term classes with no academic penalty.

April 28th **Last day of classes for regular and B terms**

April 29th-
30th **Final Exams**

May 1st **All grades due by 5 pm**

May 2nd **Commencement**

2015 Summer Semester

Open registration for Summer 2015 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.

June 1st **First day of classes for Regular and A terms**

June 1st-
June 2nd **Drop/Add 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 2nd, 2015. Courses added after this date, regardless of the course start date, will not increase the award.

Mid-Term for A Term Last day to drop A Term classes with no academic penalty.

June 25th **Last day of class for A term**

June 29th **Final Exams for A Term Last day of registration for B Term**
Mid-Term for Regular Term – Last day to drop regular term classes with no academic penalty.

June 30th **First day of classes for B term**
Mid-Term for B Term Last day to drop B Term classes with no academic penalty.

July 23rd **Last day of classes for regular and B terms**

July 27th-
July 28th **Final Exams**

All grades due by 5pm

2015 Fall Semester

April 1st,
2015-
August 18th,
2015 **Open registration for Fall 2015 for all students.** New students should register in the Academic Success Center. Returning students should schedule an appointment with their assigned advisor for advisement and registration.

August 19th **First day of classes for Regular and A Terms; online courses open today.**

August 19th-
20th **Drop/ Add 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 20th, 2015. Courses added after this date, regardless of the course start date, will not increase the award.

September 1 st	Last day of registration for C Term
September 2 nd	First day of class for C Term
September 7 th	Labor Day - College offices closed.
	MidTerm for A Term Last day to drop A Term classes with no academic penalty.
October 12 th	Last day of class for A Term
October 13 th	Final Exams for A Term MidTerm for Regular Term – Last day to drop regular term classes with no academic penalty. Last day of registration for B Term
October 14 th	First day of classes for B Term; online courses open today
October 20 th	MidTerm for C Term - Last day to drop C Term classes with no academic penalty.
November 25 th -27 th	Thanksgiving Holiday (College Offices Closed) MidTerm for B Term - Last day to drop B Term classes with no academic penalty.
December 7 th	Last day of classes for regular, B, and C Terms
December 8 th -10 th	Final Exams All grades due by 5 p.m.

2016 Spring Semester

November 4 th -January 5 th	Open registration for Spring 2015 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.

January 6 th	First day of classes for Regular and A terms
January 6 th -January 7 th	Drop/ Add 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 8 th , 2016. Courses added after this date, regardless of the course start date, will not increase the award.
January 18 th	Martin Luther King, Jr. Day – College offices closed. MidTerm for A Term Last day to drop A Term classes with no academic penalty.
February 24 th	Last day of classes for A Term
February 25 th	MIDTERM for Regular Term Final Exams for A Term Last day of registration for B Term
February 29 th -March 6 th	Spring Break
March 7 th	First day of classes for B term Financial Aid Priority Deadline for Fall 2016 term. All students must have applied for aid by this date to guarantee that their aid will be ready by the first day of class.
	Open Registration for all students for Fall 2016 Midterm for B Term Last day to drop B Term classes with no academic penalty.
April 26 th	Last day of classes for regular and B terms
April 27 th -28 th	Final Exams for Regular, B, and C Terms
April 29 th	All grades due by 5pm
April 30 th	Commencement

2016 Summer Semester

	Open registration for Summer 2015 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.	June 23 rd	Last day of class for A term
		June 27 th	Final Exams for A Term Last day of registration for B Term Mid-Term for Regular Term – Last day to drop regular term classes with no academic penalty.
May 31 st	First day of classes for Regular and A terms	June 28 th	First day of classes for B term
May 31 st - June 1 st	Drop/Add 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 1 st , 2016. Courses added after this date, regardless of the course start date, will not increase the award.		Mid-Term for B Term Last day to drop B Term classes with no academic penalty.
	Mid-Term for A Term Last day to drop A Term classes with no academic penalty.	July 25 th	Last day of classes for regular and B terms
		July 26 th - July 27 th	Final Exams
			All grades due by 5pm

ADMISSIONS

Applicants to Bainbridge State 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. Certificate/Diploma applicants must be at least 16 years old; some programs have higher age requirements (17 for the Practical Nurse [PN] program). For all degree programs (Associate of Arts, Associate of Science, and Associate of Applied Science), students may be considered for admission if they have a high school diploma or GED and meet the minimum COMPASS score requirements. For degree programs, a GED is acceptable

only if the student's high school class has graduated. Certificates of attendance or special education diplomas are not acceptable. Direct admission appeals to the Bainbridge State College Admissions Committee. However, the Georgia Board of Regents sets most minimum requirements which are considered firm. The applicants should call the Office of Admissions at 229-248-2504 or toll free at 1-866-825-1715 for more information.

Students applying to Bainbridge State College who do not currently live in Georgia, Alabama, or Florida may not be eligible to enroll in online courses and should contact the Office of Admissions for more information.

Admission Requirements by Classification

Classification	Steps for Admission	Minimum Requirements for Admission
Beginning Freshman in Associate of Arts Program of Study: Traditional Students (<i>Applicants who have graduated from high school within the last five years</i>)	(from all postsecondary institutions attended) <i>Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and reading. Applicants whose SAT I Math Score is 400 (ACT 17) or above are exempt from taking the COMPASS in math.</i>	School Curriculum (RHSC) for Regular Admission (<i>A limited number of applicants may be accepted who do NOT meet the RHSC requirement. Early application is encouraged.</i>)

Beginning Freshman in Associate of Arts Program of Study: Non-Traditional Students

(Applicants who have been out of high school five years or more)

- Submit BSC Application for Admission
- Submit Official High School Transcript(s) or GED Score Reports
- Submit Official College Transcripts (from all post-secondary institutions attended)
- Submit COMPASS Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and reading. Applicants whose SAT I Math Score is 400 (ACT 17) or above are exempt from taking the COMPASS in math.*
- Submit Certificate of Immunization form
- Proof of Lawful Presence is required for all students applying for in-state tuition.
- 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 seek help with basic skills in our BSC Adult Education program prior to enrollment. Bainbridge State College reserves the right to refuse admission to applicants who do not have necessary basic skills.)
- Applicants must meet the following minimum COMPASS scores for the Associate of Arts program. Reading 62, English 32, and Algebra 20. Also, applicants who test into Learning Support classes in all three areas are not eligible for the Associate of Arts program.

Beginning Freshman in Career Degree (AAS) Programs of Study: Traditional

Students*(Applicants who have graduated from high school within the last five years)*

- Submit BSC 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. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and reading. Applicants whose SAT I*
- 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.)

Math Score is 400 (ACT 17) or above are exempt from taking the COMPASS in math.

- Submit Certificate of Immunization form
-
- Proof of Lawful Presence is required for all students applying for in-state tuition.

Beginning Freshman in Career Degree (AAS) Programs of Study: Non-Traditional Students

(Applicants who have been out of high school five or more years)

- Submit BSC 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. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and reading. Applicants whose SAT I Math Score is 400 (ACT 17) or above are exempt from taking the COMPASS in math.*
- Submit Certificate of Immunization form

•
Proof of Lawful Presence is required for all students applying for in-state tuition.

•
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 seek help with basic skills in our BSC Adult Education program prior to enrollment. Bainbridge State College reserves the right to refuse admission to applicants who do not have necessary basic skills.)

Transfer Student

Note: Some transfer applicants may be required to submit official high school transcripts for the evaluation of RHSC proficiency.

Transfer admission criteria are subject to change. Call the Admissions Office for updated requirements.

Diploma Program of Study*(excluding PN applicants--see PN section below)*

- Submit BSC Application for Admission
- Submit COMPASS Placement Test Scores. Applicants scoring below

(A GED or High school diploma is NOT required except for the following: Accounting, Applied Marketing & Management, Cosmetology, Early Childhood Care and Education, Licensed Practical Nursing, and Medical Assisting Diplomas.)

established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and reading. Applicants whose SAT I Math Score is 400 (ACT 17) or above are exempt from taking the COMPASS in math.*

- 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
 -
- Proof of Lawful Presence is required for all students applying for in-state tuition.

Special Student (*For applicants with a baccalaureate degree who wish to enroll in one or two courses of special interest*)

- Submit BSC Application for Admission
 - Submit Official College Transcripts showing Bachelor's or Higher Degree from Recognized College
 - Submit Certificate of Immunization form
 -
- Proof of Lawful Presence is required for all students applying for in-state tuition.
- Bachelor's or Higher Degree from Recognized College

Transient (*For applicants who are enrolled at other colleges*)

- Submit BSC Application for Admission
 - Submit Transient letter for each term of attendance at BSC showing Good Standing at sending Institution
 - Submit Certificate of Immunization form
 -
- Permission from sending institution

Proof of Lawful Presence is required for all students applying for in-state tuition.

Audit(No college credit is awarded)

- Submit BSC Application for Admission
- Submit Certificate of Immunization form

•
Proof of Lawful Presence is required for all students applying for in-state tuition.

Joint Enrollment Program for Degree Students (For high school students desiring dual credit in transfer degree programs.)

- Submit BSC Application for Admission
- Submit Joint Enrollment Application including permission signatures from school and parents
- Submit Official High School Transcripts
- Submit Certificate of Immunization form

- SAT combined score of at least 970 (reading and math) or ACT composite of 21) OR minimum COMPASS scores of Reading 79, English 62, and Algebra 37.
- 3.0 high school cumulative grade point average on academic courses

•
Permission from parent and high school

•
Proof of Lawful Presence is required for all students applying for in-state tuition.

Joint Enrollment Program for Diploma/Certificate Students(For high school students desiring dual credit in technical education.)

- Submit BSC Application for Admission
- Submit Joint Enrollment Application
- Submit Official High School Transcripts

- Minimum scores on COMPASS Placement. Minimum scores are Reading 79, English 62, and Basic Math 37.

•
Permission from parent and high school

- Submit COMPASS Placement Scores.
Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and Reading. Applicants whose SAT I Math Score is 400 (ACT

17) or above are exempt from taking the COMPASS in Math.

- Submit Certificate of Immunization form

-

Proof of Lawful Presence is required for all students applying for in-state tuition.

Practical Nursing (PN) Certificate Program

- Submit BSC Application for Admission
 - Submit PN Supplemental Application for Admission
 - Submit COMPASS Placement Test Scores. Applicants scoring below established cut-off scores must enroll in Learning Support courses. *Note: Applicants whose SAT I Verbal Score is 430 (ACT 17) or above are exempt from taking the COMPASS in English and reading. Applicants whose SAT I Math Score is 400 (ACT 17) or above are exempt from taking the COMPASS in math.*
 - 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 background check.
 - Submit Certificate of Immunization form.
 -
- Proof of Lawful Presence is required for all students applying for in-state tuition.
- Graduation from a Board of Regents' approved high school or GED recipient.
 - Minimum scores on COMPASS Placement Exam (79 Reading, 62 English, and 37 Basic Math).
 - Minimum score on TEAS test of 50.
 - Must not have failed two nursing courses within the last 5 years at any nursing school.
 - ALHS 1011 with a grade of "B" or greater --or BIOL 2111K AND BIOL 2112K with grade of a "C" or better; course(s) cannot be more than five years old.
 - "B" or higher in TECH 1120 or Math 1111; "C" or greater in ENGL 1101, ALHS 1060, PSYC 1101, and CSCI 1000.
 - Must have earned a minimum GPA of 2.5 on required core courses for the PN program.
 -

Able to perform physical and mental demands of a Practical Nurse.

Associate of Science Degree in Nursing

Advanced Placement Option:

Advanced Placement Option

Senior Citizen Admission

Pursuant to a Georgia constitutional amendment passed in 1976, Georgia residents 62 years of age or older may enroll as a regular or auditing student in degree credit work on a "space available" basis without payment of fees, except for supplies, laboratory, or shop fees. Students must meet all system and institution admission requirements and follow the same program as other degree-seeking students.

Admissions Testing

The Testing and Disability Service Center administers the COMPASS, a computerized placement test, for entrance testing. The entrance exams required for specific admission classifications are outlined on the following five pages. Applicants should check the college website for available testing dates and times. Students take scheduled admissions tests on a first-come, first-served basis, so applicants should arrive early to the test site.

Students who were previously enrolled in a University System of Georgia institution but who have not taken any college courses in the University System for one year may retest with the COMPASS (in any unsatisfied area) and be readmitted without a Learning Support requirement if they meet the institutional criteria for exemption.

COMPASS Placement for AA or AS Degree

REArea	Score Cut-Offs	Required CoursesAA or AS Degree
Reading	0-61	Not Eligible for AA or AS Degree
	62-78	READ 0099
	79 or above	No Courses Needed
Writing	0-31	Not Eligible for AA or AS Degree
	32-61	ENGL 0099
	62 or above	No Courses Needed
Algebra	0-19	Not Eligible for AA or AS Degree
	20-30	MATH 0097
	31-36	MATH 0099
	37 or above	No Courses Needed

A student must place in two or fewer areas to be eligible for the AA or AS degree.

COMPASS Placement for AAS Degree or Diploma

Area	Score Cut-Offs	Required CoursesAAS Degree	Required CoursesDiploma
Reading	0-56	READ 0097 & READ 0099	READ 0097 & READ 0099
	57-78	READ 0099	READ 0099
	79 or above	No Courses Needed	No Courses Needed
English	0-30	ENGL 0097 & ENGL 0099	ENGL 0097 & ENGL 0099
	31-61	ENGL 0099	ENGL 0099
	62 or above	No Courses Needed	No Courses Needed
Algebra	0-30	MATH 0097	Not Applicable
	31-36	MATH 0099	Not Applicable
	37 or above	No Courses Needed	Not Applicable
Basic Math	0-36	NOT APPLICABLE	TECH 0085
	37 and above	NOT APPLICABLE	No Course Needed

Policy on Compass Retesting

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. Students can

prepare for retesting here:
fsweb.bainbridge.edu/tstrickland/compass_testing.htm

- A second retest is available for students who complete diagnostic testing and remediation in the online program, MyFoundationsLab (MFL), which is available through the Continuing Education (p. 103) program at Bainbridge State College. For more information, contact Wesley Whitehead, Director of Learning Support. After completing MyFoundationsLab, 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.

‘College Credit Now’ Opportunities

Bainbridge State 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 State 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. 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 the specialist in the Student Services Center for specific program details.

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 State College within 18 months after graduation:

High School Course	Bainbridge State 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
Introduction to Healthcare Science	ALHS 1040 Introduction to Healthcare
Application of Therapeutic Services	ALHS 1060 Diet & Nutrition for Allied Health OR ALHS 1090 Medical Terminology for Allied Health
Medical Terminology in Healthcare Systems	ALHS 1090 Medical Terminology for Allied Health
Applied Algebra	TECH 1120 Tech Math
Algebra I	TECH 1120 Tech Math
Education Pathway courses with a C or better (13.01100, 13.01200, and 13.52100) AND completion of a portfolio as part of the Pathway's course requirements AND passing of the statewide assessment	EDUC 2110
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.

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 in the following ways:

- 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 State College in a technical area.

The Dual Enrollment Specialist can assist high school students enrolling at Bainbridge State 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 State 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 State College Admissions Director, or the high school guidance counselor to receive detailed information.

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 Required High School Curriculum (RHSC) 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 (17 for students who graduate in 2012 or later) specified University System

Required High School Curriculum 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 RHSC 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 (four for 2012 or later graduates) required units of science will be required to take an additional laboratory science course as specified by Bainbridge State College. Students should see the Director of Admissions 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 State 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 State 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 that 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 State 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.

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 the Regents' Center for Learning Disorders at Georgia Southern University 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 State 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)

COURSES

Please note that no degree credit will be earned in courses numbered below 1000, but institutional credit will be awarded instead.

ACCT - Accounting

ACCT 2101 - Principles of Accounting I (transfer) (3)

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 only for degrees that do not require ACCT 2102. Therefore, BUSN 1011 and BUSN 1012 cannot be substituted for ACCT 2101 for the AA in Business Administration or the AAS in Accounting.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

ACCT 2102 - Principles of Accounting II (transfer) (3)

A continuation of ACCT 2101, the course continues with the theory and introduces applications of managerial accounting concepts.

Prerequisite: ACCT 2101.

ACCT 2103 - Intermediate Accounting (non-transfer) (3)

This course examines the authoritative standards, theoretical foundations, and practical concerns that underlie generally accepted accounting principles for financial accounting and reporting.

Prerequisite: ACCT 2102 or permission of instructor.

ACCT 2110 - Managerial and Cost Accounting (non-transfer) (3)

This course focuses on product cost determination including inventory valuation, planning, control, and financial reporting.

Prerequisite: ACCT 2102 or permission of instructor.

ACCT 2120 - Tax Accounting (non-transfer) (3)

An introduction to federal income taxes including the elements of income, income exclusions, tax credits, capital gains and losses. This course emphasizes understanding the executive, legislative, and judicial aspects of the tax law.

Prerequisite: None.

ACCT 2130 - Computerized Accounting (non-transfer) (3)

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.

Prerequisite: ACCT 2101 or permission of instructor.

AGRB-Agribusiness

AGRB 1100 - Introduction to Agribusiness (3)

This course introduces students to agribusiness. This is an agribusiness awareness and identification course consisting of various topics associated with the importance of agribusiness.

AGRB 1110 - Agribusiness Management (3)

Basic managerial concepts, procedures and techniques in agribusiness management. Importance is placed on planning, organizing, directing and controlling functions of management.

AGRB 1120 - Leadership in Agribusiness (3)

This course serves as an opportunity for students to have a greater understanding of leadership as it pertains to agriculture. We will explore leadership models, roles of leaders and followers, concepts of effective leadership and ethical issues with special focus on leadership in teams, organizations, communities and society.

AGRB 1150 - Agricultural Finance and Credit (3)

Financial concepts used in agribusiness, farming, and financial institutions. Including analysis based on financial statements, risk, and investment opportunities. Needs sources and problems associated with credit are examined as well.

AGRB 2100 - Agribusiness Marketing (3)

Agribusiness marketing will provide an understanding of the various marketing functions, agencies, and institutions which assemble, process, and distribute agricultural commodities and products.

AGRB 2110 - Farm Organization and Management (3)

A study of farm programs and management for the purpose of determining methods to increase farm revenue. Emphasis will be placed on decision making and efficient use of resources.

AGRB 2130 - Agricultural Policy (3)

Local, state, national and international government policies affect agribusiness and rural economies. Policy alternatives aimed at solving problems for the food and agricultural industry are identified and evaluated.

AGRB 2140 - Issues of Agriculture and Natural Resources (3)

Includes many practical aspects and techniques of soil and water conservation. Students learn the nature of water and the need for conservation practices.

AGRB 2200 - Principles of Agronomy (3)

A course developed to increase a student's basic understanding of modern field crop production. Field crops of the Southeast are stressed. Organic production is also covered. Course covers planting to harvesting of crops.

AGRB 2250 - Survey of the Animal Industry (3)

A course in the basic principles of animal selection, nutrition, growth and reproduction. Livestock and poultry economic importance is also stressed.

AGRB 2300 - Precision Agricultural Systems (3)

Explores precision agriculture tools, including Global Positioning Systems (GPS), Geographic Information Systems (GIS) and Variable Rate Technology (VRT). Through hands-on experiences, you will understand the basic components and operation of these tools in precision agriculture systems, and how they impact today's agriculture industry.

AGRB 2800 - Agribusiness Internship (3)

The Agribusiness Internship provides the student with the opportunity to gain agribusiness management experience under appropriate supervision in an actual job setting. It is the student's responsibility to secure a position as an intern at an agricultural business approved by the instructor. Upon completion, the student should possess the basic knowledge and skills necessary for an entry level position in the agribusiness industry.

AGRB 3000 - Food Science & Technology (3)

This course examines the sources of raw materials; the processing, storage, and handling of processed foods; and the problems involved in the processing of these products.

Prerequisite: CHEM 1211 and CHEM 1211L.

AGRB 3200 - Selling in Agribusiness (3)

This course introduces sales and merchandising techniques appropriate for agricultural selling and marketing. The psychology of selling, the selling process, spatial marketing strategies, and communication skills, as used in agribusiness, are emphasized.

Prerequisite: ECON 2106.

