

DISCOVER

**Winter
Quarter 2008**

a quarterly publication of course offerings and admission information



**SOUTHEASTERN
TECHNICAL
COLLEGE**
Knowledge for the Real World.

A Unit of the Technical College System of Georgia

Vidalia

3001 East First St.
Vidalia, GA 30474
(912) 538-3100

Glennville

211 South Tillman St.
Glennville, GA 30427
(912) 654-5276

www.southeasterntech.edu

What's Inside

Programs.....	p2
Fee Structure	p3
Calendar.....	p3
Online Class Information	p3
Vidalia Winter Credit Courses	p4-12
Glennville Winter Credit Courses.....	p13,14
News.....	p14, 15
Adult Education.....	p16
English as a Second Language.....	p16
GED Info.....	p16

General Information

SERVICES FOR STUDENTS WITH DISABILITIES AT SOUTHEASTERN TECH

Southeastern Technical College recognizes the importance of encouraging and helping students with disabilities reach their full potential. The Special Needs Office at Southeastern Tech coordinates services for students with disabilities in order to assist these students in realizing and maximizing their academic and personal goals. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations.

Students wishing to access disability services must self-identify by :

1. Completing the Services Request Form
2. Submitting appropriate documentation

Appropriate documentation consists of a written report completed by a qualified provider. In general, all documentation should be typed on letterhead stationery or be in report format, must be current and should clearly state the following information:

- a clearly stated diagnosis of a disability
- symptoms of the disability
- test scores which support a cognitive or learning disability
- medications and any adverse side effects
- recommendations regarding necessary accommodations
- the student's functional limitations in an academic environment
- the signature, printed name, title, and professional credentials of the evaluator
- the date of evaluation

All records are kept confidential.

Submission of documentation does not complete the process. The student must schedule an appointment to meet with the Special Needs Specialist to discuss accommodations.

Students may obtain a *Request for Services* form by calling the Special Needs office at 912-538-3126 or stopping by 110 located in the Admissions office on the Vidalia Campus. Documentation should be sent to:

Southeastern Technical College
Special Needs Office
3001 East First Street
Vidalia, Georgia 30474

Programs

APPLICATIONS SHOULD BE SUBMITTED IMMEDIATELY FOR ADMISSION TO ONE OF STC'S PROGRAMS. CALL 912-538-3100 IN VIDALIA OR 912-654-5276 IN GLENNVILLE FOR AN APPLICATION OR FOR MORE INFORMATION ABOUT ADMISSION.

ASSOCIATE DEGREE PROGRAMS

Accounting
Administrative Office Technology
CIS, Computer Support Specialist
CIS, Internet Specialist, Web Site Design
CIS, Networking Specialist
Clinical Laboratory Technology
Criminal Justice Technology
Dental Hygiene
Early Childhood Care and Education
Electronics Technology
Management and Supervisory Development
Marketing Management

DIPLOMA PROGRAMS

BUSINESS

Accounting
Business Office Technology
CIS, Computer Support Specialist
CIS, Internet Specialist, Web Site Design
CIS, Networking Specialist
Management and Supervisory Development
Marketing Management
Visual Communications

HEALTH SCIENCES

Medical Assisting
Paramedic Technology
Pharmacy Technology
Practical Nursing
Radiologic Technology
Surgical Technology

HUMAN SERVICES

Cosmetology
Criminal Justice Technology
Early Childhood Care and Education

INDUSTRIAL

Air Conditioning Technology
Electronics Fundamentals
Electronics Technology – *includes Biomedical Instrumentation Option*
Electrical Construction and Maintenance
Industrial Electrical Technology
Welding and Joining Technology