AGRB 3980 - Agribusiness Management (3)

This course presents managerial concepts, procedures, and techniques in agribusiness management. Topics include techniques of planning, organization, staffing, directing, and controlling functions of management.

Prerequisite: ECON 2106.

ALHS - Allied Health**ALHS 1011 - Structure and Function of the Human Body (non-transfer) (5)**

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Education Career Pathways Articulated Course

Prerequisite: Exit or Exempt from ENGL 0989.

ALHS 1040 - Introduction to Health Care (non-transfer) (3)

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

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (non-transfer) (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Exit or Exempt from ENGL 0989.

ALHS 1090 - Medical Terminology for Allied Health Sciences (non-transfer) (2)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

Education Career Pathways Articulated Course

Prerequisite: Exit or Exempt from ENGL 0989.

ANTH - Anthropology

ANTH 1102 - Introduction to Anthropology (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

ARAP - Art Appreciation

ARAP 1100 - Art Appreciation (transfer) (3)

An introductory course emphasizing the acquaintance and enjoyment of the visual arts.

Prerequisite: Exit or Exempt from ENGL 0989.

ARTD - Art Drawing

ARTD 1001 - Drawing (transfer) (3)

Studio instruction features sketching from figures, animals, still life, and landscape using various media such as charcoal, pen, brush and ink, watercolor, and oil.

Prerequisite: None.

BIOL - Biology

BIOL 1050 - Introduction to Environmental Science (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 1050L - Introduction to Environmental Science Laboratory (transfer) (1)

Laboratory experiences linked to BIOL 1050. Together with BIOL 1050, this course satisfies College Preparatory Curriculum OR Area D Laboratory Science requirements.

Prerequisite: Exit or Exempt from ENGL 0989.

Corequisite: BIOL 1050.

BIOL 1060 - Marine Biology (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 1060L - Marine Biology Laboratory (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

Corequisite: BIOL 1060.

BIOL 1107 - Principles of Biology I (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 1107L - Principles of Biology I Laboratory (transfer) (1)

These laboratory experiences are linked to the content in BIOL 1107. Students may use this section along with BIOL 1107 to fulfill part or all of the Laboratory Science requirement in Area D.

Prerequisite: Exit or Exempt from ENGL 0989.

Corequisite: BIOL 1107.

BIOL 1108 - Principles of Biology II (transfer) (3)

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.

Prerequisite: BIOL 1107.

BIOL 1108L - Principles of Biology II Laboratory (transfer) (1)

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.

Corequisite: BIOL 1108.

BIOL 2111K - Human Anatomy and Physiology I (transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989 .

BIOL 2112K - Human Anatomy and Physiology II (transfer) (4)

This course is a study of the endocrine, circulatory, respiratory, lymphatic, excretory, and reproductive systems. Laboratory exercises are required as part of this course.

Prerequisite: BIOL 2111K.

BIOL 2115K - General Microbiology (transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BIOL 2230K - General Botany (transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSA - Business Administration**BUSA 1105 - Introduction to Business (transfer) (3)**

This course is an integrative study of the functional areas of business including finance, operations, marketing, production, and human resources.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSA 2106 - The Environment of Business (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSA 3070 - Business Ethics (3)

This course explores issues involving the role of individuals, citizens, business, and government in promoting profitable but responsible commerce and socially beneficial business activity

Prerequisite: ENGL 1102 with a C or better and successful completion of 30 transfer level credit hours.

BUSA 3100 - Business Internship (3)

This course gives students the opportunity to gain and evaluate work experience in business working environments. Students and supervisors must complete additional paperwork that will be submitted as a final portfolio and will include a project plan that outlines students goals, work hours, responsibilities, and expected outcomes; a summative evaluation by the supervisor; and a report from the student.

Prerequisite: ENGL 1102 with a C or better and successful completion of 30 transfer level credit hours.

BUSA 3131 - Business Statistics (3)

This course is an introduction to statistical concepts presented in a conceptual fashion, emphasizing data collection and analysis in the business environment. Topics include methods of presenting data, numerical measures and correlation, probability theory and probability distributions, sampling distributions, estimation, hypothesis testing, and linear regression.

Prerequisite: ENGL 1102, MATH 1111 or MATH 1001, with a C or better and successful completion of 30 transfer level credit hours.

BUSN - Business Administrative Technology**BUSN 1000 - Introduction to Keyboarding (non-transfer) (1)**

This course provides touch keyboarding skills and practical document formatting for those who plan to apply basic keyboarding skills.

Prerequisite: None.

BUSN 1001 - Keyboarding and Business Document Processing (non-transfer) (4)

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.*

Prerequisite: Exit or Exempt from ENGL 0989.
Corequisite: READ 0999.

BUSN 1002 - Legal Keyboarding (non-transfer) (4)

This course emphasizes the development of skills needed for accurate and rapid production of legal documents such as wills, contracts, petitions, deeds, etc.

BUSN 1011 - Principles of Bookkeeping I (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Corequisite: READ 0999.

BUSN 1012 - Principles of Bookkeeping II (non-transfer) (3)

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.

Prerequisite: BUSN 1011 or permission of instructor.

BUSN 1140 - Legal Aspects of the Medical Office (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

BUSN 1150 - ICD-10-CM Coding (non-transfer) (4)

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-10-CM, ICD-10-PCS, code book format, guidelines and conventions, and coding techniques.

Prerequisite: ALHS 1011, ALHS 1090, and Exit or Exempt from ENGL 0989.

BUSN 1151 - Physicians' Procedural Coding (non-transfer) (4)

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.

Prerequisite: ALHS 1011, ALHS 1090, and Exit or Exempt from ENGL 0989.

BUSN 1440 - Document Production (4)

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Prerequisite: Must be able to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

BUSN 2110 - Filing and Records Management (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from READ 0999.

BUSN 2120 - Transcription (non-transfer) (3)

This course develops skills in transcribing and formatting documents from dictation using word processing and speech recognition software.

Prerequisite: BUSN1001, as well as TECH 1140 or ENGL 1101.

BUSN 2130 - Word Processing (non-transfer) (4)

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.

Prerequisite: BUSN 1001 and Exit or Exempt from READ 0999.

BUSN 2140 - Electronic Communication Applications (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from TECH 0085, BUSN 1001, and TECH 1140 or ENGL 1101.

BUSN 2150 - Business Office Applications (non-transfer) (4)

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.

Prerequisite: BUSN 2130, CSCI 1000, and TECH 1140 or ENGL 1101.

BUSN 2160 - Office Procedures (non-transfer) (3)

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.

Prerequisite: BUSN 2140. Corequisite: BUSN 2150.

BUSN 2210 - Medical Document Processing/Transcription (non-transfer) (4)

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.

Prerequisite: ALHS 1090, BUSN 1001 with C or better, and TECH 1140 or ENGL 1101.

BUSN 2250 - Medical Billing/Insurance Management (non-transfer) (3)

This course emphasizes skills required for the medical practice. Topics include managed care, reimbursement, claims rejection, coding, precertification, and referrals.

Prerequisite: BUSN 1001, BUSN 1140, and TECH 1140 or ENGL 1101.

BUSN 2320 - Legal Machine Transcription (non-transfer) (3)

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.

Prerequisite: BUSN 1001 with C or better or permission of instructor.

BUSN 2340 - Medical Office Procedures (non-transfer) (3)

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.

Prerequisite: BUSN 1001, COMS 1000 or CSCI 1000, and TECH 1140 or ENGL 1101.

CHEM - Chemistry

CHEM 1100 - Introductory Chemistry (transfer) (3)

This one-semester course covers some basic concepts and applications of chemistry for the non-science majors. There is no laboratory component.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 0999.

CHEM 1211 - Principles of Chemistry I (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 1111 or MATH 1113 or permission of instructor.

CHEM 1211L - Principles of Chemistry I Laboratory (transfer) (1)

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.

Corequisite: CHEM 1211.

CHEM 1212 - Principles of Chemistry II (transfer) (3)

This second course in a two-semester sequence covers the fundamental principles and applications of chemistry for science majors.

Prerequisite: CHEM 1211.

CHEM 1212L - Principles of Chemistry II Laboratory (transfer) (1)

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.

Corequisite: CHEM 1212.

CHEM 2211K - Organic Chemistry I (transfer) (4)

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.

Prerequisite: CHEM 1212 with a C or better.

CHEM 2212K - Organic Chemistry II (transfer) (4)

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.

Prerequisite: CHEM 2211K.

COMM - Communication**COMM 1100 - Human Communication (transfer) (3)**

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMM 2208 - Voice and Diction (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS - Computer Skills**COMS 1003 - Computer Operating Systems (non-transfer) (3)**

This course is designed for students with minimum computer background or experience. The basic concepts of microcomputer hardware and software are presented in this course. Students will become proficient in working with the most important microcomputer disk operating systems.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 1120 - RPG Programming (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 1130 - Spreadsheet Applications (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

COMS 1510 - Web Page Design (non-transfer) (1)

In this course, students will learn the skills needed to create, maintain and publish an accurate and effective website on the World Wide Web.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 1520 - PowerPoint (non-transfer) (1)

In this course, students will learn to create attractive and effective multimedia applications using Microsoft PowerPoint.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2011 - DataBase Applications (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2012 - DataBase Applications II (non-transfer) (3)

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.

Prerequisite: COMS 2011.

COMS 2021 - Computer Service Technology I (non-transfer) (4)

(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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2022 - Computer Service Technology II (non-transfer) (4)

(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.

Prerequisite: COMS 2021.

COMS 2030 - Networking Fundamentals (non-transfer) (4)

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).

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2031 - Introduction to JAVA Programming (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2140 - Introduction to Data Communications (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989 as well as CSCI 1000 or permission of instructor.

COMS 2141 - Multiple Networks and Wide Area Networks (non-transfer) (4)

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.

Prerequisite: COMS 2140.

COMS 2142 - Advanced Routers and Switchers (non-transfer) (4)

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.

Prerequisite: COMS 2141.

COMS 2143 - WAN Design (non-transfer) (4)

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.

Prerequisite: COMS 2142.

COMS 2150 - Implementing Microsoft Windows Professional (non-transfer) (4)

This course provides the student with skills to implement, administer, and troubleshoot Windows Professional as a desktop operating system in any network environment.

Prerequisite: COMS 2030.

COMS 2160 - Implementing Microsoft Windows Server (non-transfer) (4)

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.

Prerequisite: Prerequisite or Co-requisite: COMS 2150.

COMS 2170 - Implementing Networking Infrastructure (non-transfer) (4)

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.

Prerequisite: COMS 2160.

COMS 2180 - Managing a Microsoft Windows Network (non-transfer) (4)

This course provides the students with higher-level skills necessary to manage successfully a Microsoft Windows server family of products.

Prerequisite: COMS 2160.

COMS 2211 - Web Site Design Tools & HTML Fundamentals (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from READ 0999.

COMS 2221 - Web Graphics and Multimedia (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2231 - Design Methodology (non-transfer) (4)

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.

Prerequisite: COMS 2211 and COMS 2221.

COMS 2241 - Linux Computing Essentials (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2250 - Intro to Microsoft Windows Networks (non-transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

COMS 2251 - Linux Core System Administration (non-transfer) (4)

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.

Prerequisite: COMS 2241.

COMS COMS 2261 - SQL Database Fundamentals (non-transfer)

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) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989, COMS 2211, and COMS 2221.

COMS 2271 - Fundamentals of CGI Programming (non-transfer) (4)

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.

Prerequisite: COMS 2211 and COMS 2221.

COMS 2280 - Administering Microsoft Windows Networks (non-transfer) (4)

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.

Prerequisite: COMS 2250.

COMS 2281 - Database Connectivity (non-transfer) (3)

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.

Prerequisite: COMS 2211 and COMS 2221.

COMS 2301 - Introduction to Programming I (non-transfer) (4)

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.

Prerequisite: TECH 0085.

COMS 2302 - Introduction to Programming II (non-transfer) (4)

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.

Prerequisite: COMS 2301.

COSM - Cosmetology**COSM 1000 - Intro to Cosmetology Theory (non-transfer) (4)**

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules and regulations, state regulatory agency, image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy physiology.

COSM 1010 - Chemical Texture Services (non-transfer) (3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical 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.

Corequisite: COSM 1000.

COSM 1020 - Hair Care and Treatment (non-transfer) (2)

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) (3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair, and body analysis, and client consultation.

Corequisite: COSM 1000.

COSM 1040 - Styling (non-transfer) (3)

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.

Corequisite: COSM 1000.

COSM 1050 - Hair Color (non-transfer) (3)

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.

Corequisite: COSM 1000.

COSM 1060 - Fundamentals of Skin Care (non-transfer) (3)

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics include: advanced skin treatments in electrotherapy, light therapy, galvanic current, high-frequency, and microdermabrasion.

Corequisite: COSM 1000.

COSM 1070 - Nail Care and Advanced Techniques (non-transfer) (3)

Provides training in manicuring, pedicuring, and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Corequisite: COSM 1000.

COSM 1080 - Cosmetology Practicum I (non-transfer) (4)

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.

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070. Corequisite: COSM 1050, COSM 1060, COSM 1070.

COSM 1090 - Cosmetology Practicum II (non-transfer) (4)

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.

Corequisite: COSM 1080.

COSM 1100 - Cosmetology Practicum III (non-transfer) (4)

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.

Corequisite: COSM 1090.

COSM 1110 - Cosmetology Practicum IV (non-transfer) (4)

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.

Corequisite: COSM 1090, COSM 1100.

COSM 1120 - Salon Management (non-transfer) (3)

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education/federal and

state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Corequisite: COSM 1000.

CRIM - Criminology

CRIM 2010 - Criminology (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2020 - Criminal Law (non-transfer) (3)

This course introduces the student to the criminal justice system. Topics include: Georgia Criminal Law, family violence, domestic disputes, and disturbances, interviews interrogations, and arrest booking procedures.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2022 - Civil Procedures (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2030 - Criminal Evidence & Procedures (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2034 - Criminal Investigation (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2036 - Criminal Traffic Law (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2040 - Law Enforcement Management I (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRIM 2042 - Law Enforcement Management II (non-transfer) (3)

This course is a continuation of CRIM 2040.

Prerequisite: CRIM 2040.

CRIM 2044 - Law Enforcement Management III (non-transfer) (3)

This course is a continuation of CRIM 2042.

Prerequisite: CRIM 2042.

CRIM 2050 - Fire Service I (non-transfer) (3)

This course provides an introduction to fire fighting tactics and strategies.

Prerequisite: None. Corequisite: READ 0097.

CRIM 2052 - Fire Service II (non-transfer) (3)

This course is a continuation of CRIM 2050.

Prerequisite: Exit or Exempt from ENGL 0989 and satisfactory completion of CRIM 2050.

CRIM 2054 - Fire Service III (non-transfer) (3)

This course is a continuation of CRIM 2052.

Prerequisite: CRIM 2052.

CRIM 2060 - Marksmanship and Firearms (non-transfer) (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) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 Students registering for this course must have the permission of the instructor. Check with the Director at the Law Enforcement Center for further instructions.

CRIT - Critical Thinking

CRIT 1100 - An Introduction to Critical Thinking (transfer) (1)

A theme-based class, An Introduction to Critical Thinking focuses on the questions of how to reason correctly and how to identify fallacies in reasoning. Students will learn to analyze problems and make logical decisions that can also be applied in their personal and academic lives.

Prerequisite: Exit or exempt from ENGL 0989.

CRJU - Criminal Justice

CRJU 1100 - Introduction to Criminal Justice (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRJU 2001 - Constitutional Law (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRJU 2002 - Community Relations (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989. SOCI 1101 and PSYC 1101 are recommended.

CRJU 2003 - Juvenile Delinquency (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989. SOCI 1101 and PSYC 1101 are recommended.

CRJU 2004 - Introduction to Corrections (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CRJU 2005 - Criminal Procedure (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

CSCI - Computer Science

CSCI 1000 - Computer Fundamentals (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

CSCI 1301 - Computer Science I (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 1111.

CTDL - Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (non-transfer) (3)

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

Prerequisite: None.

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (non-transfer) (2)

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.

Prerequisite: CTDL 1010. Corequisite: CTDL 1030.

CTDL 1030 - Combination Vehicle Advanced Operations (non-transfer) (4)

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.

Prerequisite: CTDL 1010. Corequisite: CTDL 1020.

CTDL 1050 - Straight Truck/Passenger Vehicle Basic Operation (non-transfer) (2)

This course focuses on familiarizing 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 at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations by operating a straight truck or passenger vehicle through clearance maneuvers, backing, turning, parallel parking and coupling and uncoupling.

Prerequisite: CTDL 1010. Corequisite: CTDL 1060.

CTDL 1060 - Straight Truck/Passenger Vehicle Advanced Operation (4)

Advanced Operations focuses on developing students' driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then 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 1050) of range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while a student is driving.

Prerequisite: CTDL 1010. Corequisite: CTDL 1050.

ECCE Early Childhood Care Education

ECCE 1101 - Introduction to Early Childhood Care and Education (non-transfer) (3)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

Prerequisite: Exit or Exempt from ENGL 0989. Corequisite: READ 0999 and ENGL 0999.

ECCE 1103 - Child Growth and Development (non-transfer) (3)

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and

positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 1105 - Health, Safety and Nutrition (non-transfer) (3)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

Prerequisite: Exit or Exempt from ENGL 0989.

Corequisite: READ 0999 and ENGL 0999.

ECCE 1112 - Curriculum and Assessment (non-transfer) (3)

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 1113 - Creative Activities for Children (non-transfer) (3)

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 1121 - Early Childhood Care and Education Practicum (non-transfer) (6)

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to

support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Prerequisite: Exit or Exempt from ENGL 0989. Advisor Approval. A criminal background check is required to complete this course.

ECCE 2115 - Language and Literacy (non-transfer) (3)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2116 - Math and Science (non-transfer) (3)

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2201 - Exceptionalities (non-transfer) (3)

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2203 - Guidance and Classroom Management (non-transfer) (3)

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate

child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2240 - Early Childhood Care and Education Internship (non-transfer) (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Prerequisite: Exit or Exempt from ENGL 0989. Advisor Approval. A criminal background check is required to complete this course.

ECCE 2310 - Paraprofessional Methods and Materials (non-transfer) (3)

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2312 - Paraprofessional Roles and Practices (non-transfer) (3)

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2320 - Program Administration and Facility Management (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2322 - Personnel Management (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2330 - Infant/Toddler Development (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

ECCE 2332 - Infant/Toddler Group Care and Curriculum (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

ECON - Economics

ECON 2105 - Principles of Macroeconomics (transfer) (3)

This course introduces concepts that will enable students to understand and analyze economic aggregates and evaluate economic policies.

Prerequisite: Exit or Exempt from ENGL 0989.

ECON 2106 - Principles of Microeconomics (transfer) (3)

The course introduces concepts that will enable students to understand and analyze structure and performance of the market economy.

Prerequisite: Exit or Exempt from ENGL 0989.

EDUC - Education

EDUC 2110 - Investigating Critical and Contemporary Issues in Education (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

EDUC 2120 - Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

EDUC 2130 - Exploring Learning and Teaching (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

ELEC - Electrical

ELEC 1001 - Electrical I (non-transfer) (3)

This course is an introduction to the fundamentals of electrical construction.

Prerequisite: None.

ELEC 1002 - Electrical II (non-transfer) (3)

This course introduces students to more advanced concepts of electrical construction.

Prerequisite: None.

ELEC 1004 - D-C Electricity (non-transfer) (3)

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.

Prerequisite: None.

ELEC 1005 - A-C Electricity (non-transfer) (3)

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.

Prerequisite: None.

ELEC 1007 - Commercial-Industrial Wiring (non-transfer) (3)

This course features the theoretical and practical fundamentals of commercial and industrial wiring.

Prerequisite: None.

ELEC 1008 - D-C Motors and Controls (non-transfer) (3)

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.

Prerequisite: None.

ELEC 1009 - A-C Motors and Controls (non-transfer) (3)

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.

Prerequisite: None.

ELEC 1011 - Basic Electronics I (non-transfer) (3)

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.

Prerequisite: None.

ELEC 1012 - Basic Electronics II (non-transfer) (3)

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) (4)

This course introduces the fundamentals of instrumentation and control, including such topics as sensing devices, transmitters, and motor control circuits.

Prerequisite: None.

ELEC 1018 - Programmable Controllers I (non-transfer) (3)

This course introduces fundamentals of programmable controllers which include the principles of operation, hardware, and fundamental programming based on ladder logic.

Prerequisite: None.

ELEC 1019 - Programmable Controllers II (non-transfer) (4)

The course builds on ELEC1018 Programmable Controllers I. Students study higher levels of programming based on ladder logic.

Prerequisite: None.

ELEC 1040 - Soldering Technology (non-transfer) (3)

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.

Prerequisite: None.

ELEC 1300 - Mobile ELECTronics Installation (non-transfer) (3)

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.

Prerequisite: None.

ELEC 2350 - Security/Fire Alarm Technology & Digital ELECTronics I (non-transfer) (4)

This course introduces the student to Low Voltage principles and applications as applied to security and fire alarm technology. Course topics include: installation techniques, equipment operation, safety and fire alarm terminology, basic system service techniques, state certification information, binary number system, logic gates, truth tables, logic families, and digital test equipment.

Prerequisite: None.

EMSP - Emergency Medical Services Program

EMSP 1110 - Introduction to the EMT Profession (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Co-requisite: EMSP 1120 and EMSP 1130.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Co-requisite: EMSP 1110 and EMSP 1130.

EMSP 1130 - Medical Emergencies for the EMT (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Co-requisite: EMSP 1110 and EMSP 1120.

EMSP 1140 - Special Patient Populations (non-transfer) (3)

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.

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130. Corequisite: EMSP 1150 and EMSP 1160.

EMSP 1150 - Shock and Trauma for the EMT (non-transfer) (3)

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.

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130. Corequisite: EMSP 1140 and EMSP 1160.

EMSP 1160 - Clinical and Practical Applications of the EMT (non-transfer) (1)

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.

Prerequisite: EMSP 1110, EMSP 1120, and EMSP 1130. Corequisite: EMSP 1140 and EMSP 1150.

EMSP 1510 - Advanced Concepts for the AEMT (non-transfer) (3)

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.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1520, EMSP 1530, and EMSP 1540.

EMSP 1520 - Advanced Patient Care for the AEMT (non-transfer) (3)

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.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1510, EMSP 1530, and EMSP 1540.

EMSP 1530 - Clinical Applications for the AEMT (non-transfer) (1)

This course provides supervised clinical experience in various clinical settings. Topics include Clinicals.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1510, EMSP 1520, and EMSP 1540.

EMSP 1540 - Clinical and Practical Applications for the AEMT (non-transfer) (3)

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.

Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Corequisite: EMSP 1510, EMSP 1520, and EMSP 1530.

EMSP 2110 - Foundations of Paramedicine (non-transfer) (3)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2120, EMSP 2130, and EMSP 2140.

EMSP 2120 - Applications of Pathophysiology for Paramedics (non-transfer) (3)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2110, EMSP 2130, and EMSP 2140.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics (non-transfer) (3)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2110, EMSP 2120, and EMSP 2140.

EMSP 2140 - Advanced Cardiovascular Concepts (non-transfer) (4)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, and ALHS 1090. Corequisite: EMSP 2110, EMSP 2120, and EMSP 2130.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (non-transfer) (3)

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).

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 25110, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2320 - Therapeutic Modalities of Medical Care (non-transfer) (5)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140.

Corequisite: EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2330 - Therapeutic Modalities of Trauma Care (non-transfer) (4)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, 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. Corequisite: EMSP 2710, EMSP 2340, EMSP 2710, and EMSP 2720.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations (non-transfer) (4)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, 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. Corequisite: EMSP 2710, EMSP 2330, EMSP 2710, and EMSP 2720.

EMSP 2510 - Clinical Applications for the Paramedic-I (non-transfer) (2)

This course provides the paramedic 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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2520 - Clinical Applications for the Paramedic-II (non-transfer) (2)

This course provides the paramedic 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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2530 - Clinical Applications for the Paramedic-III (non-transfer) (2)

This course provides the paramedic 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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, and EMSP 2560.

EMSP 2540 - Clinical Applications for the Paramedic-IV (non-transfer) (1)

This course provides the paramedic 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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, and EMSP 2560.

EMSP 2550 - Clinical Applications for the Paramedic-V (non-transfer) (1)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, and EMSP 2560.

EMSP 2560 - Clinical Applications for the Paramedic-VI (non-transfer) (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, EMSP 1110, EMSP 1120, EMSP 1130, and EMSP 1140. Corequisite: EMSP 2320, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, and EMSP 2550.

EMSP 2570 - Clinical Applications for the Paramedic-VII (non-transfer) (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, 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. Corequisite: EMSP 2710, EMSP 2330, EMSP 2340, and EMSP 2720.

EMSP 2710 - Field Internship for the Paramedic (non-transfer) (2)

This course provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include Field Internship.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, 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. Corequisite: EMSP 2570, EMSP 2330, EMSP 2340, and EMSP 2720.

EMSP 2720 - Practical Applications for the Paramedic (non-transfer) (3)

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.

Prerequisite: ENGL 1101 or TECH 1140, ALHS 1011, TECH 1120 or Math 1111, CSCI 1000, ALHS 1090, 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. Corequisite: EMSP 2710, EMSP 2330, EMSP 2340, and EMSP 2710.

ENGL - English

ENGL 0987 - Foundations of Literacy (4)

Institutional credit only. Using coordinated reading and writing assignments that help students work with concepts in context, students will build competency in recognizing, comprehending and using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs, and essays.

Prerequisite: Placement by COMPASS English Score.

ENGL 0989 - Foundations for English

This course prepares students for college level reading and writing. Using coordinated reading and writing assignments that help students work with concepts in context, students will build competency in recognizing, comprehending and using appropriate grammar, vocabulary, punctuation, and structure in sentences, paragraphs, and essays.

ENGL 0999 - Writing Support for College English (2)

Institutional credit only. This course is designed to support a student taking ENGL 1101 or TECH 1140 with just-in-time assistance in writing. Topics will parallel topics being studied in ENGL 1101 or TECH 1140 as well as the essential skills needed to be successful in ENGL 1101 or TECH 1140.

Corequisite: ENGL 1101.

ENGL 1101 - English Composition I (transfer) (3)

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. Students must earn a grade of C or higher to pass English 1101. Students who do not earn a grade of C or better must retake the course the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Prerequisite: Exit or Exempt from ENGL 0989.

ENGL 1102 - English Composition II (transfer) (3)

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. Students must earn a grade of C or higher to pass English 1102. Students who do not earn a grade of C or better must retake the course the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Prerequisite: ENGL 1101.

ENGL 2010 - Dramatic Literature (transfer) (3)

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.

Prerequisite: ENGL 1102.

ENGL 2020 - Communication for Business and the Professions (transfer) (3)

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.

Prerequisite: ENGL 1102.

ENGL 2111 - World Literature I (transfer) (3)

This course is a survey of important works of world literature from ancient times through the mid- seventeenth century.

Prerequisite: ENGL 1102.

ENGL 2112 - World Literature II (transfer) (3)

This course is a survey of important works of world literature from the mid- seventeenth century to the present.

Prerequisite: ENGL 1102.

ENGL 2116 - Creative Writing (transfer) (3)

This course stresses the writing process in the creation of fiction and/or poetry. Students will edit their own and others' work, discuss the work of professional writers, and demonstrate effective critical reading and thinking skills.

Prerequisite: ENGL 1102.

ENGL 2117 - Literature for Children and Adolescents (transfer) (3)

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.

Prerequisite: Exit or Exempt from READ 0999.

ENGL 2121 - British Literature I (transfer) (3)

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.

Prerequisite: ENGL 1102.

ENGL 2122 - British Literature II (transfer) (3)

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.

Prerequisite: ENGL 1102.

ENGL 2131 - American Literature I (transfer) (3)

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.

Prerequisite: ENGL 1102.

ENGL 2132 - American Literature II (transfer) (3)

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.

Prerequisite: ENGL 1102.

FINC-Finance**FINC 3105 - Principles of Financial Management (3)**

This course explores fundamental concepts, theories, tools of analysis, and problems of managerial finance in business.

Prerequisite: ACCT 2102, ENGL 1102 with a C or better, and successful completion of 30 transfer level credit hours.

FINC - (3)

This course explores fundamental concepts, theories, tools of analysis, and problems of managerial finance in business.

Prerequisite: ACCT 2102.

FREN - French**FREN 1001 - Elementary French I (transfer) (3)**

This course is an introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking people.

Prerequisite: Exit or exempt from ENGL 0989.

FREN 1002 - Elementary French II (transfer) (3)

This course is a continuation of listening, speaking, reading and writing French with further study of the culture of French-speaking people.

Prerequisite: FREN 1001 or equivalent.

FREN 2001 - Intermediate French I (transfer) (3)

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.

Prerequisite: FREN 1002.

FREN 2002 - Intermediate French II (transfer) (3)

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.

Prerequisite: FREN 2001.

FRSC-Fire Science**FRSC 1020 - Basic Firefighter-Emergency Services Fundamentals (3)**

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 - Basic Firefighter-Module I (5)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases

of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1040 - Basic Firefighter-Module II (3)

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become

certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1050 - Fire and Life Safety Educator I (3)

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 - Fire Prevention, Preparedness, and Maintenance (3)

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Prerequisite: FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1070 - Introduction to Technical Rescue (4)

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle

and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Prerequisite: National Certification of Firefighter I Status or FRSC 1020, FRSC 1030, FRSC 1040, and FRSC 1141.

FRSC 1080 - Fireground Operations (3)

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

Prerequisite: National Certification of Firefighter I Status or FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1141 - Hazardous Materials Operations (4)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional

Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level.

FYE- First Year Experience

FYE 0100 - Foundations for Success (institutional credit) (2)

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.

Crosslisted as: BC 0100.

GEOG - Geography

GEOG 1101 - Introduction to Human Geography (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

GEOG 1111 - Introduction to Physical Geography (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

GIFS

GIFS 1101 - Introduction to Geographic Information Systems (4)

An introduction to the principles and applications of Geographic Information Systems and basic use of a hand-held Global Positioning System (GPS) unit in the field. Examines applications of geographic information including data structure, spatial analysis, data management, data visualization, and data retrieval. Emphasis is placed on the interdisciplinary nature of GIS and its relevance to industry and society. Students will also acquire skills in

introduction to terminology, hardware, and technology used in GPS.

GIFS 1103 - Intermediate GIS (4)

This GIS course prepares students for geographic analysis. The course introduces students to the use of software tools in geographic and database analysis and provides practical experience in the use of GIS software for spatial analysis.

HIMT-Health Information Technology

HIMT 1100 - Introduction to Health Information Technology (3)

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1150 - Computer Applications in Healthcare (2)

This course is designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

Prerequisite: CSCI 1000.

HIMT 1200 - Legal Aspects of Healthcare (2)

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250 - Health Record Content and Structure (2)

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include health data structure, content and standards, healthcare information requirements and standards.

Prerequisite: HIMT 1100.

HIMT 1350 - Pharmacotherapy (2)

This course introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. The course also introduces the basic concepts used in the administration of drugs. Topics

include introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

Prerequisite: ALHS 1090.

HIMT 1400 - Coding and Classification-ICD Basic (4)

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIMT 1410 - Coding and Classification-ICD Advanced (3)

This course is a continuation of HIMT 1400 Coding and Classification-ICD Basic. This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

Prerequisite: HIMT 1400, HIMT 2400.

HIMT 2150 - Healthcare Statistics (2)

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

Prerequisite: HIMT 1150, HIMT 1250.

HIMT 2200 - Performance Improvement (2)

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIMT 2300 - Healthcare Management (3)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

Prerequisite: HIMT 1100, HIMT 1200.

HIMT 2400 - Coding & Classification-CPT/HCPCS (3)

This course provides an introduction to and application of codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts.

HIMT 2410 - Revenue Cycle Management (2)

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

Prerequisite: HIMT 1400, HIMT 2400.

HIMT 2460 - Health Information Technology Practicum (3)

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional (healthcare site) or simulated setting. Activities will include application of all HIT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field. This course is designed to help the student gain entry-level competences as set forth by the American Health Information Management Association (AHIMA).

Prerequisite: HIMT 1150, HIMT 2150, HIMT 2300, HIMT 2410.

HIST - History**HIST 1111 - Survey of World History to 1500 (3)**

This course is designed to offer students a broad understanding of World History through its many societies and cultures, from the earliest humans and their ancestors to the start of the Early Modern Period in 1500 CE. Topics will include the impacts of political, religious, social, economic, racial, cultural, and technological changes upon the world. Additional topics will include rulers, wars, empires, along with the environment, science, and the arts throughout the world. The focus will be not upon dates and “great historical individuals”, but rather major concepts and movements involved in the development of the human societies. In addition, the course supports the development of writing and critical thinking skills.

Prerequisite: Exit or exempt from ENGL 0999.

HIST 1112 - Survey of World History Since 1500 (3)

This course is designed to offer students a broad understanding of World History through its many human societies from the start of the Early Modern Period in 1500 CE through to the Present Era. Topics will include the impacts of political, religious, social, economic, racial, cultural, and technological changes upon the world. Additional topics will include rulers, wars, empires, along with the environment, science, and the arts throughout the world. The focus will be not upon dates and “great historical individuals”, but rather major concepts and movements involved in the development of the human societies. In addition, the course supports the development of writing and critical thinking skills.

Prerequisite: Exit or exempt from ENGL 0989.

HIST 1121 - Survey of Western Civilization I (transfer) (3)

This course is a survey of Western Civilization to early modern times.

Prerequisite: Exit or exempt from ENGL 0989.

HIST 1122 - Survey of Western Civilization II (transfer) (3)

This course is a survey of Western Civilization from early modern times to the present.

Prerequisite: Exit or exempt from ENGL 0989.

HIST 2111 - United States History I (transfer) (3)

This course is a survey of U.S. history to the post-Civil War period.

Prerequisite: Exit or Exempt from ENGL 0989.

HIST 2112 - United States History II (transfer) (3)

This course is a survey of U. S. history from the post-Civil War period to the present.

Prerequisite: Exit or Exempt from ENGL 0989.

HUMN - Humanities**HUMN 2001 - Humanities I (transfer) (3)**

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.

Prerequisite: ENGL 1101.

HUMN 2002 - Humanities II (transfer) (3)

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.

Prerequisite: ENGL 1101.

HUMN 2700 - International Film (transfer) (3)

This course examines various connections between international films and the societies and cultures they represent. By viewing, discussing, analyzing, comparing, and evaluating films from diverse eras and continents, students will experience a historical survey of the twentieth century in both a multicultural and global manner. Students will approach films in an analytical and critical mode, considering how they challenge or advance political, economic, and social values and institutions or how they represent the times and cultures in which they are made.

Prerequisite: ENGL 1101.

INDM - Industrial Maintenance**INDM 1000 - Industrial Safety Procedures (non-transfer) (2)**

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.

Prerequisite: None.

INDM 1001 - Welding I (non-transfer) (2)

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.

Prerequisite: None.

INDM 1002 - Welding II (non-transfer) (3)

An introduction to arc welding, this course stresses learning the fundamentals of the arc welding process.

Prerequisite: INDM 1001 or permission of instructor.

INDM 1003 - Welding III (non-transfer) (3)

This course is intermediate instruction and practice in arc welding using all positions.

Prerequisite: INDM 1002 or permission of instructor.

INDM 1004 - Welding IV (non-transfer) (3)

This course provides advanced instruction in manual arc welding to include the commonly used electrode sizes and types in all-position welding.

Prerequisite: INDM 1003 or permission of instructor.

INDM 1005 - Pipe Welding (non-transfer) (2)

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.

Prerequisite: INDM 1007 or permission of instructor.

INDM 1006 - MIG Welding (non-transfer) (2)

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.

Prerequisite: Permission of instructor.

INDM 1007 - TIG Welding (non-transfer) (3)

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.

Prerequisite: INDM 1004 or equivalent.

INDM 1008 - Metallurgy I (non-transfer) (1)

This course introduces the theory and application of Metallurgy, including metallurgical and chemical terms, composition of steel, classification systems, and properties geared to the needs of the industrial maintenance mechanic.

Prerequisite: None.

INDM 1009 - Metallurgy II (non-transfer) (2)

This course is a continuation of Metallurgy I. This course provides an in-depth look into the study of metals including the theory of metal behavior when subjected to different heat-treating processes. Other topics include property-enhancing processes and other information geared to the needs of students pursuing careers in the metal working field.

Prerequisite: INDM 1008 or permission of instructor.

INDM 1011 - Pipe Fitting (non-transfer) (4)

This course includes the concepts of problem solving and layout of pipe runs. Students use a standard pipe fitters manual as well as mathematical approaches to solving practical problems in making pipe runs.

Prerequisite: Permission of instructor.

INDM 1012 - Metal Layout and Fabrication (non-transfer) (3)

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.

Prerequisite: Permission of instructor.

INDM 1021 - Machine Shop I (non-transfer) (4)

This course introduces machine tools and machine tool operations, including lathes, milling machines, and bench work.

Prerequisite: None.

INDM 1022 - Machine Shop II (non-transfer) (4)

This course is a continuation of Machine Shop I.

Prerequisite: INDM 1021 or permission of instructor.

INDM 1023 - CNC Machining (non-transfer) (2)

This course introduces the fundamentals of computer numerical control machines, programming, program entry system, and production of parts that require fundamental operations.

Prerequisite: INDM 1022 or permission of instructor.

INDM 1110 - ELEctRical Fundamentals for Mechanics (non-transfer) (1)

This course is a study of the basic fundamentals of electrical circuits and equipment as applied to the maintenance field.

Prerequisite: None.

INDM 1120 - Industrial Tools and Equipment (non-transfer) (3)

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.

Prerequisite: None.

INDM 1130 - Pneumatic Fundamentals (non-transfer) (3)

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.

Prerequisite: INDM 1120 or permission of instructor.

INDM 1140 - Hydraulic Fundamentals (non-transfer) (3)

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.

Prerequisite: INDM 1120 or permission of instructor.

INDM 1150 - Industrial Mechanics I (non-transfer) (3)

This course instructs industrial mechanics in nomenclature, proper removal, installation, inspection, maintenance, and lubrication of most plain and antifriction bearings found in industrial use.

Prerequisite: None.

INDM 1160 - Industrial Mechanics II (non-transfer) (3)

This course instructs industrial mechanics in the theory of operation of mechanical and fluid drives, and the maintenance and repair work related to them.

INDM 1170 - Industrial Mechanics III (non-transfer) (3)

This course instructs industrial mechanics in the established methods employed by industries to align drivers and driver units, and to familiarize them with bolts, fasteners, and securing systems commonly used in industry.

INDM 1180 - Industrial Mechanics IV (non-transfer) (3)

This course instructs industrial mechanics in the proper application, installation and maintenance of piping systems, tubes, hoses, valves, and pumps. Hands-on work included in the course relates to screw pipe installation, sealant, gaskets, fittings, and installation and repair of pumps.

INDM 1190 - Predictive Maintenance (non-transfer) (1)

This course introduces industrial mechanics to the fundamentals of predicting the health of rotating equipment by the measurement and analysis of vibration. The course includes components on the theory of machine vibration, data collection, and data analysis.

Prerequisite: None.

INDM 2110 - Blueprint Reading (non-transfer) (3)

This course features drafting fundamentals necessary to interpret blueprints and drawings for technical fields. This course is specifically designed for electricians, welders, and machinists.

Prerequisite: None.

INTG 0099 - (4)

Disciplinary Literacy is a 4-hour non-credit course designed to provide students who place in Learning Support English and/or reading the opportunity to progress through one or both areas in a single course. Students who place in both ENGL 0097 and READ 0097 are not eligible for a co-curricular, paired class and are required to enroll in INTG 0099 Disciplinary Literacy. Students who place in ENGL 0099 and/or READ 0099 may choose INTG 0099 instead of a co-curricular, paired class.

INTG 0099 does not require the COMPASS exit but does include a standardized competency assessment that has both reading and writing components as a percentage of the final grade. Students who earn a 75 or better in the class will exit Learning Support READ and ENGL.