CERTIFICATE PROGRAMS

CERTIFICATE PROGRAMS

Air Conditioning Repair Specialist
Air Conditioning Technician Assistant
Basic Electrical Technician
Basic Electronics
Certified Customer Service Specialist
Certified Nurse Aid
Commercial Truck Driving
CompTIA Certified Preparation
Computer Forensics and Investigation Specialist
Computer Graphic Design Specialist
Computer Repair Technician
Criminal Justice Records Technician
Emergency Medical Technician, Intermediate
Fiber Optics/Copper Cabling Technician
Health Care Assistant - Electrocardiography Technician
Health Care Assistant – Medical Coding
Health Care Assistant – Medical Unit Secretary
Health Care Assistant – Patient Care Technician
Health Care Assistant – Phlebotomy
Human Resource Management Specialist
Imaging Science Services Assistant
Internet and Computing Core Certification Prep (IC²)
Management/Leadership Specialist
Office Management Assistant
Operations Management Specialist
Pipe Welding Specialist
Residential Wiring Technician
Service Sector Management Specialist
Shielded Metal ARC Welding
Small Business Entrepreneur
Small Business Management Specialist
Supervisor/Manager Specialist
Technical Management Specialist
Wire Welding



General Information

Fee Structure

REGULAR TUITION (per credit hour) *

CREDIT HRS	TUITION	TUITION & FEES
1	36.00	117.00 (1)
2	72.00	153.00 (2)
3	108.00	189.00 (3)
4	144.00	225.00 (4)
5	180.00	261.00 (5)
6	216.00	297.00 (6)
7	252.00	333.00 (7)
8	288.00	369.00 (8)
9	324.00	405.00 (9)
10	360.00	441.00 (10)
11	396.00	477.00 (11)
12 or more	432.00	513.00 (12)

NONSTANDARD PROGRAM COURSES TUITION (per credit hour) *

EMT TTC, Health Care Assistant, Imaging Science Services Assistant

CREDIT HRS	TUITION	TUITION & FEES
1	63.00	144.00 (1)
2	126.00	207.00 (2)
3	189.00	270.00 (3)
4	252.00	333.00 (4)
5	315.00	396.00 (5)
6	378.00	459.00 (6)
7	441.00	522.00 (7)
8	504.00	585.00 (8)
9	567.00	648.00 (9)
10	630.00	711.00 (10)
11	693.00	774.00 (11)
12 or more	756.00	837.00 (12)

SPECIAL TUITION COURSE

Commercial Truck Driving

CREDIT HRS	TUITION	TUITION & FEES
15 Credit Hrs	2,784.00	2,865.00

SPECIFIC CERTIFICATE COURSES TUITION (per credit hour) *

Air Conditioning Repair Specialist, Air Conditioning Technician Assistant, Basic Electrical Technician, Basic Electronics, Certified Customer Service Specialist, Computer Graphic Design Specialist, Computer Repair Technician, Fiber Optics/Copper Cabling Technician, Pipe Welding Specialist, Radio Frequency Identification (RFID) Technician, Residential Wiring Tech, Shielded Metal Arc Welding, Small Business Entrepreneur, Web Design Professional, Wire Welding

CREDIT HRS	TUITION	TUITION & FEES
1	54.00	135.00 (1)
2	108.00	189.00 (2)
3	162.00	243.00 (3)
4	216.00	297.00 (4)
5	270.00	351.00 (5)
6	324.00	405.00 (6)
7	378.00	459.00 (7)
8	432.00	513.00 (8)
9	486.00	567.00 (9)
10	540.00	621.00 (10)
11	594.00	675.00 (11)
12 or more	648.00	729.00 (12)



Online Web Classes

ONCE REGISTERED, STUDENTS MUST:

1. Have an e-mail address and internet access.
2. Contact the instructor of the course at the e-mail address provided.
3. Have appropriate hardware and software required.
4. Meet deadline of contacting instructor on or before first day of class.
5. Follow directions provided by the online instructor.

ONLINE STUDENTS WHO DO NOT FOLLOW THESE DIRECTIONS CAN EXPECT TO BE DROPPED FROM THE ONLINE CLASS ROSTER AS A NO SHOW. IT IS THE STUDENT'S RESPONSIBILITY, NOT THE INSTRUCTOR'S, TO MAKE CONTACT.

Winter Calendar

NOV 12-20	Advisement for returning students
NOV 16-DEC 7	Advisement for new students
DEC 14	Fall Quarter Ends
DEC 17 10:00 AM - NOON 4:00 PM - 6:00 PM	Schedule Change and Open Registration (Vidalia Campus) Advisement and registration for new and returning students who have not registered.
JAN 2	New Student Orientation
JAN 2 1:00 PM - 4:00 PM	Late Registration and Drop/Add (Vidalia Campus)
JAN 3	Winter Quarter Begins
MAR 14	Winter Quarter Ends
MAR 18	Schedule Change and Open Registration

Application Process for Credit Courses

1. Submit application for admission with a nonrefundable \$15 application fee.
2. Apply for financial aid when you submit your application. Students need a high school diploma, GED, or ATB test to receive financial aid.
3. Take the placement test. Schedule a test by contacting the Admission Office.
4. After notification of exam results, contact STC to schedule an appointment with an advisor to initiate your planned program of study.

DTAE Guarantee / Warranty Statement

The Department of Technical and Adult Education guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Winter Credit Courses



General Education

Technical programs require students to have a strong foundation in basic English, math, and reading skills. A fundamental understanding of the workplace is also required. Therefore, all diploma and degree programs have a general education core curriculum.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30003	ENG 101	ENGLISH	8-8:50	M-F	319	CONNER	5	5
30027	ENG 101	ENGLISH	9-9:50	M-F	318	MATHEWS	5	5
30013	ENG 111	BUSINESS ENGLISH	11-11:50	M-F	319	CONNER	5	5
30016	ENG 112	BUS COMM	11-11:50	M-F	318	MATHEWS	5	5
30238	ENG 191	COMPOSITION & RHET	10-10:50	M-F	318	MATHEWS	5	5
30362	ENG 193	LIT AND COMPOSITION	10-10:50	M-F	156	CONNER	5	5
30001	MAT 101	MATH	9-9:50	M-F	319	HART	5	5
30733	MAT 101	MATH	11-11:50	M-F	156	KARKKAINEN	5	5
30088	MAT 103	ALGEBRA	8-8:50	M-F	320	DUPREE	5	5
30239	MAT 191	COLLEGE ALGEBRA	11-11:50	M-F	166	HART	5	5
	MAT 194	PRE-CALCULUS	9-9:50	M-F	320	DUPREE	5	5
30131	EMP 100	INTER REL PROF DEV	8-8:50	TWR	164	YATES	3	3
30132	EMP 100	INTER REL PROF DEV	9-9:50	TWR	164	YATES	3	3
30134	EMP 100	INTER REL PROF DEV	11-11:50	TWR	164	YATES	3	3
30188	PSY 101	PSYCHOLOGY	10-10:50	M-F	319	YATES	5	5
30264	PSY 191	COLLEGE PSYCHOLOGY	1:00-2:05	M-R	319	YATES	5	5
30524	CHM 192	CHEMISTRY II	5:30-8:30	T/R	737 729	JONES	5	7
30523	BIO 194	ANAT AND PHYSIOLOGY	5:30-8:30	T/R	735 729	BARRETT	5	7
30439	SOC 191	INTRO TO SOCIOLOGY	1:00-3:20	M/W	320	GARIEPY	5	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30187	ENG 101	ENGLISH	5:50-10	R	319	SOLLOSI	5	5
30154	ENG 111	BUS ENGLISH	5:50-10	T	318	SOLLOSI	5	5
30049	MAT 101	MATH	5:50-10	M	319	BOWES	5	5
30370	MAT 103	ALGEBRA CONCEPTS	5:50-10	T	320	STAFF	5	5
30012	MAT 111	BUSINESS MATH	5:50-10	R	166	BOWES	5	5
30133	EMP 100	INTER REL PROF DEV	6-8:50	M	164	STANDARD	3	3
30100	PSY 101	PSYCHOLOGY	5:50-10	T	319	STANDARD	5	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30661	ENG 111	BUSINESS ENGLISH	WEB *Contact info below			FROST	5	5
30087	ENG 112	BUS COMM	WEB *Contact info below			FROST	5	5
30518	ENG 191	COMP AND RHET	WEB *Contact info below			MATHEWS	5	5
30452	MAT 103	ALGEBRA	WEB *Contact info below			HART	5	5
30739	MAT 191	COLLEGE ALGEBRA	WEB *Contact info below			HART	5	5
30135	EMP 100	INTER REL PROF DEV	WEB *Contact info below			KEENE	3	3
30371	PSC 191	PHYSICAL SCIENCE i	WEB *Contact info below			HOWARD	5	6
30162	PSY 101	PSYCHOLOGY	WEB *Contact info below			KEENE	5	5
30421	PSY 191	COLLEGE PSYCHOLOGY	WEB *Contact info below			YATES	5	5
30422	SPC 191	FUND OF SPEECH	WEB *Contact info below			GARNER	5	5