ISCI - Integrated Science**ISCI 2001 - Life/Earth Science (transfer) (3)**

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 concentrations.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 0989.

ISCI 2002 - Physical Science (transfer) (3)

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 concentrations.

Prerequisite: Exit or Exempt from ENGL 0989 and MATH 0989.

JRNL - Journalism**JRNL 1001 - Introduction to Journalism (transfer) (3)**

This course explores the principles and practices of journalism in the digital age, including print media, photojournalism, blogging, and audio-visual multimedia.

Prerequisite: ENGL 1101 or consent of Instructor.

LPNU - Licensed Practical Nursing**LPNU 1001 - Nursing Fundamentals I (non-transfer) (5)**

An introduction to the nursing process, this course includes orientation to the nursing process, ethical and legal considerations, health care delivery systems, community health, infection control, emergency nursing measures, and universal precautions. Other topics include basic nursing skills, application of therapeutic procedures, treatments, patient care, first aid, CPR, and safety issues.

Prerequisite: Admission to LPN program.

LPNU 1002 - Nursing Fundamentals II/Nutrition (non-transfer) (6)

This course is a continuation of the theory of Nursing Fundamentals I with emphasis on the role nutrition plays in the maintenance of health. Basic nutrients, food sources, dietary deficiencies and resulting pathologic conditions are discussed. A study of geriatrics and oncology is included as well as the use of diet modifications to treat pathological conditions.

Prerequisite: Admission to LPN program.

LPNU 1003 - Medical Surgical Nursing IA (non-transfer) (3)

This course focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include study of the cardiovascular and respiratory systems.

Prerequisite: LPNU 1001, LPNU 1002, and LPNU 1120.

LPNU 1005 - Medical Surgical Nursing IB (non-transfer) (3)

This course is a continuation of the theory of Medical Surgical Nursing IA with emphasis on the study of the endocrine, urinary, and gastrointestinal systems.

Prerequisite: LPNU 1001, LPNU 1002, and LPNU 1120.

LPNU 1006 - Clinical Practicum I (non-transfer) (8)

This is an entry-level clinical course with emphasis in the Long Term Care and Community Health settings. The student competency focuses on wellness and prevention of illness, care of the individual as a whole, and deviations from the normal state of health related to body systems.

Organizational skills, nursing fundamental skills, work ethic characteristics, physical assessment skills and medication competency are evaluated in this clinical practicum.

Prerequisite: LPNU 1001, LPNU 1002, and LPNU 1120.

LPNU 1007 - Medical Surgical Nursing IIA (non-transfer) (3)

This course focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include study of the musculoskeletal, sensory, and integumentary systems.

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021.

LPNU 1008 - Medical Surgical Nursing IIB/Mental Health (non-transfer) (3)

This course is a continuation of Medical Surgical Nursing IIA with an emphasis on the neurological system and mental health.

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021.

LPNU 1009 - Clinical Practicum II (non-transfer) (8)

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.

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021.

LPNU 1011 - Maternal-Child Nursing (non-transfer) (7)

This course focuses on wellness and the prevention of illness, care of the individual as a whole and deviation from the normal state of health. Topics include wellness and prevention of illness in the reproductive system, nursing care, treatment, drug, and diet therapy of the reproductive system; wellness and prevention of illness in the obstetric patient; nursing care, treatment, drug, and diet therapy of the obstetric patient; wellness and prevention of illness in the pediatric patient; nursing care, treatment, drug, and diet therapy of the pediatric patient; and growth and development.

Prerequisite: LPNU 1003, LPNU 1005, and LPNU 1006.

LPNU 1012 - Clinical Practicum III (non-transfer) (8)

This is an senior level clinical course with emphasis in Obstetric, Pediatric, and Medical-Surgical settings. This practicum focuses on wellness and the prevention of illness, care of the individual as a whole and deviations

from the normal state of health. Topics include wellness and prevention of illness in the reproductive system, nursing care, treatment, drug, and diet therapy of the reproductive system; wellness and prevention of illness in the obstetric patient; nursing care, treatment, drug, and diet therapy of the obstetric patient; wellness and prevention of illness in the pediatric patient; nursing care, treatment, drug, and diet therapy of the pediatric patient; and growth and development. Organizational and leadership skills, nursing fundamental skills, work ethic/management characteristics, physical/psychological assessment skills, medication competency, and nursing process documentation are evaluated.

Prerequisite: LPNU 1003, LPNU 1005, and LPNU 1006.

LPNU 1021 - Nursing Leadership (non-transfer) (1)

This course builds on the concepts presented in nursing courses and develops the skills necessary for successful performance in the job market. Topics include employability skills, leadership skills, and management skills.

Prerequisite: LPNU 1003, LPNU 1005, and LPNU 1006.

LPNU 1120 - Drug Calculation and Administration (non-transfer) (2)

This course utilizes basic mathematical concepts and includes basic drug administration. Topics include resource materials usage, systems of measurement, abbreviations, drug calculations, drug classifications, and administration of medications in a simulated clinical environment.

Prerequisite: Admission to LPN program.

LPNU 1150 - State Board Review (non-transfer) (1)

This course is a comprehensive review of the LPN program content, emphasizing the development of computerized adaptive testing skills. This course assists students in preparing for the National Council Licensure Examination.

Prerequisite: LPNU 1011, LPNU 1012, and LPNU 1021.

MAST - Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office (non-transfer) (2)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

Prerequisite: Program Admission.

MAST 1030 - Pharmacology (non-transfer) (4)

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.

Prerequisite: ALHS 1011, ALHS 1090, ENGL 1101 or TECH 1140, BUSN 1001, BUSN 2340, PSYC 1101, CSCI 1000, as well as TECH 1120 or MATH 1111. Corequisite: MAST 1080.

MAST 1060 - Medical Office Procedures (non-transfer) (4)

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

Prerequisite: Program Admission.

MAST 1080 - Medical Assisting Skills I (non-transfer) (4)

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.

Prerequisite: ALHS 1011, ALHS 1090, ENGL 1101 or TECH 1140, BUSN 1001, BUSN 2340, PSYC 1101, CSCI 1000, as well as TECH 1120 or MATH 1111. Corequisite: BUSN 2210 and MAST 1030.

MAST 1090 - Medical Assisting Skills II (non-transfer) (4)

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.

Prerequisite: MAST 1080, MAST 1030, and BUSN 2210. Corequisite: MAST 1120.

MAST 1100 - Medical Insurance Management (non-transfer) (2)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Prerequisite: Program Admission.

MAST 1110 - Administrative Practice Management (non-transfer) (3)

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

Prerequisite: Program Admission.

MAST 1120 - Human Pathological Conditions in the Medical Office (non-transfer) (3)

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.

Prerequisite: MAST 1030, MAST 1080, ALHS 1011, and ALHS 1090. Corequisite: MAST 1090.

MAST 1170 - Medical Assisting Externship (non-transfer) (6)

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.

Prerequisite: Advisor Permission Only. Corequisite: MAST 1180.

MAST 1180 - Medical Assisting Seminar (non-transfer) (3)

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.

Prerequisite: Advisor Permission Only. Corequisite: MAST 1170.

MATH - Mathematics

MATH 0987 - Foundations for Quantitative Reasoning (4)

Institutional credit only. A study of the essential mathematical concepts required for success in Math 1001, Quantitative Reasoning. Topics include numeracy, proportional reasoning, modeling functions, and skills for mathematical success.

MATH 0989 - Foundations for College Algebra (4)

Institutional credit only. This course includes a review of fractions, percents, ratio, and proportions, as well as an introduction to real numbers, solving linear equations linear inequalities, absolute value, evaluating formulas, word problems, polynomials, and exponents.

MATH 0997 - Support for Quantitative Reasoning (2)

Institutional credit only. This course is designed to support a student taking MATH 1001 with just-in-time assistance. Topics will parallel topics being studied in MATH 1001 as well as the essential quantitative skills needed to be successful in MATH 1001.

Prerequisite: . Corequisite: MATH 1001.

MATH 0999 - Support for College Algebra (2)

Institutional credit only. This course is designed to support a student taking MATH 1111 with just-in-time assistance. Topics will parallel topics being studied in MATH 1111 as well as the essential skills needed to be successful in MATH 1111.

MATH 1001 - Quantitative Skills and Reasoning (transfer) (3)

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 concentrations. 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.

Prerequisite: Exit or Exempt from MATH 0999; exemption or completion of READ 0999 and ENGL 0999 recommended.

MATH 1111 - College Algebra (transfer) (3)

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.

Prerequisite: Exit or Exempt from MATH 0999.

MATH 1112 - Trigonometry (transfer) (3)

This course introduces trigonometric functions, graphs, solution and application of right triangles, identities, inverse functions, and general triangles.

Prerequisite: MATH 1111.

MATH 1113 - Pre-Calculus (transfer) (4)

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.

Prerequisite: MATH 1111 or permission of instructor.

MATH 2001 - Statistics (transfer) (3)

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.

Prerequisite: MATH 1001, MATH 1111, MATH 1113, or permission of instructor.

MATH 2008 - Foundations of Numbers & Operations (transfer) (3)

This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations including numeration, number theory, real numbers, elementary geometry, elementary algebra, and elementary probability and statistics. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.

Prerequisite: MATH 1001, MATH 1111, or MATH 1113.

MATH 2260 - Survey of Business Calculus (transfer) (3)

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.

Prerequisite: MATH 1111.

MATH 2261 - Calculus I (transfer) (4)

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.

Prerequisite: MATH 1112 or MATH 1113.

MATH 2262 - Calculus II (transfer) (4)

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.

Prerequisite: MATH 2261.

MATH 2263 - Calculus III (transfer) (4)

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.

Prerequisite: MATH 2262.

MGNT-Management**MGNT 3130 - Management and Organizational Behavior (3)**

This course explores individual group and organizational issues that affect and shape businesses. Topics include individual differences, motivation, communication, decision making, leadership, power, organizational structure and design, and change.

Prerequisite: ENGL 1102 with grade of C or better and successful completion of 30 transfer level credit hours.

MGNT 3134 - Behavior in Organizations (3)

This advanced course examines the determinants and consequences of human behavior in formal organizations. Specific focus is on the individual, interpersonal, and group processes that underlie organizational behavior.

Prerequisite: ENGL 1102 with grade of C or better, MGNT 3130, and successful completion of 30 transfer level credit hours.

MGNT 3235 - Leadership in Organizations (3)

This course focuses on managerial leadership through a broad survey of theory, research, and practice of leadership in formal organizations. Topics include effective leader behaviors, the role of power and influence, the impact of situational moderators, and essential skill sets.

Prerequisite: ENGL 1102 with a grade of C or better, MGNT 3130, and successful completion of 30 transfer level credit hours.

MGNT 3334 - Human Resource Management (3)

This course, an introduction to the fundamentals of human resource management in organizations, includes the basics of human resource planning, staffing, training and development, compensation, safety and health, and labor relations.

Prerequisite: ENGL 1102 with a grade of C or better, MGNT 3130, and successful completion of 30 transfer level credit hours.

MGNT 3430 - Operations Management (3)

This course explores concepts and applications in service and manufacturing sectors of global economy, including forecasting, product and process planning, facility location and layout, project management and operations scheduling, inventory planning and control, and quality control.

Prerequisite: ENGL 1102 with a grade of C or better, BUSA 3131, and successful completion of 30 transfer level credit hours.

MGNT 3437 - Service Operations Management (3)

This course introduces the various operations management decisions required in managing a service business. Students will define, diagnose, design, measure, control, and change services with the objective of improving quality and productivity. The course will address important service design issues, competitive issues unique to services, and the extensive interaction between marketing and operations in service organizations. Students will analyze service firm cases.

Prerequisite: ENGL 1102 with a grade of C or better, BUSA 3131, and successful completion of 30 transfer level credit hours.

MGNT 4131 - Strategic Management (3)

This course emphasizes an integrative, multifunctional, general management perspective of the organization and its long-term survival in a global economic environment. It builds the knowledge base and analytical skills required for managing a business enterprise. Students will be required to prepare and deliver an oral team analysis of a publicly-traded company, its industry, and its strategy.

Prerequisite: BUSA 3070, BUSA 3131, BUSA 3132, FINC 3131, MGNT 3130, MGNT 3430, MKTG 3131.

MGNT 4380 - Project Management (3)

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Prerequisite: ENGL 1102 with a grade of C or better, CISM 4130, and successful completion of 30 transfer level credit hours.

MGNT 4431 - Purchasing and Negotiations (3)

This course helps students to better comprehend the various supply management decisions required to effectively contribute to organizational strategies. The course introduces key areas of purchasing (supply management) and key skills in negotiation and the application of conceptual and analytical approaches to better influence and direct decisions where supply meets demand.

Prerequisite: ENGL 1102 with a grade of C or better, BUSA 3131, and successful completion of 30 transfer level credit hours.

MGNT 4435 - Management of Quality (3)

This course demonstrates how to identify, document, analyze, and improve the processes that constitute a business's operations, beginning with the foundational practice of recognizing and describing key processes with techniques like as process mapping and value stream mapping. Students build on this foundation with Quality Management Systems to meet customers' needs, organize resources, manage for continuous improvement, and facilitate employee involvement.

Prerequisite: ENGL 1102 with a grade of C or better, MGNT 3430, and successful completion of 30 transfer level credit hours.

MGNT 4501 - Entrepreneurship (3)

This course emphasizes entrepreneurial strategy issues of concern to entrepreneurs, business owners, and innovators responsible for new or smaller enterprises, family businesses, or those seeking to strategically transform existing businesses. Topics include the entrepreneurial

personality, recognizing and testing business opportunities, developing the business concept, analyzing risk, and financing the new venture. Students design and present a business plan for a new venture.

Prerequisite: ENGL 1102 with a grade of C or better, FINC 3105, MKTG 3131, and successful completion of 30 transfer level credit hours.

MGNT 4700 - Senior Capstone: Business Policy & Strategy (3)

This course represents the capstone course in business with study and discussion of real organizational situations, including ethical and global issues, the influence of the external environment, and the effect of demographic diversity on organizations. Students will bring together their knowledge, skills, and interests on a community project, collaborating with faculty and community leaders to understand and find solutions for real issues.

Prerequisite: BUSA 3070, BUSA 3131, BUSA 3132, FINC 3131, MGNT 3130, MGNT 3430, and MKTG 3131.

MKTG-Marketing**MKTG 3131 - Principles of Marketing (3)**

This course provides an overview of the field of marketing with emphasis upon the problems of policy determination and marketing management encompassing the areas of product/service development, pricing, physical distribution, and promotion.

Prerequisite: ENGL 1102 with a grade of C or better and successful completion of 30 transfer level credit hours.

MKTG 4136 - International Marketing (3)

This course examines the mechanics of international marketing with particular focus on the influence of culture on the development of marketing strategy. Coverage of marketing topics is comprehensive with a particular focus on current events and their relationship to trade.

Prerequisite: ENGL 1102 with a grade of C or better, MKTG 3131, and successful completion of 30 transfer level credit hours.

MKTG 4890 - Marketing Management (3)

This course emphasizes the marketing planning process, environmental analysis, strategic marketing, and the effective implementation of marketing plans.

Prerequisite: ENGL 1102 with a grade of C or better, MKTG 3131, and successful completion of 30 transfer level credit hours.

MMGT Marketing Management

MMGT 2110 - Principles of Marketing (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

Corequisite: ENGL 0097.

MMGT 2120 - Retail Merchandising (non-transfer) (3)

This course provides detailed analysis of the methods and techniques utilized in merchandising at the retail level.

Prerequisite: None. Corequisite: ENGL 0989.

MMGT 2130 - Small Business Management (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

Corequisite: BUSA 2106, MMGT 2140.

MMGT 2140 - Management and Supervision (non-transfer) (3)

This course examines the fundamentals of management principles and techniques and their application to specific areas.

Prerequisite: None. Corequisite: ENGL 0989.

MMGT 2150 - Creative Selling (non-transfer) (3)

This course is an extensive analysis of the methods, alternatives, practices, and techniques employed in selling commodities in the American economy.

Prerequisite: None. Corequisite: ENGL 0989.

MMGT 2160 - Consumer Behavior (non-transfer) (3)

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.

Prerequisite: MMGT 2110 or permission of instructor.

MMGT 2170 - Customer Service (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

MMGT 2180 - Personal Finance (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

MMGT 2210 - Business Finance (non-transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085.

MMGT 2230 - Ethics in Business (non-transfer) (3)

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.

Prerequisite: This course is to be taken in student's last semester of course work.

MMGT 2250 - Marketing/Management Practicum (non-transfer) (3)

This course combines academic study with work experience in a business, industry, and/or governmental agency.

Prerequisite: Completion of at least 30 semester hours of business courses and permission of instructor.

MUSC - Music

MUSC 1100 - Music Appreciation (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

1000-level - Foreign Language (3)

- ACCT courses
- and
- and
- and
- and
- Any science with lab listed in DII courses (4)
- Any science without lab listed in DII courses (3)
- BUSA courses
- BUSN courses
- Carryover from Area A (0-1)
- Carryover from Area A2 (1)
- Carryover from Area DII (1)
- COMS courses
- CSCI courses
- Demonstrated Computer Proficiency through CSCI 1000 or a passing score on the challenge exam for either course
- ECCE courses (6)
- Foreign Language 2001 - 2002 (3)
- Higher Level Mathematics (3-4)
- Humanities/Fine Arts/Literature (area C) (3)
- MGMT courses
- or
- Possible carry over from area DI (0-2)

PHED 11xx - (1)

- Science/Mathematics (area D) (3-4)

- **Select ONE ELECTIVE COURSE with Electronics Advisor approval (3)**

- **Social Science/Business (area E) (3)**

- **Two lower division courses in one area of concentration and one lower division course in the second area of concentration listed in the areas of certification (9-11)**

NAST Nurse's Assistant

NAST 1100 - Nurse Aide Fundamentals (non-transfer) (6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Prerequisite: Exit or exempt from ENGL 0989.

NURS - Nursing

NURS 1010 - Foundation of Nursing Practice (non-transfer) (8)

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.

Prerequisite: Acceptance to A.D.N. Program - admission is competitive.

NURS 1020 - Adult Health Nursing Concepts I (non-transfer) (8)

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.

Prerequisite: NURS 1010.

NURS 1025 - Mental Health Nursing Concepts (non-transfer) (3)

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.

Prerequisite: NURS 1020.

NURS 2010 - LPN-ADN Role Transition (non-transfer) (4)

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.

Prerequisite: All core classes and acceptance into the LPN-ADN Advanced Placement Track.

NURS 2030 - Adult Health Nursing Concepts II (non-transfer) (8)

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.

Prerequisite: NURS 1020 and NURS 1025. Corequisite: NURS 2040.

NURS 2030B - Adult Health Nursing Concepts II (non-transfer) (8)

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.

Prerequisite: NURS 2010. Corequisite: NURS 2040B.

NURS 2040 - Parent-Child Nursing Concepts (non-transfer) (4)

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.

Prerequisite: NURS 1020 and NURS 1025. Corequisite: NURS 2030.

NURS 2040B - Parent-Child Nursing Concepts (non-transfer) (4)

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.

Prerequisite: NURS 2010. Corequisite: NURS 2030B.

NURS 2050 - Advanced Nursing Concepts (non-transfer) (8)

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.

Prerequisite: NURS 2030 and NURS 2040.

NURS 2050B - Advanced Nursing Concepts (non-transfer) (8)

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.

Prerequisite: NURS 2030 and NURS 2040.

PHED - Physical Education

PHED 1020 - Safety and First Aid (transfer) (2)

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. Students with certification from the 30-hour Standardized American Red Cross First Aid Course may be able to receive credit for this course and should see the Registrar.

Prerequisite: Exit or Exempt from ENGL 0989.

PHED 1101 - Walking/Jogging for Fitness (transfer) (1)

This course entails participation in the fundamental techniques, motor skills and knowledge acquisition appropriate for walkers and joggers to improve cardiovascular health, control weight, and reduce stress. The course includes information about nutritional needs, fluid balances and safety concerns for long-term participation.

Prerequisite: None.

PHED 1102 - Aerobic Dancing (transfer) (1)

This course seeks to achieve dynamic fitness and health through the medium of music and movement. Previous dance experience is not a Prerequisite.