* See online information on page 3 and contact pfrost@southeasterntech.edu, cmathews@southeasterntech.edu, bhart@southeasterntech.edu, akeene@southeasterntech.edu, jhoward@southeasterntech.edu, eyates@southeasterntech.edu, rgarnier@southeasterntech.edu before the quarter begins.

Fundamental Occupational Courses

Fundamental Occupational Courses are required in most programs of study. The primary course required is Introduction to Microcomputers, SCT 100. A schedule of day, evening, and online courses are provided in this section.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30060	SCT 100	INTRO COMPUTERS	9-9:50	M-F	836	MOYE	3	5
30061	SCT 100	INTRO COMPUTERS	10-10:50	M-F	836	MOYE	3	5
30062	SCT 100	INTRO COMPUTERS	11-11:50	M-F	836	TAYLOR	3	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30101	SCT 100	INTRO COMPUTERS	5:50-10	M	836	ANDERSON	3	5
30189	SCT 100	INTRO COMPUTERS	5:50-10	W	836	ANDERSON	3	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30564	SCT 100	INTRO COMPUTERS	WEB *Contact info below			JERNIGAN	3	5

* See online information on page 3 and contact tjernigan@southeasterntech.edu

Learning Support

Upon placement testing students may be required to enroll in Learning Support Classes in order to refresh skills in reading, math, or English. In addition to regularly scheduled classes, an open lab is available each quarter for students needing additional time for study. A student success lab is also available in room 320 to help learning support as well as other students. Learning support students are required to enroll in SSK 099, Introduction to Technical Education, a course designed to develop appropriate study skills.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30011	ENG 097	ENGLISH III	9-9:50	M-F	418	YAWN	5	5
30261	ENG 098	ENGLISH IV	8-8:50	M-F	418	YAWN	5	5
30046	MAT 097	MATH III	10-10:50	M-F	320	DUPREE	5	5
30079	MAT 098	ELEMENTARY-ALGEBRA	11-11:50	M-F	320	DUPREE	5	5
30441	MAT 099	INTERMED. ALGEBRA	9-9:50	M-F	166	KARKKAINEN	5	5
30010	RDG 097	READING III	10-10:50	M-F	418	YAWN	5	5
30262	RDG 098	READING IV	11-11:50	M-F	421	YAWN	5	5

Some Learning Support (formerly known as Developmental Studies) Courses not offered during the day will be offered evenings. Some courses will be offered alternate quarters based upon enrollment.