Prerequisite: None.

PHED 1103 - Softball (transfer) (1)

This course is a team activity course designed to improve skills and techniques necessary to enjoy recreational softball.

Prerequisite: None.

PHED 1104 - Volleyball (transfer) (1)

This course is an activity course designed to provide proper knowledge and skills necessary to enjoy recreational volleyball.

Prerequisite: None.

PHED 1106 - Golf (transfer) (1)

This course introduces the techniques of golf with attention to equipment selection, skills, terminology, and golf courtesy. A small greens fee is charged.

Prerequisite: None.

PHED 1109 - Racquetball (transfer) (1)

This course is an activity course designed to introduce the basic skills, strategy, and rules for recreational and competitive play.

Prerequisite: None.

PHED 1110 - Weight Training (transfer) (1)

This course is a progressive training program to achieve a desirable body composition, skeletal and cardiac muscle strength and endurance including methods of assessing, evaluating, designing, and engaging in a personalized program.

Prerequisite: None.

PHED 1111 - Soccer (transfer) (1)

This course covers the development and analysis of the fundamental skills of soccer, stressing knowledge of rules and game strategies.

Prerequisite: None.

PHED 1112 - Swimming (transfer) (1)

This course features the skills of the basic strokes of swimming as well as correct breathing techniques, survival, floating, and water safety.

Prerequisite: None.

PHED 1113 - Tae Kwon Do (transfer) (1)

This course introduces the student to the Korean martial art known as Tae Kwon Do, including World Tae Kwon Do Federation rules, regulations, guidelines, terminology, and history. Students explore Taegeuk forms, one-step sparring, free sparring, stances, kicks, punches, blocks, exercise techniques and philosophy.

Prerequisite: None.

PHED 1115 - Modern Dance (transfer) (1)

This course introduces the fundamentals of movement and rhythm, creative use of technique, improvisation, and composition in-group work.

Prerequisite: None.

PHED 1116 - Folk, Square, and Social Dance (transfer) (1)

This course introduces the techniques and methods of folk, square, line, and social dance. Featured topics include dance terminology, selection, skills, and presentation of various dances.

Prerequisite: None.

PHED 1117 - Fitness (transfer) (1)

This course is a broad and practical approach to fitness emphasizing the understanding of the many aspects of

fitness and its necessity as an integral part of everyone's lifestyle. The course focuses on the health-related physical qualities of strength, flexibility, body composition, and cardio-respiratory endurance and includes material on managing stress, nutrition, and programs for special needs such as hypertension, diabetes, pregnancy and orthopedic problems.

Prerequisite: None.

PHED 1118 - Personal Weight Management (transfer) (1)

This course applies scientific principles of sound nutrition and physical activity for weight management and achieving acceptable body composition. Included topics are behavior modification in diet, nutritional requirements and activity routines. The class requires personal recording of caloric consumption/expenditure and activity routines. (Content is appropriate for either weight gain or weight loss.)

Prerequisite: None.

PHED 1119 - Yoga (transfer) (1)

This course introduces the student to a form of health and well-being originating in India called Yoga. Students will learn the fundamentals of Yoga postures and sequences in which they can be combined for strength, flexibility, and stress release. In addition to the practice of the poses, instruction will include history, philosophy, and terminology.

Prerequisite: None.

PHED 1120 - Bowling (transfer) (1)

A comprehensive study of the history, basic techniques, and skills of bowling, designed for the beginning bowler. The study includes grip, stance, approach, release, targeting, follow through, scoring, playing courtesies, and the principle of making spares.

Prerequisite: None.

PHED 1121 - Bowling II (transfer) (1)

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.

Prerequisite: PHED 1120.

PHED 1122 - Tennis (transfer) (1)

This course introduces the fundamental skills, rules, and techniques of tennis.

Prerequisite: None.

PHED 1123 - Tennis II (transfer) (1)

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.

Prerequisite: PHED 1122 or permission of instructor.

PHED 1124 - Pilates (transfer) (1)

This course introduces the student to a form of exercise developed by Joseph Pilates. Pilates emphasizes the balanced development of the body through core strength, flexibility, and awareness in order to support efficient, graceful movement. It is performed on a mat and can be done by people of all ages and fitness levels. Students will learn fundamental techniques, terminology, and application of each move performed.

Prerequisite: None.

PHED 1201 - Outdoor Recreational Pursuits (transfer) (1)

This course requires participation in developing appreciation, fundamental skills, knowledge and techniques in outdoor recreational activities. Units may include but are not limited to camping, hiking, backpacking, orienteering, and canoeing. The course requires weekend trips, off-campus field experiences, and fees covering associated personal expenses.

Prerequisite: None.

PHED 1202 - Recreational Games (transfer) (1)

This course introduces various games or recreational activities of an individual or group nature. Emphasis is on participation, origins, terminology, rules, and variations and includes activities not offered elsewhere in the curriculum.

Prerequisite: None.

PHED 1203 - Kayaking (transfer) (1)

This activity course involves learning basic kayak skills, water safety, and trip planning. The majority of this activity course involves students paddling the kayaks for fitness and fun. Restrictions: Student must be able to swim and weigh less than 225 pounds.

PHED 2001 - Introduction to Physical Education, Health, and Recreation (transfer) (3)

This course provides opportunities to explore the values, principles, and philosophical bases of physical education, health, and recreation, including various career opportunities. Recommended for concentrations in health, physical education, and recreation only.

Prerequisite: Exit or Exempt from ENGL 0989.

PHIL - Philosophy

PHIL 1000 - Introduction to Philosophy (transfer) (3)

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.

Prerequisite: ENGL 1101 or consent of instructor.

PHSC - Physical Science

PHSC 1011 - Physical Science (transfer) (3)

This course is a survey course of introductory concepts of chemistry and physics.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 1001, MATH 1111 or MATH 1113. Corequisite: PHSC 1011L, if required for concentration.

PHSC 1011L - Physical Science Laboratory (transfer) (1)

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.

Prerequisite: None. Corequisite: PHSC 1011.

PHYS - Physics

PHYS 1111K - Introductory Physics I (transfer) (4)

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.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 1111 or MATH 1113.

PHYS 1112K - Introductory Physics II (transfer) (4)

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.

Prerequisite: PHYS 1111K.

PHYS 2211K - Principles of Physics I (transfer) (4)

The course's objective is to introduce students to the fundamental concepts of physics and their applications in practical settings, and to provide students with the foundation to build upon and apply in the contexts of their future work and study. Using a calculus-based approach, the course will introduce physics and engineering students

to physical quantities, measurements, physics of linear and rotational mechanical motion, work and energy, potential functions, and the physics of oscillatory motion and waves.

Prerequisite: Exit or Exempt from ENGL 0989 as well as MATH 2261.

PHYS 2212K - Principles of Physics II (transfer) (4)

This course is the second half of a two-semester introductory sequence. This half of the sequence is a calculus-based course emphasizing the principles of classical physics, including, but not limited to, electricity, magnetism, and optics.

Prerequisite: PHYS 2211K.

PLGS - Paralegal Studies

PLGS 1010 - Introduction to Law and Ethics (non-transfer) (3)

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.

Prerequisite: ENGL 1101.

PLGS 1030 - Legal Writing (non-transfer) (3)

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)

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)

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)

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)

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)

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.

Prerequisite: PLGS 1010.

PLGS 1120 - Law Office Management (non-transfer) (3)

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.

Prerequisite: PLGS 1010.

PLGS 1150 - Business Organizations (non-transfer) (3)

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.

Prerequisite: PLGS 1010.

PLGS 1160 - Contracts and Commercial Law (non-transfer) (4)

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)

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.

Prerequisite: PLGS 1030 and TECH 1140.

PLGS 1180 - Paralegal O.B.I. (non-transfer) (3)

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.

Prerequisite: All PLGS courses.

PNSG - Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Prerequisite: Program Admission.

PNSG 2030 - Nursing Fundamentals (6)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

Prerequisite: Program Admission.

PNSG 2035 - Nursing Fundamentals Clinical (2)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Prerequisite: Program Admission.

PNSG 2210 - Medical-Surgical Nursing I (4)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2220 - Medical-Surgical Nursing II (4)

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2320 - Medical-Surgical Nursing III (4)

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with

regard to the neurological, sensory, and musculoskeletal systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2240 - Medical-Surgical Nursing IV (4)

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2250 - Maternity Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2255 - Maternity Nursing Clinical (1)

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing

assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission, PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2410 - Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Prerequisite: Program Admission.

PNSG 2415 - Nursing Leadership Clinical (2)

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Prerequisite: Program Admission.

POLS - Political Science**POLS 1101 - American Government (transfer) (3)**

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.

Prerequisite: Exit or Exempt from ENGL 0989.

POLS 2201 - State and Local Government (transfer) (3)

This course examines the organization and functions of the state and its political subdivisions.

Prerequisite: Exit or Exempt from ENGL 0989.

POLS 2301 - Introduction to Comparative Politics (transfer) (3)

This course is an introduction to select political systems around the world.

Prerequisite: Exit or Exempt from ENGL 0989.

PRSP - Perspectives**PRSP 1010 - Perspectives on Human Expression (transfer) (1)**

Perspectives on Human Expression introduces a selected genre as an expression of its culture. It traces the genre's historical and literary development, examines its elements, and analyzes characterizations, stereotypes, moral issues, and themes.

Prerequisite: Exit or exempt from ENGL 0989.

PRSP 1020 - Perspectives on Global Issues (transfer) (2)

Perspectives on Global Issues is an issue-focused course that requires students to consider various viewpoints, analyze historical and/or modern issues, and reflect on what it means to be an informed citizen in an increasingly diverse society. The goal is to help students value different positions, appreciate a global perspective of our world, and think in-depth about social, cultural, historical, scientific, and/or ethical issues. Courses will vary based on the issue,

but each course will examine multiple viewpoints in order to develop a broad understanding of the subject.

Prerequisite: Exit or exempt from ENGL 0989.

PSYC - Psychology**PSYC 1101 - Introduction to General Psychology (transfer) (3)**

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.

Prerequisite: Exit or exempt from ENGL 0989.

PSYC 2101 - Introduction to the Psychology of Adjustment (transfer) (3)

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.

Prerequisite: PSYC 1101.

PSYC 2103 - Introduction to Human Development (transfer) (3)

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.

Prerequisite: PSYC 1101.

READ - Reading**READ 0999 - Paired Reading Support for College English (2)**

Institutional credit only. This course is designed to support a student taking ENGL 1101 with just-in-time assistance in reading. Topics will parallel topics being studied in ENGL 1101 as well as the essential skills needed to be successful in ENGL 1101.

Prerequisite: Placement by COMPASS Reading Score, successful completion of ENGL 0987, or permission of LS Director.

RELG - Religion**RELG 1000 - Introduction to Religion (transfer) (3)**

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.

Prerequisite: ENGL 1101 or consent of instructor.

RSCH - Research

RSCH 1100 - Research and Documentation Methods (transfer) (2)

This two-hour course introduces essential collegiate-level research and documentation methods and standards. Students will engage in current research methods, apply practical research skills, and properly incorporate and document their research into original research projects based upon subject matter arising out of the students' own interests and/or guided by the instructor's area of expertise. The assignments for this course require students to analyze, assess, and compare and contrast information from multiple sources, including print publications, online resources, and firsthand interviews. Students' work will be evaluated according to both the successful incorporation of research and the degree to which it employs proper research methods, practices, and standards.

Prerequisite: Exit or Exempt from ENGL 0989.

RUSS - Russian

RUSS 1001 - Elementary Russian I (transfer) (3)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

RUSS 1002 - Elementary Russian II (transfer) (3)

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.

Prerequisite: RUSS 1001 or equivalent.

RUSS 2001 - Intermediate Russian I (transfer) (3)

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.

Prerequisite: RUSS 1002 or equivalent.

RUSS 2002 - Intermediate Russian II (transfer) (3)

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.

Prerequisite: RUSS 2001 or equivalent.

SEMR - Seminar

SEMR 2500 - Georgia State & Local Government and Constitution (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

SOCI - Sociology

SOCI 1101 - Introductory Sociology (transfer) (3)

This course is a survey of the discipline of sociology. Students will be introduced to the major concepts, theories, research methods, and selected substantive areas in the field of sociology. Students will become acquainted with the sociological perspective used by sociologists to interpret and analyze the social world.

Prerequisite: Exit or Exempt from ENGL 0989.

SOCI 1160 - Introduction to Social Problems (transfer) (3)

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.

Prerequisite: SOCI 1101.

SOCI 2215 - Social Psychology (transfer) (3)

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.

Prerequisite: SOCI 1101.

SOCI 2220 - Introduction to Social Welfare (transfer) (3)

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.

Prerequisite: SOCI 1101.

SOCI 2293 - Introduction to Marriage and the Family (transfer) (3)

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.

Prerequisite: SOCI 1101.

SPAN - Spanish

SPAN 1001 - Elementary Spanish I (transfer) (3)

This course introduces listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking people.

Prerequisite: Exit or Exempt from ENGL 0989.

SPAN 1002 - Elementary Spanish II (transfer) (3)

This course involves continued listening, speaking, reading and writing Spanish with further study of the culture of Spanish-speaking people.

Prerequisite: SPAN 1001 or equivalent.

SPAN 2001 - Intermediate Spanish I (transfer) (3)

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.

Prerequisite: SPAN 1002.

SPAN 2002 - Intermediate Spanish II (transfer) (3)

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.

Prerequisite: SPAN 2001.

STAB - Study Abroad

STAB 2003 - Study Abroad (transfer) (3)

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.

Prerequisite: Exit or exempt from ENGL 0989.

TECH - Technical Studies

TECH 0085 - Vocational MATH (non-transfer) (4)

Institutional Credit Only A study of fundamental mathematical principles, this course includes operations with whole numbers, common fractions, decimal fractions, percentages, averages, signed numbers, and applied problems.

Students have two attempts to pass Vocational Math (TECH 0085). A grade of IP counts as one attempt; however, a grade of WF or U counts as two attempts. Students who do not pass TECH 0085 within two attempts will be suspended from BC for one semester without appeal.

Prerequisite: None.

TECH 0085A - Accelerated Vocational Math PILOT COURSE (2)

Accelerated Vocational Math (TECH 0085A) is a 2-hour noncredit course designed to provide motivated students the opportunity to progress through both TECH 0085 and TECH 1110 (Business Math) OR TECH 1120 (Technical Math) in a single semester. Students must be enrolled in both TECH 0085 and TECH 1110 OR TECH 0085 and TECH 1120. Accelerated Vocational Math should be viewed as supplemental, just-in-time support to help students succeed in TECH 1110 or TECH 1120. It differs from a regular TECH 0085 class in several ways: 1) The class is coupled with a credit course and immediately follows it on the schedule, and students will be completing all the assignments of the TECH 1110 or TECH 1120 class; 2) The course is structured to meet the math needs of individual students; and 3) Students will not be required to take the COMPASS basic math exit exam to receive credit

for TECH 0085A. Students eligible for TECH 0085A must have a minimum score of 27 on the COMPASS basic math. Exceptions to these requirements must be approved by the Director of Learning Support.

TECH 1110 - Business Mathematics (non-transfer) (4)

This course reviews mathematical operations followed by an introduction to algebraic equations and variables, and fundamental statistics, and general math applications.

Prerequisite: Exit or Exempt from ENGL 0989 and TECH 0085. Corequisite: ENGL 0989.

TECH 1120 - Technical Math (non-transfer) (4)

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.

Prerequisite: Exit or exempt from ENGL 0989 and TECH 0085. Corequisite: ENGL 0989.

TECH 1130 - Algebra/Trigonometry (non-transfer) (3)

This course includes principles of basic algebra, applications of algebra to geometric figures, and an introduction to principles of basic trigonometry.

Prerequisite: TECH 1110 or TECH 1120 or permission of instructor.

TECH 1140 - Communication Skills (non-transfer) (3)

This course develops the effective use of oral and written communication skills for persons in career, occupational, or technical programs.

Prerequisite: Exit or Exempt from ENGL 0989.

TECH 1150 - Human Relations (non-transfer) (3)

This course emphasizes the factors which influence the interaction between and among human beings within an occupation.

Prerequisite: None. Corequisite: ENGL 0989.

TECH 1160 - Technology Internship I (non-transfer) (5)

This course provides work experience in the work environment. Topics include applications of knowledge and skill, employability skills, problem solving, adapting to the job, progressing productivity and acceptable job performance.

Prerequisite: None.

THEA - Theater Appreciation

THEA 1100 - Theatre Appreciation (transfer) (3)

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.

Prerequisite: Exit or exempt from ENGL 0989.

WELL - Wellness

WELL 1001 - Contemporary Health Issues (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 1002 - Lifestyle Wellness (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 1003 - Family Wellness (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 1004 - Psychosocial Wellness (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 1005 - Physical Wellness (transfer) (1)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

WELL 2000 - Comprehensive Wellness (transfer) (2)

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.

Prerequisite: Exit or Exempt from ENGL 0989.

WRSC - Reading, Writing, and Speaking Across the Curriculum

WRSC 2001 - Reading, Writing, and Speaking Across the Curriculum (transfer) (3)

A theme-based course, Communicating Across the Curriculum emphasizes reading, writing, and speaking using written and oral forms of communication that are relevant to different disciplines. Focusing on the essentials of argumentation, this course allows students to share their thoughts on a particular theme in both oral and written forms. It includes instruction on analyzing arguments, comparing persuasive techniques, and synthesizing arguments. Additionally, students will learn how to research and construct a thesis to develop an organized essay and oral presentation.

Prerequisite: ENGL 1101.

FEES & EXPENSES

Bainbridge State 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 State 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 Business Office.

Fees

Student Activity Fee

Each student taking 5 or more credit hours of regular or institutional credit will be charged a Student Activity Fee of \$43. Students taking 1 to 4 hours will pay an Activity Fee of \$21.50. 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 5 or more credit hours of regular or institutional credit will be charged a Technology Fee of \$35; students taking 1 to 4 hours will pay a Technology Fee of \$17.50. The Technology Fee provides the students full access to computers, computer supplies, and computer assistance from Technical Support personnel. All students are provided a BSC 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 will be charged a Student Life Building Fee of \$225.00 per semester. This fee is used to help fund the Student Wellness Center.

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 Barnes and Noble 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, staff offices 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://swc.bainbridge.edu/>. 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.

Parking Fee and Regulations

Each student will be charged a parking fee of \$20 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 taking 5 or more hours is charged an institution fee of \$200.00 per semester. Students taking fewer than 5 hours are charged an institution fee of \$100. This fee is mandated by the Board of Regents and is used to help defray budget cuts.

Fuel Surcharge

Students enrolled in the Commercial Truck Driving Program are required to pay a fuel surcharge. Effective fall semester 2012, this fee is \$130.00.

Graduation Ceremony Fee

There is no fee to apply for graduation, but students who would like to receive a Bainbridge State College diploma and diploma cover must pay a fee of \$30 to cover the cost of diploma, diploma cover, and other processing costs. There is a \$15 charge for each additional diploma and cover. Diplomas are printed once a year after the commencement ceremony. Therefore, the fee is due by May 1 each year.

Those who choose not to pay the diploma and diploma cover fee of \$30 fee will receive an official transcript bearing the conferred date and a letter from the Registrar documenting program completion.

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.

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.

Resident Tuition

Effective fall semester 2014, the in-state resident tuition rate is \$88.67 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.

Tuition and fee rates are show here.

Definition of a Legal Resident

Bainbridge State College adheres to the policies of the Board of Regents of the University System of Georgia regarding residency and the definition of a legal resident.

For more information concerning residency and residency waivers, please see the University System of Georgia policy manual at <http://www.usg.edu/policymanual/section4/C329>.

Any student who changes his or her residency to an address out of the state of Georgia will remain in-state for tuition purposes for one calendar year as long as the student remains continuously enrolled. After one calendar year, the student will be coded as out-of-state for tuition purposes.

Non-Resident Tuition

Effective fall semester 2012, the non-resident tuition rate is \$335.60 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.)

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.

Textbooks and Supplies

The Bainbridge State College Bookstore, operated by Barnes and Noble in the Student Wellness Center in Bainbridge and in the main building at BSCEC, 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. Books can also be rented from the bookstore.