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30048	ENG 097	ENGLISH III	5:50-10	M	418	STAFF	5	5
30753	ENG 098	ENGLISH IV	5:50-10	M	320	CONNER	5	5
30081	MAT 097	MATH III	5:50-7:50	T/R	418	SIKES	5	5
30273	MAT 098	ELEMENTARY ALGEBRA	7:50-10	T/R	418	SIKES	5	5
30174	RDG 097	READING III	5:50-10	W	418	BARR	5	5
30263	RDG 098	READING III	5:50-10	T	421	STAFF	5	5

Some Learning Support (formerly known as Developmental Studies) Courses not offered during the night will be offered days. Some courses will be offered alternate quarters based upon enrollment.

STUDY SKILLS

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30021	SSK 099	INTRO TECH ED	12-12:50	T	418	CONNER	1	1
30068	SSK 099	INTRO TECH ED	5-5:50	W	418	BARR	1	1

Winter Credit Courses

Business Programs

Accounting DIPLOMA AND DEGREE

The Accounting diploma and degree programs provide a broad based practical education for those students who wish to work in a challenging office setting or become entrepreneurs. Full-time students who begin the program sequence during the fall or spring quarter can complete the diploma requirements within four quarters and the degree within six quarters. Internships are available to those students who meet the requirements and placement criteria. General Core courses are listed in the General Core section. Elective courses are selected upon academic advisement.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30006	ACC 101	PRINC OF ACCOUNTING I	8:00-9:50	M-R	839	SIMMONS	6	8
30007	ACC 102	PRINC OF ACCOUNTING II	10:00-11:50	M-R	839	SIMMONS	6	8

NIGHT CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30690	ACC 101	PRINC OF ACCOUNTING I	6:00 - 10:00	W/R	839	CALHOUN	6	8

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30558	ACC 106	ACCOUNTING SPREADSHEET FUND	WEB *Contact info below			SIMMONS	3	5
30395	ACC 152	PAYROLL ACCOUNTING	WEB *Contact info below			SIMMONS	4	5

* See online information on page 3 and contact csimmons@southeasterntech.edu before the quarter begins.

Administrative Office Technology DEGREE

Administrative Office Technology is a two-year degree program and is designed to prepare students for employment in a variety of positions in today's administrative and business fields. The program emphasizes the use of the keyboard and applications software. Students are also introduced to accounting database and spreadsheet fundamentals. Graduates of the program receive an Administrative Office Technology of Applied Science degree.

Business Office Technology DIPLOMA

Business Office Technology is a diploma program with two specializations available – Business Office Specialization and Medical Office Specialization. Either of these specializations will result in a diploma in Business Office Technology. The Business Office Specialization is offered as a full-time day or night program. The Medical Office Specialization offer classes primarily during the day. Internships are available to those who meet the requirements and placement criteria. General core courses are listed in the General Core section. Elective courses are selected upon academic advisement. Note: Many of the courses included in the BOT schedule are also required in Administrative Office Technology Associate Degree.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30020	BUS 101	BEG DOC PROCESSING	8-9:50	M-F	806	KASAY	5	10
30091	BUS 103	ADV DOC PROCESSING	10-11:50	M-F	806	KASAY	5	10
30559	BUS 105	DATABASE FUND	1-3:30	T/R	806	KASAY	3	5
30190	BUS 106	OFFICE PROCEDURES	8:15-9:50	MWF	809	JERNIGAN	5	5
30019	BUS 201	ADV WORD PROCESSING	1-3:30	M/W	809	JERNIGAN	3	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30642	BUS 102	INTERMEDIATE DOC PROCESSING	6-10	M/T	806	MAY	5	10

ONLINE CLASSES

CRN	Course	Description	Time	Day	Instructor	CR	CL
30017	BUS 107	MACHINE TRANS	WEB *Contact info below		JERNIGAN	3	5
30432	BUS 226	MED OFFICE BILLING/ CODING	WEB *Contact info below		SCOTT	5	5
	AHS 101	ANATOMY & PHYSIO	See Health Sciences Core			5	5
	AHS 109	MEDICAL TERMINOLOGY	See Health Sciences Core			3	3

* See online information on page 3 and contact tjernigan@southeasterntech.edu or kscott@southeasterntech.edu before the quarter begins.

Office Management Assistant

CERTIFICATE

The Office Management Assistant technical certificate is designed to provide educational opportunities and skills to those individuals who want training to pursue a successful career in the office management field. The curriculum includes training on up-to-date equipment relevant to any workplace setting. Courses taken in this certificate program may also count toward a diploma in Business Office Technology.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30020	BUS 101	BEG DOC PROCESSING	8-9:50	M-F	806	KASAY	5	10
30190	BUS 106	OFFICE PROCEDURES	8:15-9:50	MWF	809	JERNIGAN	5	5



Graphic Arts Programs

STC has two Graphic Arts Programs from which students may choose including a diploma and TCC. The purpose of the Computer Graphic Design Specialist (CGDS) TCC is to provide a short-term program of study for students interested in working in the creative field of graphic arts and visual communications. The CGDS certificate also serves as a lead-in to the Visual Communications diploma program. All courses shown as required in the CGDS certificate program are also required in the Visual Communications diploma program. Therefore students who may find this certificate suitable to their needs and interest may easily transition into the diploma program. The Visual Communications Diploma will emphasize both hand- and computer-generated commercial art products. Graduates of either program find opportunity to gain entry level employment in this exciting and innovative field or to upgrade creative skills for their current career. Students will receive dual training in both a PC and MAC environment in a new state-of-the-art-facility.

Visual Communications

DIPLOMA

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30635	VCM 121	INTRO TO COMPUTER GRAPHICS	3-5:30	T/W	405	WOODS	3	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30784	VCM 139	PHOTOGRAPHY	6-10	T/W	405	WOODS	5	9

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30785	VCM 230	WEB ANIMATION	WEB *Contact info below			SKEENE	4	7
30786	VCM 233	ADVANCED WEB DESIGN	WEB *Contact info below			SKEENE	4	7

* See online information on page 3 and contact kskeene@southeasterntech.edu before the quarter begins.

Graphic Design Specialist

CERTIFICATE

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30635	VCM 121	INTRO TO COMPUTER GRAPHICS	3-5:30	T/W	405	WOODS	3	5

Winter Credit Courses

Computer Information Systems DIPLOMA AND DEGREE

The Computer Information Systems (C.I.S.) program provides students with a variety of educational options. Students may pursue a diploma or degree in one to three areas—Microcomputer Specialist, Networking Specialist, and/or the new Internet Specialist. The C.I.S. program qualifies graduates to perform many varied jobs in the computer service industry. This schedule reflects the required occupational courses only. General Core courses are listed in the General Core section. Elective courses are selected upon academic advisement.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30159	CIS 105	PROGRAM DESIGN	9 – 9:50	M-R	812	TAYLOR	5	5
30588	CIS 106	COMPUTER CONCEPTS	11 – 11:50	M-R	818	MOYE	5	5
30691	CIS 127	COMPREH WORD PROCESSING & PRESENTATION GRAPHICS	1:15 – 3:05	M-R	818	MOYE	6	8
30444	CIS 2149	IMPLEM WIN PROF	1:15 – 3:05	M-R	812	TAYLOR	6	8
30771	CIS 2202	XHTML FUNDAMENTALS	10 – 10:50	M-R	812	TAYLOR	5	7

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30509	CIS 122	INSTALLATION & MAINTENANCE	WEB *Contact info below			MOYE	7	10
30772	CIS 1107	INTRO TO WEB PROG USING PERL	WEB *Contact info below			TAYLOR	4	5
30741	CIS 1115	INFORMATION SECURITY FUNDAMENTALS	WEB *Contact info below			GRAHAM	5	5

* See online information on page 3 and contact appropriate instructor at address below on first day of class: smoye@southeasterntech.edu, jtaylor@southeasterntech.edu, or pgraham@southeasterntech.edu

A+ CompTia Certification CERTIFICATE

The A+ CompTia Certification certificate program has been designed to provide experienced computer users with the skills and knowledge necessary to pass the CompTIA A+ certification exams and obtain A+ certification.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30509	CIS 122	INSTALL & MAINT	WEB *Contact info below			MOYE	7	10

* See online information on page 3 and contact smoye@southeasterntech.edu before first day of class.