FINANCIAL AID

The Bainbridge State College (BSC) 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.

Determination of Financial Aid

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:

- Full-time: Must maintain a minimum of 12 or more semester hours of credit required in the student's primary program of study.
- Three-quarter-time: Must maintain a minimum of 9-11 semester hours of credit required in the student's primary program of study.
- 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: The policy of the Bainbridge College Financial Aid department is to award financial aid based on a student's primary major. Therefore, 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.

However, in certain situations, a student will be allowed dual majors. When a student has completed at least 50% of his or her primary major, the student's overall GPA is 2.5, and the student is progressing within a related field, dual majors will be allowed. The following is a list of dual major combinations. In other words, a student will be allowed dual majors in only the following combinations:

- Practical Nursing (PN) and Associate of Science in Nursing (ADN)
- Associate of Science in Nursing (ADN) and Associate of Arts Transfer to BSN
- Phlebotomy or Nurse Aid (NA) and Practical Nursing (PN)
- Industrial Maintenance and Electronics Technology (Diplomas or Associate of Applied Science Degrees)

- Associate of Arts Early Childhood Education and Diploma or Associate of Applied Science in Early Childhood Care and Education
- Medical Administrative Technology and Medical Assisting (Diploma or Associate of Applied Science Degree)
- Any Associate of Applied Science Degree and the corresponding diploma
- The Associate of Applied Science and the Associate of Arts

Financial Aid Award Letter

A student awarded any financial aid will be emailed an award letter from Bainbridge State College informing him or her of the fund type(s) and amount(s) that he or she has been awarded. These letters are typically emailed 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 as soon as his or her application is processed.

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 or concentration**. Any classes that are taken outside of the primary major or concentration 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 or concentration. A student will be financially responsible for classes attempted that are not under the primary major or concentration.

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 State 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 State College's deadlines so that financial aid can be processed completely before classes begin.

Federal Student Loans and Grants

In addition to submitting the FAFSA, students who want to apply for a Federal Direct Student Loan at Bainbridge State College must complete and submit a Bainbridge State 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 BSC 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 four weeks; therefore, it is imperative that documentation is submitted before Bainbridge State 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 State College (BSC) 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. BSC 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 BSC, please contact the Office of Financial Aid.

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. Verification forms can be found on the Financial Aid page at www.bainbridge.edu.

The OFA will contact the student if a Bainbridge State 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.

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 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: www.gacollege411.org.

How to Apply for Local Private Scholarships

Thanks to the generosity of individuals, families, and foundations, each year Bainbridge State College (BSC) 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 State College Scholarship Application and the scholarship brochure, which lists all available scholarships typically available to students, are accessible on the BSC website and in the OFA during the months of February and March each year. Completed applications must be submitted to the OFA by March 15.

In addition to the Bainbridge State 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 State 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 State College. Scholarship recipients will be invited to the annual Bainbridge State 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.

Vocational Rehabilitation

Effective July 1, 2012, the Georgia Department of Labor, Vocational Rehabilitation Services, will pay its sponsored students directly for all post-secondary expenses. After submission of required documents by the student to the Georgia Department of Labor, Vocational Rehabilitation Services, the student will be issued a check to provide financial assistance for his or her educational expenses. Any amount not covered through Vocational Rehabilitation assistance will be the responsibility of the student. It is the student's responsibility to submit required documents to his or her VR Counselor at least 45 days prior to the institution's payment deadline.

Satisfactory Academic Progress (SAP) Policy

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

I. QUALITATIVE – Grade Point Average (GPA) REQUIREMENTS: Students must maintain a cumulative GPA in accordance with the below table based on cumulative attempted hours. Cumulative semester hours are defined as all credit hours, including learning support and transfer hours.

1-12 GPA hours – 1.5 cumulative GPA

13-27 GPA hours – 1.8 cumulative GPA

28+ GPA hours – 2.0 cumulative GPA

II. QUANTITATIVE - REQUIREMENTS FOR HOURS COMPLETED

a. COMPLETION RATE: The financial aid recipient must satisfactorily complete at least 67% of their 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, I, 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:

Associate Degree Students

- Maximum time frame (maximum attempted credit hours) – You must earn your degree before reaching 134 attempted credit hours, which includes transferable credits attempted at any school prior to and while enrolled at Bainbridge State College. Students who are seeking a second associate degree different from the first degree may be granted additional hours up to 175 to complete the second degree requirements.
- Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid.

Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program (which may be less than 134 hours).

Students Seeking Second Associate Degree

- If you wish to seek a second associate degree, you can only be awarded aid up to 175 cumulative attempted hours.

Associate Degree students who exceed 175 cumulative attempted hours will not be allowed to receive financial aid or appeal their status.

- If you wish to seek a second degree or seeking a degree after earning a certificate, the cumulative hours for completion of the initial program completed will be added to the cumulative hours of the second program plus 50% of the total to establish the maximum timeframe for the second award.
- It must be mathematically possible to earn the second degree before reaching the 175 attempted hour cap.

Certificate Students

- Maximum time frame (maximum attempted credit hours) – You must earn your certificate before reaching 105 attempted credit hours (except for LPN students who may attempt 120 credit hours), which includes transferrable credits attempted at any school prior to and while enrolled at Bainbridge State College or 150% of the required number of hours for your program (whichever comes first). Students who are seeking a second certificate different from the first certificate may be granted additional hours to complete the second certificate requirements.
- Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid.

Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program.

Students Seeking Second Certificate

- If you wish to seek a second certificate, the cumulative hours for completion of the initial program completed will be added to the cumulative hours of the second certificate plus 50% of the total to establish the maximum timeframe for the second certificate.
- It must be mathematically possible to earn the second certificate before reaching the attempted hour cap.
- An exception will be made for LPN students who may attempt 175 credit hours.

Technical Certificate of Credit (Mini-Certificate) Students

- These programs will be evaluated on a case-by-case basis. To determine eligibility, multiply the number of credit hours required for your program of study by 150% to determine the number of attempted credit hours allowable.

NOTE: Students who already have a Bachelor's degree and are now seeking an Associate degree are bound by the 175

attempted hour cap for associate degrees. All hours attempted at Bainbridge State College and all other colleges attended count in the maximum timeframe calculation. The same is true for students who have already earned an Associate degree and are now seeking a Certificate. Those students are bound by the 120 attempted hour cap for a certificate. All hours attempted at Bainbridge State College and all other colleges attended count in the maximum timeframe calculation. The only exceptions are LPN and Radiologic Technology, which have an attempted hour cap of 175.

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 and time frame.

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 warning for one semester. Students on warning will be reviewed at the end of the enrolled semester. 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 warning. If the cumulative GPA and percentage of completion are not within the mandated requirements, the student will go on suspension.

Students who do not meet these SAP standards after being on financial aid warning 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. Documentation of mitigating circumstances is also required. The Financial Aid Appeal Committee's decision is final, and the student will be notified in writing of the decision. Once an appeal is denied, the student must pay for and pass 6 credit hours in order to be eligible to submit another appeal.

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 State College, The Department of Education, and/or the State of Georgia. If this occurs, the student may become ineligible for future financial aid.

Dropping classes: Anytime a student drops 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.

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 State 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.

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 State 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 State College students who are using CH. 31 benefits must go through the Tifton, Georgia, VA office. Bainbridge State 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.

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
- VRAP

For more information concerning Veterans Administration Programs at BSC, please contact the Office of Admissions.

GRADUATION

Students who plan to graduate from Bainbridge State 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 State College. The graduation average is calculated on all courses taken at Bainbridge State 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 Office of the Registrar 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 BSC courses used toward graduation must equal at least a 2.0 in addition to the 2.0 requirement for courses taken at Bainbridge State 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 State 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 and either HIST 2111 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 Dean of the School of Arts and Sciences to arrange for tutoring sessions and to schedule a Georgia history examination. Once the seminar and test have been passed, the Registrar will post to the student's record the completion of the U.S. and Georgia History

requirement. For further information, students should contact the Office of the Registrar or the Dean of the School of Arts and Sciences.

3. A **minimum of 25 percent** of the credit hours required for a degree must be earned at Bainbridge State.
4. Students must meet all financial obligations to the College before graduation, or the diploma and transcript will be withheld.

Honor Graduate Requirements

In order to be eligible to graduate with honors from Bainbridge State College, the following two requirements must be met:

1. The minimum residency requirement: The minimum residency requirement for a degree at Bainbridge State 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. GPA: The cumulative grade point average must be 3.5 or higher. The grade point average for honors will be determined by adding the points and hours from all accepted transfer work to the points and hours earned at Bainbridge State College.

INFORMATION DIRECTORY

Main Campus

Academic Advising	229-248-2504	Online Learning & Teaching Excellence	229-243-6427
Academic Affairs	229-248-2515	Public Safety	229-726-9371
Admissions	229-248-2504	School of Arts & Sciences	229-248-2560
Advancement	229-243-6436	School of Health Sciences & Professional Studies	229-248-2530
Barnes & Noble Bookstore	229-248-2526	Student Activities	229-248-3946
Business Affairs	229-248-2611	Student Affairs	229-243-5312
Clubs and Organizations	229-248-3946	Student Wellness Center	229-248-3950
College Relations	229-248-2596	Student Success and Retention Center	229-248-2504
Continuing Education	229-248-2516	Testing, Counseling, and Disability Services	229-248-2579
Financial Aid	229-248-2504		
Georgia Southwestern University Coordinator	229-248-2503	Bainbridge State College Early County Center	
Institutional Effectiveness	229-243-6450	Admissions & Records	229-724-2483
Kirbo Regional Center	229-243-6434	Barnes & Noble Bookstore	229-724-7111
Learning Support	229-248-2581	Business Office	229-724-2118
Library	229-248-2590	Faculty Offices	229-724-2100
Maintenance and Physical Plant	229-248-2558	Financial Aid Office	229-724-2104 229-724-2146
Office of Information & Instructional Technology	229-248-3903	Library	229-724-2220
Office of the President	229-248-2510	Security	229-726-7958 229-724-2488
Office of the Registrar	229-248-2503	Academic Success Center	229-724-2104

LIBRARY SERVICES

The Bainbridge State College Library, with locations in Cypress Hall on the main campus and at Bainbridge State College Early County Center, 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 45,300 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 90 periodical titles in print. Non-print media like videotapes, in both VHS and DVD format, as well as compact discs, are also available. The Library also provides access to 7,000 streaming videos (77,000 segments) through Films on Demand, a GALILEO database. 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 two computer labs complete with Windows-based computers with Microsoft Office and Internet capability and laser printers. Additional computers are available in the public area of the Library for word processing and research. The Bainbridge State College Early County Center Library has 47 computer workstations complete with Microsoft Office and Internet capability.

Electronic Resources

Twenty-seven 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. In addition, Online Live Chat with a Librarian is offered for reference questions.

Other facilities and equipment available to library patrons include a photocopier, a flip camera, an LCD projector, 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.

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 3-5 working days.

Hours of Operation

Professional librarians staff the Library during all hours of operation. When classes are in session, the Bainbridge campus Library is open from 7 a.m.–9 p.m. each Monday through Thursday; 7 a.m.–noon on Friday, and 10 a.m.–2 p.m. on Saturday. The Bainbridge State College Early County Center 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.–noon on Friday. Hours at the Bainbridge State College Early County Center Library vary between semesters. Summer hours may vary and are posted in the libraries.

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 State 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 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>.

Special Collections

The Library collection includes the archives of the papers of prominent local individuals. Included are the papers of 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.

NONCREDIT PROGRAMS

Adult Education

The Adult Education Program at Bainbridge State College is designed for those individuals who need assistance with basic academic skills. Classes are available at no charge to adults and are held in Decatur, Early, Miller, and Seminole Counties.

Services include the following:

- Assessment of present skills
- Instruction in basic academic skills
- GED® preparation and practice testing
- Computerized instruction
- Transition Specialist

Testing

The General Education Development Test (GED®) is offered as an alternative to a high school diploma. The GED® test is made up of five batteries, including language arts writing, language arts reading, social studies, science, and mathematics. The complete battery of tests costs \$160, and each test is \$32, if taken separately. Scholarships are available for testing.

GED® testing is available through the College Testing Center only. (No GED® testing is done at Adult Education.) Contact the Bainbridge State College Testing Coordinator for assistance.

Registration

Orientation is available monthly.

Current, valid, government-issued photo I.D. will be required for registration into orientation and to take the GED® test. Acceptable IDs include a driver's license from any state, a learner's permit, a Georgia ID, a passport, or military ID. Sixteen- and seventeen-year-olds must present their official withdrawal form from high school in order to register for orientation, along with a valid, state-issued photo ID and parental permission (signature). More information is available at 229-248-2517.

Facilities

Located at 315 S. Boulevard Street in an off-campus location accessible to downtown, the Adult Education program is housed in a modern and well-equipped center.

Continuing Education and Public Service

The Department 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 department 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 department include the following:

- 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 State College in community activities.
- Supporting senior institutions in bringing upper level and graduate degree programs and/or other courses to the Bainbridge State College campus.

Registration

Normally, Continuing Education courses have open enrollment and no prerequisites. Students may preregister, but until fees are paid, there is no guarantee of a space in class. Information and current class schedules are available from the department at 229-248-2518.

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 department 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.

PERSONNEL

Bainbridge State 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.

Foundation Executive Committee

Chair – Charles Bowles, Jr.
1st Vice Chair – Bill Burke
2nd Vice Chair – Jeff Findley
Treasurer – Shawn McGee
Secretary – Richard Carvajal

Board of Regents of the University System of Georgia

D. Dean Alford, P.E.
Conyers, Fourth District

Kenneth R. Bernard, Jr.
Douglasville, Thirteenth District

Lori Durden
Statesboro, Twelfth District

Larry R. Ellis
Atlanta, Fifth District

Rutledge A. (Rusty) Griffin Jr.
Valdosta, Eighth District

George Hooks
Americus, At-Large

C. Thomas Hopkins, Jr., MD
Griffin, Third District

Donald M. Leebern, Jr.
McDonough, At-Large

William “Dink” H. NeSmith, Jr. (Chair)
Athens, At-Large

Doreen Stiles Poitevint
Bainbridge, Second District

Neil L. Pruitt, Jr.
Norcross, Eleventh District

Scott Smith
Ringgold, Fourteenth District

Kessel Stelling, Jr.

Columbus, Sixth District

Benjamin “Ben” J. Tarbutton, III
Sandersville, Tenth District

Richard L. Tucker
Duluth, Seventh District

Thomas Rogers Wade
Atlanta, At-Large

Larry Walker
Perry, At-Large

Don L. Waters
Savannah, First District

Philip A. Wilheit, Sr. (Vice Chair)
Gainesville, Ninth District

Hank M. Huckaby Chancellor
University System of Georgia

Board of Trustees

2013 Term	2014 Term	2015 Term
Dr. April Aldridge	Betty Carter	Hal Brannen
Charles Bowles, Jr.	Dr. Bob Coker	Mary Gant
Winston Brock, Sr.	Tom Conger	Sherry Hutchins
Bill Burke	Jeff Findley	Wheat Kirbo
Rev. Harold Burrell	Marlene Free	Shawn McGee
Luther Conyers, Jr.	Ralph Jones	Dr. Edward Mobley
Harold Copping	Charles Kirbo, Jr.	Steve Singletary
Dean Free	Ted Mauldin	Tommy Wheeler
Erwin Harrell	Melvin Nussbaum, III	
Cass Kirbo	Dewey Robinson	
Don Kirksey	Wayne Sirmons	
Dr. Jack Leverett, Sr.	Ralph Smith	

Rev. Paul
Medley

Dr. Marvin
Thomas

Dan Ponder

Terry Toole

Dr. Fred
Rayfield

Charles Rozier

Tim Smith

Ex-Officio: Ronnie Burke

Full-Time Faculty

Adams, Carol S. Professor of English; B.S., M.S., Troy State University; Ph.D., Florida State University

Avery, Charles. Instructor of Paramedic/Emergency Medical Technician Program; Certificate EMT, Bainbridge College, 2003

Bell, Claude. Assistant Professor of Electronics Technology; B.F.A., Valdosta State University; A.A.S., Wallace College

Bickley, John. Assistant Professor of English and Humanities; M.A. English, The University of North Carolina; Ph.D. Florida State University

Browers, Patricia. Assistant Professor of Licensed Practical Nursing; A.S.N., Darton College

Byrd, David. Professor of Mathematics; B.S., Troy State University; M.S., University of South Carolina; Ed.D., Auburn University

Campbell, Deborah. Instructor of Business Administrative Technology

Carr, Rodney. Vice President for Student Affairs; B.S., University of West Georgia; M.P.A., Valdosta State University; Ed.S., Georgia Southern University

Coston, Elwanda. Associate Professor of Mathematics; B.S., Hampton University; M.Ed., Georgia State University

Cunningham, Adele. Associate 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

Dowd-Arrow, Emily. Associate Professor of English; A.A., Indian River State College, B.A., University of Florida; M.A., Florida State University, Ph.D, Florida State University

Dueno, Eric. Associate Professor of Chemistry; A.A., Tallahassee Community College; B.A., Florida State University; Ph.D., University of South Florida

Elkins, Owen. Instructor of Electrical/Electronics Technology; A.A.S., Bainbridge College

Gingo, Mary. Instructor of Nursing; M.S., Nursing, University of Phoenix; B.S. Nursing, University of Akron

Gomez, Juan. Associate Professor of Physics and Math; M.S., Physics, University of Kansas; Ph.D., University of Kansas

Green, Wanda. Assistant Professor of Licensed Practical Nursing; A.S., Darton College

Hall, Janice. Assistant Professor of Nursing; L.P.N., Southwest Georgia Technical College; A.D.N., Darton College; B.S.N., Thomas University; M.S.N., Thomas University

Harper, Jennifer. Associate Professor of Biology; A.S., Bainbridge College; B.S., University of Georgia; M.S., Georgia Southern University; Ph.D., University of Florida

Harrell, Jessica. Instructor of Business; AA Business Administration, Bainbridge College; BSBA; Troy University; MBA, Troy University;

Harrell, Melissa. Interim Dean of the School of Arts and Sciences and Assistant Professor of Criminal Justice; B.S., M.S., Albany State University

Harrison, Sherry. Instructor of Medical Assisting; A.A.S., Southwest Georgia Technical College

Hinson, Tammy. Assistant Professor Reading; A.A., B.S., M.S., Florida State University; M.Ed., Florida A & M University

Horne, Frederick. Temporary Instructor of Commercial Truck Driving; B.S., Criminal Justice, University of Georgia, 1976

Hougland, Steven. Assistant Professor of Criminal Justice; B.A., University of Central Florida; M.A., University of Central Florida; Ph.D., University of Central Florida

Jennings, Lisa. Assistant Professor of Reading & English; B.A., Florida International University; M.A., Florida State University;

Joiner, Misty. Assistant Professor of Computer Science; A.A.S., Darton College; B.S., Georgia Southwestern University; M.S., Georgia Southwestern University

Ketterer, Kathleen. Dean of the School of Health Sciences and Professional Studies and Assistant Professor of Business; B.A., Eckerd College; M.B.A., Argosy University

Kirkland, Michael. Associate Professor of History; B.A., University of Georgia; M.A., Valdosta State University; Ph.D., Florida State University

LaFace, Betty. Professor of English; B.A., M.A., Ph.D., Florida State University

Leggett, Carol. Associate Professor of Biology; B.S., Valdosta State University; M.S., Ph.D., Florida State University

Lord, Patti. Associate Professor of Mathematics; A.A., Bainbridge Junior College; B.S., Georgia Southwestern; M.S., Troy State University at Dothan

Lunt, Roger. Assistant Professor of Economics and Business; B.S., M.B.A., Brigham Young University

Matthews, Richard (Tony). Instructor of Allied Health; B.S., Augusta State University; M.S., Georgia College & State University

McLendon, Shelia. Assistant Professor of Technical Mathematics; B.S., Troy State University

Miley, Jenna. Professor of Computer Science; A.S., Mohegan Community College; B.S., Southern Illinois University at Carbondale; M.A., Webster University; Ph.D., Capella University

Montgomery, Everett. Instructor of Accounting; A.A., Business, Miami-Dade; Master's, Saint Thomas University; B.S., Florida A&M University;

Nelson, Dave. Associate Professor of History; A.A., Florida Community College of Jacksonville; B.A., University of North Florida; M.A., Ph.D., Florida State University

Newberry, Sherri. Instructor of Reading and English; B.S., English Education, Albany State College; M.Ed., Albany State College

Parker, Denise. Assistant Professor of Administrative Business Technology; B.B.A., Valdosta State University

Pashnyak, Tatyana. Associate Professor of Business & Medical Administrative Technology; B.S., M.Ed., State University of West Georgia

Peterson, Gena. Assistant Professor of Licensed Practical Nursing; A.S.N., Darton College

Reynolds, Barry. Associate Professor of Computer Information Systems; B.S., Troy State University at Dothan; M.S., Georgia Southwestern State University

Rogers, Valley. Associate Professor of Education; B.S., Taylor University; M.S., Indiana University

Ross, Jeffery. Interim Chair of Nursing and Associate Professor of Nursing; A.S.N., Darton College; B.S.N., M.S.N., Albany State University

Rozar, Angela. Chair of Practical Nursing and Allied Health and Instructor of Nursing; M.S.N., Brenau 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; B.A., Manchester College; M.A., Miami University; Ph.D., Auburn University

Sellers, David. Professor of Industrial Maintenance Technology; A.A.S., Bainbridge College

Shorter, Frederick. Assistant Professor of English and Speech; A.S., Darton College; B.S., Troy State University; M.Ed., American Intercontinental University

Simpson, Joan. Dean of Bainbridge State College Early County Center; B.B.A., Valdosta State University; M.B.A., Troy State University

Sinclair, Carol. Professor of English; B.A., LaGrange College; M.Ed., Georgia Southwestern College; Ph.D., Florida State University

Smith, Heather. Assistant Professor of Licensed Practical Nursing; A.A.S., Wallace Community College

Smith, Patrick. Professor of English; B.A., Penn State University; Ph.D., Ohio State University

Soicher, Rachel. Instructor of Psychology; B.A., University of Florida; B.S., University of Florida; M.A., University of California

Spence, Renee. Associate Professor of Administrative Office Technology; B.B.A., Valdosta State University; M.S., Troy State University

Stewart, Michael. Associate Professor of Sociology; B.S., East Central University; M.S., Ph.D., Florida State University

Strickland, Tonya. Vice President for Academic Affairs, Professor of English; B.S., M.A., University of Wyoming; Ed.D., Baylor University

Teal, Teresa. Assistant Professor of Technical 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

Thomas, Ladonna. Instructor of Cosmetology; Diploma, Southwest Georgia Technical College

Toole, Hope. Associate Professor of Technical Mathematics; B.S., Kennesaw State University

Vanzo, John. Professor of Political Science and Geography; B.S., M.S., Ph.D., Florida State University

Von Hirsch, Marina. Associate Professor of English and Humanities; B.A., Maurice Taurez Moscow State Pedagogical University of Foreign Languages & Linguistics; M.A., Florida State University; Ph.D., Florida State University

Welch, Annie. Temporary Instructor of Allied Health; ADN, Wallace Community College.

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. Assistant Professor of Allied Health; A.F.A., Young Harris College; B.S.N., Valdosta State University

Whitehead, Wesley. Director of Learning Support and Assistant Professor of Mathematics; B.S., Auburn University; M.S., Troy State University

Williams, Stanley. Assistant Professor of Commercial Truck Driving; H.S. Diploma

Zhang, Yu. Associate Professor of Computer Science; B.S., M.S., Ph.D., Northeastern University; M.S., Georgia Southwestern State University

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

Fordham, Donnie. Retired Professor of Accounting; B.B.A., M.Ed., Armstrong State College; Ed.S., Georgia Southern College

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

Grimes, Mary Glenn. Professor of Mathematics; B.S., Stetson University; M.S., Auburn 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

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

Huskey, Don, Retired Associate Professor of Electronics Technology; A.A.S., Bainbridge College

Ivey, Roger, Retired Professor of Marketing and Management; B.S., Jacksonville University; M.B.A., Columbus College; 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

McNease, Jerry. Retired Associate Professor of Drafting Technology; Certificates, Albany Technical Institute, Georgia State University

***Mobley, Edward D,** Retired 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

Ralph, Susan. Director of Library; B.S., University of North Carolina; M.L.S., University of Kentucky

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

Snyder, Connie. Retired Adult Education Transition Specialist; A.A.S., Bainbridge College; B.G.S., Valdosta State College; M.S., Troy State University at Dothan

Snyder, William H., Retired Professor of Mathematics; B.S., Kutztown State College; M.A., M.S., Louisiana State University; Ph.D., Florida State University

Stephens, Barbara, Retired Interim Chair of Technical Studies Division; Certificate, A.A.S., Bainbridge College; B.S., M.Ed., Valdosta 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

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*

Officers of Administration

President	Dr. Richard Carvajal
Vice President for Academic Affairs	Dr. Tonya Strickland
Vice President of Business and Operations	Mr. Shawn McGee
Vice President for Student Affairs	Dr. Rodney Carr
Interim Dean of the School of Arts & Sciences	Ms. Melissa Harrell
Dean of the School of Health Sciences and Professional Studies	Ms. Kathleen Ketterer

Dean of Bainbridge State College/Early County Center	Ms. Joann Simpson
Executive Director of Advancement	Ms. Lauren Harrell
Assistant Dean of Student Services	Mr. Sam Mayhew
Interim Chair of Nursing	Mr. Jeffrey Ross
Chair of Practical Nursing and Allied Health	Ms. Angela Rozar
Director of Academic Planning and Analysis	Dr. April L. White
Director of Admissions	Melanie Cleveland
Director of Adult Education	Ms. Debbie McIntryre
Director of College Relations	Ms. Lisa Wimberly
Director of Financial Aid	Ms. Helen Catt
Director of First Year Experience & Student Life	Ms. Pam Barnes
Director of Human Resources	Vacant
Director of Information and Instructional Technology	Mr. Scott Dunn
Director of Institutional Effectiveness	Dr. Ruth Salter
Director of Learning Support	Mr. Wesley Whitehead
Interim Director of the Library	Ms. Michelle Barsom
Director of Online Learning & Center for Teaching Excellence	Dr. David Pollock
Director of Public Safety	Mr. James Spooner
Registrar	Mr. Spencer Stewart
Director of Student Success & Retention	Mr. Ridge Harper
Assistant Director of Student Life and Student Wellness Center Coordinator	Mr. Justin Gravlee

Staff

Akins, Brenda	Administrative Assistant, School of Arts & Sciences	Davis, Marty	Coordinator of Continuing Education
Allen, LaKeshia	Enrollment Assistant	Day, Molly	Instructional Resources Coordinator
Anderson, Alex	Student Helpdesk Technician	Dollar, Melinda	Adult Education Part-time Instructor
Barlow, Ruby	Program Assistant, ADN	Edmunds, D. Chan	Administrative Secretary, School of HS&PS
Barron, Jan	Media Specialist--BSCEC	Emanuel, Charlie	Police Officer
Barron, Travis	Technology Support Service Professional--BSCEC	Faircloth, Renee	Assistant Director of Financial Aid
Barsom, Michelle	Library Coordinator-BSCEC	Fleming, Victoria	Data Entry Clerk Part-time
Baty, Janice	Executive Assistant to the VP for Academic Affairs	Ford, Ryan	Adult Education Part-time Instructor
Braswell, Rebecca	Adult Education Part-Time Instructor	Foster, Blake	Electrician
Brown, Bobby	Security Guard	Funderburke, Carolyn	Human Resources Generalist
Brown, David	Grounds Maintenance Supervisor	Gadson, Jeanette	Enrollment Assistant
Brown, James	Student Wellness Center Worker	George, David	Security Guard
Burrell, Joy	Dual Enrollment & ACCEL	Guibor, Gary	Front Desk/Computer Lab Worker Part-time
Byrd, Alexandra	Admissions Advisor	Guibor, Mary	Academic Counselor
Cantley, Gretchen Griner	Payroll Coordinator	Guterman, Kaye	Library Professional
Casteel, Chandra Anderson	Library Assistant II	Haddock, Lori	Student Services Coordinator-BSCEC
Causey, Nina	Building Services Worker-BSCEC	Hall, Philip	Mail Carrier
Chambers, Paula	SWGYSTC Coordinator	Hamlin, Lorraine	Adult Education Lead Instructor
Chandler, Jeffery	Maintenance-BSCEC	Harden, Rachel	Building Service Worker
Chapman, Corey	Enrollment Assistant-BSCEC	Harrell, Homer	Police Officer
Chapman, Wesley	Financial Aid Counselor	Harrell, Katherine	Academic Counselor
Christie, Amanda	Part-time Receptionist, HS&PS	Harris, Todd	Technology Support Service Professional
Clark, Tammy	Technology Support Coordinator	Harrison, Dawn	Administrative Assistant, School of HSPS
Cochran, Herman	Plant Operations Mgr.-BSCEC	Helms, Preston	GED Test Proctor
Colwell, Glen	Security Officer	Hudson, Natasha	Financial Aid Counselor-BSCEC
Cook-Stubbs, Arlene	Disability Services & Testing Coordinator	Irick, Lawrence	Building Service Worker
Copeland, Sherry	Accounts Payable Specialist	Jaye, Tewanda	Building Service Worker
Crowell, Stevenson	Student Wellness Center Worker	Jenkins, Sammy	Enrollment Assistant
Cutchin, Jennifer	Campus Activity Board	Johns, Sonya	Building Service Worker-BSCEC

Johnson, Roger	Inventory & Receiving Technician	Rogers, Sandra	Administrative Secretary-BSCEC
Jones, Melinda	Administrative Assistant	Salami, Annie	Financial Aid Counselor
Jones, Tom	Student Life Security Monitor	Salter, Peggy	Administrative Assistant, Advancement
Judkins, Leslie	Accounting Coordinator	Shephard, Amy	Purchasing Coordinator
Kelly, Caroline	Building Service Worker	Sibley, Robert	Maintenance Worker
Kelly, Mark	Information Technology Manager-BSCEC	Sills, Debra	Building Service Worker-BSCEC
Kelly, Tim	Maintenance Worker	Shiver, Dewayne	Event Planner
Lewis, Brian	Police Officer	Singletary, Windy	Enrollment Assistant
Marshall, Kathy	Instructional Coordinator	Smith, Barry	Senior Building Service Worker
McCray, Harold	Building Service Worker	Smith, Pam	Administrative Assistant to the Dean-BSCEC
McFay, Michael	Skilled Maintenance Worker-BSCEC	Snipes, Barbara	Executive Assistant to the President
McLendon, Bruce	Grounds Maintenance Worker	Spooner, Mike	Grounds Maintenance Worker
McNair, April	Administrative Assistant/Dispatcher	Stephens, Raymond	Grounds Maintenance Worker
McQuaig, David	Interim Director of Plant Operations	Strickland, Victor	Police Officer
Messersmith, Alicia	Administrative Specialist	Taylor, Ashley	Enrollment Services Coordinator
Messersmith, Rich	Academic Counselor	Thompson, Beverly	Special Populations Coordinator
Mitchell, Martha	Library Professional	Thompson, Robert	Enrollment Assistant
Morris, Terrell	HVAC Technician	Turner, Jerry	Security Officer-BSCEC
Moye, Kellie	Executive Assistant to VP of Student Affairs	Walker, Kenny	Building Service Worker
Murphy, Melanie	Procurement Assistant	Warfield, Leigh	Enrollment Assistant-BSCEC
Owens, Kay	Student Accounts Director	Whitaker, Laconya	Adult Education Part-time Paraprofessional-BSCEC
Posey, Rebecca	Accounts Receivable Technician	Williams, Patricia	Student Wellness Center Worker
Rackley, Kari	Building Service Supervisor	Williams, Sam	Adult Education Lead Instructor-BSCEC
Reeves, Lisa	Administrative Assistant, Adult Education	Williford, Janet	Building Service Worker
Register, Joyce	Information Analyst	Wolfe, Glenda	Program Assistant, LPN & Allied Health
Reyes-Smith, Lisa	Enrollment Assistant	Worsley, David	Carpenter
Robinson, LaShawn	Technology Support Service Professional	Worthington, Tina	Administrative Assistant-Plant Operations

PROGRAMS OF STUDY

Associate of Arts

Agribusiness (p. 115)
Agricultural Education (p. 115)
Biological Sciences (p. 115)
Business Administration (p. 115)
Criminal Justice (p. 115)
Education

- Early Childhood (p. 115)
- Middle Grades (p. 115)
- Secondary (p. 115)

English (p. 115)
Foreign Languages (p. 115)
General Studies (p. 115)
Health and Physical Education (p. 116)
History (p. 116)
Mathematics (p. 116)
Nursing Transfer (Transfer to BSN) (p. 116)
Political Science (p. 116)
Psychology (p. 116)
Sciences (p. 116)
Sociology (p. 116)
Speech (p. 116)

Associate of Science

Nursing (p. 117)*

Associate of Applied Science

Accounting (p. 117)
Business Administrative Technology (p. 118)
Business Administrative Technology with Paralegal Concentration (p. 118)
Computer Information Systems (p. 118)
Criminal Justice Technology (p. 118)

Electronics Technology (p. 118)
Health Information Technology
Industrial Maintenance Technology (p. 118)
Marketing and Management (p. 119)
Medical Assisting (p. 119)
Medical Administrative Technology (p. 119)

Diplomas

Accounting (p. 119)
Applied Marketing & Management (p. 120)
Business Administrative Technology (p. 120)
Business Administrative Technology with Paralegal Concentration (p. 120)
Computer Information Systems (p. 120)
Cosmetology (p. 120)
Criminal Justice Technology (p. 121)
Electrical Construction and Maintenance (p. 121)
EMS Professions (p. 121)
Industrial Maintenance (p. 121)
Health Information Technology
Practical Nursing (p. 121)*
Medical Assisting (p. 121)
Medical Administrative Technology (p. 121)
Paramedic Diploma Program*

Technical Certificates of Credit

A+ Comp TIA (p. 122)
Advanced Emergency Medical Technician (AEMT)*
Business Office Assistant (p. 122)
Certified Nurse Assisting (p. 123)
Commercial Truck Driving (p. 122)*
Commercial Straight Truck and Passenger Driving
Electrical Wiring (p. 123)
Emergency Medical Technician (EMT) (p. 123)*

Firefighter I TCC Firefighter II
 Industrial Machining (p. 123)
 Industrial Maintenance Technical I (p. **Error! Bookmark not defined.**)
 Law Enforcement Management (p. 123)
 Legal Office Assistant
 Low Voltage Security Technician (p. 123)
 Medical Office Specialist (p. 123)
 Microsoft Office User Specialist (MOUS) (p. 123)
 Mobile Electronics (p. 123)
 Nurse Aid (p. 123)
 Patient Care Assistant
 Retail Management (p. 124)
 Shampoo Technician
 Small Business Management (p. 124)
 Structural Welding (p. 124)

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

The Associate of Arts Degree (transfer)

At Bainbridge State College, students must meet the following Learning Goals and required hours for the Associate of Arts Degree:

Area	Area Name	Bainbridge State College Core Learning Goals	Hours Required
A1	Communication Outcomes	Students will demonstrate collegiate-level reading comprehension and effective writing.	6 hours
A2	Quantitative Outcomes	Students will demonstrate mathematical reasoning necessary to solve problems, including the ability to employ quantitative methods and the ability to interpret and draw inferences from mathematical models, such as formulas, graphs, tables, and schematics.	3 hours
B	Institutional Options	Students will assimilate, analyze, and present thoughts and opinions in oral and written forms.	4 hours
C	Humanities, Fine Arts, and Ethics	Students will analyze forms of expression that reflect individual, social, or cultural values.	6 hours
D	Natural Science, Mathematics, and Technology	Students will apply scientific reasoning and methods of inquiry to explain natural phenomena.	11 hours
E	Social Sciences	Students will critically analyze historical, economic, political, social, or psychological processes and how they contribute to the human experience.	6 hours
F	Lower-Division Area of Concentration	Lower division courses required by the area of concentration.	18 hours

Bachelor of Science in Management

The Bachelor of Science in Management degree (program pending SACSCOC approval) at Bainbridge State College provides students with broad analytic and conceptual tools required for successful careers in a broad range of leadership roles in business and management settings. Students graduating with the BS in Management may choose to work with local, regional, and national organizations, continue studies at the master's level, or pursue entrepreneurial efforts.

Students who complete the AA in Business Administration will transfer seamlessly into the BS.

BACHELOR OF SCIENCE IN MANAGEMENT REQUIREMENTS (PENDING SACSCOC APPROVAL)

MATH 1001 is recommended as the area A math for students completing the BS in Management.

Total Credit Hours: 123

Above the Core	Required Courses at Bainbridge State That Are Above the Core	PHED 1020 or WELL WELL 1001, WELL 1002, WELL 1003, WELL 1004, or WELL 1005 (2 credits) PHED 11xx (1 credit) FYE 0100 Foundations for Success (2 Institutional Credits Only)	3 hours
-----------------------	--	---	---------

The Core Curriculum also includes three Learning Goals to ensure that students who complete Areas A-E attain additional learning outcomes in three areas: US Perspectives (US), Global Perspectives (GP), and Critical Thinking (CT).

Each of these Learning Goals is satisfied by the successful completion of one of the courses listed in its areas. To complete the Core Curriculum, every student must pass at least one US course, one GP course, and one CT course.

Academic Policies for the AA Degree

A1-A2 Policy: Freshmen must complete Areas A1 and A2 before accumulating 30 hours, or they must enroll in the next course necessary to make progress toward completing this area in every semester in which they take classes. For students with Learning Support requirements, taking the required Learning Support course(s) counts as making progress toward completing Area A.

Students must earn a grade of C or higher to pass English 1101 and English 1102. Students who do not earn a grade of C or better must retake the course(s) the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. These 10 hours may involve individualized learning activities designed by the English instructor. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course, beginning Fall, 2013.

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.

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

Students completing any core curriculum course will receive full credit for that course upon transfer to another USG institution within the same concentration, even if a core area is not completed and even if it means giving transfer credit across areas. 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 State College, the student is urged to contact immediately the institution’s transfer ombudsman, Registrar, or Vice President for Academic Affairs.

Honors Courses

Honors courses (indicated by H and the label “Honors” on the schedule, such as BIOL 1050H, Intro to Environmental Science/Honors) may be substituted for the corresponding traditional course by students in the Honors Program (p. 18).

ADDITIONAL CORE LEARNING GOALS

The Core Curriculum also includes three Learning Goals to ensure that students who complete Areas A-E attain additional learning outcomes in three areas: US Perspectives (US), Global Perspectives (GP), and Critical Thinking (CT).

Each of these Learning Goals is satisfied by the successful completion of one of the courses listed in its areas. To complete the Core Curriculum, every student must pass at least one US course, one GP course, and one CT course.

ASSOCIATE OF ARTS DEGREE - CORE CURRICULUM

Honors courses (indicated by H and the label "Honors" on the schedule) may be substituted for the corresponding traditional course by students in the Honors Program for the Associate of Arts.

AGRIBUSINESS AA CONCENTRATION

The AA with a concentration in Agribusiness provides seamless transfer to UGA/Tifton for students earning the minimum cumulative GPA (currently 2.8).

Students completing the Agribusiness area of concentration are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

AGRICULTURAL EDUCATION AA CONCENTRATION

The AA with a concentration in Agricultural Education provides seamless transfer to UGA/Tifton for students earning the minimum cumulative GPA (currently 2.8).

Students completing the Agricultural Education area of concentration are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

BIOLOGICAL SCIENCES AA CONCENTRATION

The AA with a concentration in Biological Sciences provides seamless transfer to UGA/Tifton for students earning the minimum cumulative GPA (currently 2.8).

Students completing the Biological Sciences area of concentration are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

BUSINESS ADMINISTRATION AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Business Administration area of concentration.

CRIMINAL JUSTICE AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Criminal Justice area of concentration.

AA EARLY CHILDHOOD EDUCATION CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Early Childhood Education area of concentration.

AA EDUCATION MIDDLE GRADES CONCENTRATION

MATH 1113 is recommended as the area A math for students completing the Middle Grades Education area of concentration choosing science and/or math for areas of certification. MATH 1001 is recommended as the area A math for students completing the Middle Grades Education area of concentration choosing social studies and/or language arts for areas of certification.

AA SECONDARY EDUCATION CONCENTRATION

Students wishing to teach in high school must earn a BA or BS degree in the discipline in which they wish to teach and should follow their selected Arts and Sciences concentration and its recommended math for area A.

ENGLISH AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the English area of concentration.

FOREIGN LANGUAGES AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Foreign Language area of concentration.

GENERAL STUDIES AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the General Studies area of concentration.

HEALTH AND PHYSICAL EDUCATION AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Health and Physical Education area of concentration.

HISTORY AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the History area of concentration.

MATHEMATICS AA CONCENTRATION

Students completing the Mathematics area of concentration are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

NURSING TRANSFER AA CONCENTRATION (TRANSFER TO B.S. IN NURSING)

This area of concentration is intended for students who are NOT seeking the Associate of Science in Nursing. Students should consult the ADN Division in the School of HSPS prior to selecting this area of concentration.

Students completing the Nursing area of concentration are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

POLITICAL SCIENCE AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Political Science area of concentration.

PSYCHOLOGY AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Psychology area of concentration.

SCIENCES AA CONCENTRATION

Students completing the Sciences area of concentration are required to take MATH 1113 for their area A math requirement and will carry one hour of credit over to area F.

SOCIOLOGY AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Sociology area of concentration.

SPEECH AA CONCENTRATION

MATH 1001 is recommended as the area A math for students completing the Speech area of concentration.

The Associate of Science Degree in Nursing (non-transfer)

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.

Academic Policies for the as Degree in Nursing

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 Learning Support as a result. *These courses will be required prior admission into the ADN program.*

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.

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.

Students must earn a grade of C or higher to pass English 1101. Students who do not earn a grade of C or better must retake the course the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

Students completing any core curriculum course will receive full credit for that course upon transfer to another USG institution within the same major or concentration, even if a core area is not completed and even if it means giving transfer credit across areas. 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 AS IN NURSING

Associate of Science in Nursing

NURSING GENERIC OPTION AS (NON-TRANSFER)

This program requires a special admission. See the ADN Nursing Division website for more information.

The Associate of Science in Nursing is fully accredited by the Accreditation Commission for education in Nursing, Inc. (ACEN), formerly the National League for Nursing Accrediting Commission, Inc. (NLNAC).

Total Credit Hours: 72

NURSING ADVANCED PLACEMENT OPTION AS (NON-TRANSFER)

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

The Associate of Science in Nursing is fully accredited by the Accreditation Commission for education in Nursing, Inc. (ACEN), formerly the National League for Nursing Accrediting Commission, Inc. (NLNAC).

Total Credit Hours: 65

The Associate of Applied Science Degrees (non-transfer)

The AAS degree prepares students for employment in their chosen field of study. Programs are designed to be completed in two years and include academic core classes along with courses in the field of study.

Area A Policies for the AAS

AAS ENGL 1101/ENGL 1102 Policy: Students must earn a grade of C or higher to pass English 1101 and English 1102. Students who do not earn a grade of C or better must retake the course(s) the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

AAS Area A Quantitative Outcomes Policy: Students must earn a grade of C or higher to pass the mathematics course used to fulfill Area A2: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

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

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

ACCOUNTING AAS (NON-TRANSFER)

Please note that no new students are being admitted into the Accounting AAS.

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.

Total Credit Hours: 64-69

AGRIBUSINESS (NON-TRANSFER)

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector,

innovative technology with commercial agriculture and food processing, and global impacts of food and agriculture.

BUSINESS ADMINISTRATIVE TECHNOLOGY AAS (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.

Total Credit Hours: 70-72

BUSINESS ADMINISTRATIVE TECHNOLOGY WITH PARALEGAL CONCENTRATION AAS (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. Through the concentration in Paralegal Studies, students are further qualified to prepare correspondence and legal papers, such as summons, complaints, motions, responses, and subpoenas under the supervision of an attorney and may also review legal journals, assist with legal research, and attend court with a lawyer to take notes. Graduates of the program receive an Associate of Applied Science Degree in Business Administrative Technology with a concentration in Paralegal Studies.

Total Credit Hours: 69-71

COMPUTER INFORMATION SYSTEMS AAS (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.

Total Credit Hours: 64-74

CRIMINAL JUSTICE TECHNOLOGY AAS (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 that 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.

Total Credit Hours: 67-70

ELECTRONICS TECHNOLOGY AAS (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.

Total Credit Hours: 69-71

HEALTH INFORMATION TECHNOLOGY AAS (NON-TRANSFER)

Total Credit Hours: 69-72

INDUSTRIAL MAINTENANCE TECHNOLOGY AAS (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.

Total Credit Hours: 64-86

MARKETING AND MANAGEMENT AAS (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.

Total Credit Hours: 58-61

MEDICAL ASSISTING AAS (NON- TRANSFER)

Please note that no new students are being admitted into MAST courses.

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. However, students graduating from this program can seek certification by the American Medical Technologists (AMT).

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

Total Credit Hours: 68-70

MEDICAL ADMINISTRATIVE TECHNOLOGY AAS (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.

Total Credit Hours: 61-67

Diplomas

Diplomas are designed to prepare students for the workforce with heavy concentration in the field of study. Diploma programs range in length of one to two years.

Diploma Area A Policies:

ENGL 1101 Policy: Students must earn a grade of C or higher to pass English 1101. Students who do not earn a grade of C or better must retake the course(s) the following semester(s) until a C is earned. In addition, they will be required to complete 10 hours of tutoring in the Academic Success Center (ASC) as a part of the class in the second and any subsequent attempts. In lieu of the 10 hours of tutoring, students may also opt to complete a web-based tutoring module of similar quality and rigor as that offered by the ASC.

MATH Policy: Students must earn a grade of C or higher to pass these mathematics course used to fulfill Area A: MATH 1001, MATH 1111, MATH 1112, MATH 1113, or any higher level MATH course.

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

Higher Level Mathematics: Students may substitute any higher level math class other than MATH 2008 to complete area A.

ACCOUNTING DIPLOMA

Please note that no new students are being admitted into the Accounting diploma.

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.

Total Credit Hours: 47-50

AGRIBUSINESS DIPLOMA

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology with commercial agriculture and food processing, and global impacts of food and agriculture.

HEALTH INFORMATION DIPLOMA

APPLIED MARKETING AND MANAGEMENT DIPLOMA

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.

Total Credit Hours: 49-53

BUSINESS ADMINISTRATIVE TECHNOLOGY DIPLOMA

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.

Total Credit Hours: 52-54

BUSINESS ADMINISTRATIVE TECHNOLOGY WITH PARALEGAL CONCENTRATION DIPLOMA

The Business Administrative Technology diploma program prepares graduates for employment in today's technology-driven workplaces. The program provides learning opportunities that 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. Through the concentration in Paralegal Studies, students are further qualified to prepare correspondence and legal papers, such as summons, complaints, motions, responses, and subpoenas under the supervision of an attorney and may also review legal journals, assist with legal research, and attend court with a lawyer to take notes.

Total Credit Hours: 52-54

COMPUTER INFORMATION SYSTEMS DIPLOMA

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.

Total Credit Hours: 47-57

COSMETOLOGY DIPLOMA

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.

Total Credit Hours: 56

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA

The Criminal Justice Technology diploma program prepares students for employment in the criminal justice field. The program provides learning opportunities that 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.

Total Credit Hours: 51-52

ELECTRICAL CONSTRUCTION AND MAINTENANCE DIPLOMA

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.

Total Credit Hours: 54-56

EMS PROFESSIONS DIPLOMA

Total Credit Hours: 39-40

HEALTH INFORMATION TECHNOLOGY DIPLOMA

Total Credit Hours: 58-59

INDUSTRIAL MAINTENANCE DIPLOMA

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.

Total Credit Hours: 49-52

MEDICAL ASSISTING DIPLOMA

Please note that no new students are being admitted into MAST courses.

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. However, students graduating from this program can seek certification by the American Medical Technologists (AMT).

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

Total Credit Hours: 59

MEDICAL ADMINISTRATIVE TECHNOLOGY DIPLOMA

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.

Total Credit Hours: 54-58

PRACTICAL NURSING DIPLOMA

The 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. PNSG courses can only be taken by those students who are officially admitted to the program.

Technical Certificates of Credit

TCC's are designed to provide knowledge in a specific area for employment. Certificates of Credit range from 9 to 36 credit hours.

A+ COMPTIA TCC

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.

Total Credit Hours: 11

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) TCC

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.

Total Credit Hours: 26

AGRIBUSINESS POLICY SPECIALIST

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology with commercial agriculture and

food processing, and global impacts of food and agriculture.

BUSINESS OFFICE ASSISTANT TCC

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.

Total Credit Hours: 20-22

COMMERCIAL TRUCK DRIVING TCC

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.

Total Credit Hours: 9

COMMERCIAL STRAIGHT TRUCK AND PASSENGER DRIVING TCC

The Commercial Straight Truck and Passenger Driving certificate program is designed to address the needs of the trucking industry in Georgia. It provides basic training in the principles and skills of commercial straight truck and passenger driving operations. Through this program, students will obtain the necessary knowledge, skills, and attitudes to enable them to become a safe, skilled, professional, class B commercial truck driver. It teaches them to operate commercial straight trucks and passenger vehicles of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam. Individuals who complete the program receive a Commercial Straight Truck and Passenger 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 Straight Truck and Passenger Driving Certificate of Credit.

Total Credit Hours: 9

ELECTRICAL WIRING TCC

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

Total Credit Hours: 12

EMERGENCY MEDICAL TECHNICIAN (EMT) TCC

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.

Total Credit Hours: 16

FIREFIGHTER I TCC

Total Credit Hours: 15

FIREFIGHTER II TCC

Total Credit Hours: 13

INDUSTRIAL MACHINING TCC

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

Total Credit Hours: 20

LAW ENFORCEMENT MANAGEMENT TCC

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.

Total Credit Hours: 12

LOW VOLTAGE SECURITY TECHNICIAN TCC

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.

Total Credit Hours: 12

MEDICAL OFFICE SPECIALIST TCC

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.

Total Credit Hours: 36

MICROSOFT OFFICE USER SPECIALIST (MOUS) TCC

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.

Total Credit Hours: 12

MOBILE ELECTRONICS TCC

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.

Total Credit Hours: 12

NURSE AIDE TCC

The Nurse Aide 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 Nurse Aide Certificate of Credit.

Total Credit Hours: 13

OFFICE ACCOUNTING SPECIALIST TCC

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.

Total Credit Hours: 15

PATIENT CARE ASSISTANT TCC

Total Credit Hours: 24

PRECISION AGRICULTURE SPECIALIST

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology with commercial agriculture and food processing, and global impacts of food and agriculture.

RETAIL MANAGEMENT TCC

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

Total Credit Hours: 12

SHAMPOO TECHNICIAN TCC

Total Credit Hours: 12

SMALL BUSINESS MANAGEMENT TCC

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.

Total Credit Hours: 12

STRUCTURAL WELDING TCC

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

Total Credit Hours: 14

2 + 2 Programs of Study

A 2 + 2 program allows a student to complete a two-year degree at Bainbridge State College and then finish the 4-year degree through another institution on Bainbridge State College's campus or online.

An agreement with Georgia Southwestern State University allows students at Bainbridge State to earn bachelor's degrees in Nursing, Computer Information Systems, or Business Administration (majoring in Marketing & Management or in Accounting) online. For more information on the Georgia Southwestern business program, contact Spencer Stewart, Registrar, at Bainbridge State College.

An agreement with Thomas University allows students at Bainbridge State to earn a bachelor's degree in education (early, middle, or secondary) on the BSC campus. For more information on the Thomas University program, contact Valley Rogers, Associate Professor of Education. BSC also has an articulation agreement with Thomas University for a bachelor's in nursing.

RECORDS

TRANSCRIPTS AND TRANSFER OF RECORDS

A transcript is a copy of a student's permanent Academic Record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements at Bainbridge State College. Also included is a list of courses and credits transferred from any institution formerly attended by the student.

Students who wish to have a transcript of their record at Bainbridge State College sent to another institution should submit a Request for Transcript form to the Registrar's Office (located in the Student Services Building) at least two weeks prior to the date the transcript is needed. Students can also request a transcript online at www.bainbridge.edu. The transcript cost is \$5.00 for an electronic transcript or printed transcript. Transcript requests are processed within 72 hours. The cost for an expedited transcript is \$10.00.

All financial obligations must be satisfied in order for a student's transcript to be released. Students who have not satisfied all financial obligations can view an unofficial copy of their academic transcript in the Student Services Building.

ACCESS TO STUDENT RECORDS

Regulations pertaining to access of student records are found in the Student Handbook. Bainbridge State College complies with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Bainbridge State College defines directory information as name, address, telephone number, and email address. For enrollment verifications, directory information will include dates of attendance, enrollment status (full time, part time, etc.), and program awards.

REGISTRATION

The dates designated on the Academic Calendar as "registration" are reserved for registration, payment of fees, and purchase of books. The registration procedure is complete upon payment of fees. After that point, students are considered officially registered and enrolled in Bainbridge State College.

OPEN REGISTRATION

The dates designated on the Academic Calendar as "open registration" are reserved for registration, payment of fees, and purchase of books. The registration procedure is complete upon payment of fees. After that point, students

are considered officially registered and enrolled in Bainbridge State College.

WEB REGISTRATION

Currently enrolled and eligible students (those with no Learning Support requirements who have at least 24 hours of credit) are encouraged to complete the registration process online in their Banner Web account. Those students may register online anytime from the beginning of Pre-Registration until the first day of class. (See the Academic Calendar (p. 27) for dates.) The registration procedure is considered officially complete only upon payment of fees.

WITHDRAWAL FROM THE COLLEGE

Should the student find it necessary to withdraw from Bainbridge State College after completing registration, the student should contact his or her academic advisor for assistance in completing the official withdrawal form. The completed form should be returned to the Registrar's Office for final processing.

Students may withdraw from the College with a grade of "W" prior to the mid-semester date published on the Academic Calendar. After this time, a grade of "WF" will be recorded unless the student is approved for a hardship withdrawal by the VP for Academic Affairs.

The "W" grade is not computed in the student's grade point average but may affect a student's eligibility for financial aid. The "WF" grade is computed in the student's grade point average and holds the same value as an "F" grade.

WITHDRAWAL FROM INDIVIDUAL COURSES

After the DROP/ADD period each semester, students withdrawing from an individual course should contact their academic advisor for assistance. More information can be found in the Academic Affairs section of the catalog.

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 Student Success and Retention. 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 academic calendar) following the term in which the course or courses were taken. Exceptions to this deadline may be made for extenuating circumstances.

FACULTY-INITIATED WITHDRAWALS

Students who exceed the number of absences stated on a class syllabus may be withdrawn from the class by the instructor. Faculty-initiate withdrawal forms are sent to the Registrar’s Office for processing. The Office of Financial Aid will calculate what amount, if any, the student must repay because of his or her failure to attend class based on Return to Title IV (r2t4). In compliance with the College’s Learning Support and FYE course policy, students who are faculty-initiated withdrawn from any learning support course or the FYE course will be withdrawn from all courses during that semester.

MILITARY WITHDRAWALS

At the request of the student, active-duty and reserve military students with orders to deploy will be withdrawn from their courses for that semester with no penalty with submission of their orders to the Registrar’s Office.

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 in the Student Services Building, or consult the Bainbridge State College Student Handbook.

Academic Success Center

The Academic Success Center of Bainbridge State 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 BSC students
- Tutoring
- Student-led study groups
- Study skills seminars, learning inventories, goal-setting, self-paced Instructional programs, and academic counseling
- Job placement

Job Placement

The Job Placement Office in the Academic 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.

Testing and Career Counseling Center

Students can receive career and educational counseling in the Testing and Career Counseling Center located in the Student Services Building. 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, or COMPASS scores may contact the Bainbridge State College Director of Testing, Counseling and Disability Services for assistance.

STUDENT LIFE

The mission of Student Life is to support academics, foster retention, and contribute to a positive learning environment for all students.

Student Life will assist students in embracing the ideals of life-long learning, academic excellence, ethical leadership, and responsible global citizenship.

Student Life will meet its mission by implementing quality activities and services that foster academic engagement, personal growth, character development, and health and wellness.

Student Life includes the Student Wellness Center, the Campus Activity Board, the Student Government Association, Student Clubs and Organizations, and Intramural Sports.

Students can become friends on Facebook at “BSC Student-Life.”

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

Campus Activity Board (CAB)/Student Activities

The Campus Activity Board is a student-run programming board that works with the Office of Student Life to provide engaging events for the student body. These events include music, movies, guest speakers, and special events. Please contact CAB at cab@bainbridge.edu if you are interested in starting an event or if you just want more information about upcoming events. Become friends on Facebook at “BSC Student-Life.”

CAB at Bainbridge State 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.

Activities include, but are not limited to, the following: intramural and extramural athletics, game room tournaments, bowling events, special trips, student contests, live performances, lectures, art exhibits, and

service projects. Some activities require students to pay a portion of the cost.

All currently enrolled Bainbridge State College students are eligible to participate in Student Life programs with their Bainbridge State College Student ID.

Students can locate a list of clubs and honors societies on the college website under the STUDENTS tab.

Student Government Association (SGA)

The purpose of the Bainbridge State 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 Assistant Dean for Student Life advises the SGA. Details concerning qualifying and campaigning for an elected SGA office are specified in the SGA Constitution in the Student Handbook.

Student ID Card

Bainbridge State 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 State 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 Registrar with 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 Registrar stating clearly the request. Bainbridge State 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 State 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 State 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 Registrar.

Policy Regarding Alcohol on Campus

Bainbridge State 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.

Student Code of Conduct Statement

Bainbridge State College, in fulfilling its purpose and mission, must have the cooperation of each student. The students at Bainbridge State College must be responsible citizens. As responsible citizens, they must abide by all local, state and federal laws. In addition, Bainbridge State 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 Code of Conduct may have disciplinary measures brought against him/her.

Because of the faith in the educational process found at Bainbridge State 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 State College. For further information concerning the details of the Student Code of Conduct, refer to the Student Handbook.

Student Grievance Procedures

Bainbridge State 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://www.bainbridge.edu/student-appeals-and-complaints/>.

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.

Sexual Harassment Policy

Sexual harassment of employees or students at Bainbridge State 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:

1. Submission of such conduct is made explicitly or implicitly as a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. 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:

1. Sexual conduct of any nature which is not freely and mutually agreeable to both parties.
2. Communications of a sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person receiving such communications.
3. 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 SUCCESS AND RETENTION

Advising Mission Statement:

The Office of Student Success and Retention offers the resources and guidance necessary to help Bainbridge State College students achieve their academic and personal goals. Faculty and professional counselors provide students with pertinent knowledge and skills to facilitate informed, completion-focused educational planning. Bainbridge State College counselors are continuously trained in advising methodology and curriculum through various forms of professional development. In addition, students are extended many opportunities to engage others at the institution and within the community in order to develop a holistically improved self. Our counselors support students with their academic and developmental goals as they seek the best possible education at Bainbridge State College.

Core Values

Fostering students' academic experience and holistic development

- Supporting student academic success
- Encouraging students to make informed and appropriate academic choices
- Identifying student risk factors and addressing them through appropriate mentoring
- Providing career counseling and job placement services
- Promoting self-awareness, self-respect, and self-reflection in the pursuit of heightened academic engagement

Upholding advising as a profession

- Fostering respect for academic and faculty counselors and the profession
- Demonstrating professionalism to students and colleagues
- Viewing advising as a career choice
- Expecting continuous improvement and accountability through professional development and performance review
- Promoting collaboration and outreach with all campus groups
- Maintaining the academic integrity of the College

Delivering effective advising

- Ensuring honesty and accuracy
- Delivering consistent and timely advice
- Establishing trust and reliability through relationship building
- Identifying student needs and addressing them realistically
- Respecting, caring for, and supporting students as they progress
- Appreciating the diversity and uniqueness of our students