Computer Forensics & Investigation Specialist CERTIFICATE

The purpose of the Computer Forensics and Investigation certificate is to provide academic and professional training to students in detecting and investigating computer related criminal activity. The curriculum is designed to develop knowledge and skills in technical evidence and identification, investigative computer systems, information security, search and seizure, and the administration of criminal sanctions.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30588	CIS 106	COMPUTER CONCEPTS	11 – 11:50	M-R	818	MOYE	5	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30488	CRJ 162	CRIM INVESTIGATION	5:50-10	M	830	HOWARD	5	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30741	CIS 1115	INFORMATION SECURITY FUNDAMENTALS	WEB *Contact info below			GRAHAM	5	5

* See online information on page 3 and contact pgraham@southeasterntech.edu before first day of class.

Internet and Computing Core Cert (IC³) Prep CERTIFICATE

The Internet and Computing Core Certification Prep (IC³) certificate has been designed to prepare students for successful completion of IC³ certification exams. The program enables individuals to obtain the knowledge, skills, and attitudes necessary in the field of Internet and Desktop computing.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30509	CIS 122	INSTALL & MAINT	WEB *Contact info below			MOYE	7	10

* See online information on page 3 and contact smoye@southeasterntech.edu before first day of class.

Management and Supervisory Development DIPLOMA AND DEGREE

The Management and Supervisory Development (MSD) program provides training for those who seek a career in supervisory management or need training in current management principles and practices. The Management and Supervisory Development (MSD) program is offered online. However, students may take general core and a limited number of MSD courses during the day/night. General Core courses are listed in the General Core section.

INTERNSHIP CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30665	MSD 220	MGMT & SUPV OBI I	TBA	TBA	ARR	SPIVEY	3	10

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30694	MKT 103	BUSINESS LAW	WEB *Contact info below			SPIVEY	5	5
30695	MSD 100	MGMT PRINCIPLES	WEB *Contact info below			SPIVEY	5	5
30445	MSD 101	ORG BEHAVIOR	WEB *Contact info below			SPIVEY	5	5
30508	MSD 104	HUMAN RESOURCE MGMT	WEB *Contact info below			SPIVEY	5	5
30749	MSD 109	MANAGERIAL ACCTING	WEB *Contact info below			K KEENE	5	5
30609	MSD 113	BUSINESS ETHICS	WEB *Contact info below			K KEENE	5	5
30653	MSD 114	MGMT COMM TECH	WEB *Contact info below			K KEENE	5	5
30640	MSD 210	TEAM PROJECT	WEB *Contact info below			K KEENE	5	5

* See online information on page 3 and contact vspivey@southeasterntech.edu or kkeene@southeasterntech.edu before the first day of class.

Human Resource Management Specialist CERTIFICATE

This certificate serves as a concentrated study emphasizing the knowledge needed by human resource managers.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30445	MSD 101	ORG BEHAVIOR	WEB *Contact info below			SPIVEY	5	5
30508	MSD 104	HUMAN RESOURCE MGMT	WEB *Contact info below			SPIVEY	5	5
30653	MSD 114	MGMT COMM TECH	WEB *Contact info below			K KEENE	5	5

* See online information on page 3 and contact vspivey@southeasterntech.edu or kkeene@southeasterntech.edu before first day of class.

Management/Leadership Specialist CERTIFICATE

This certificate serves as an expanded overview in the field of management.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30445	MSD 101	ORG BEHAVIOR	WEB *Contact info below			SPIVEY	5	5
	MSDxxx	APPROVED MSD ELECTIVE	WEB *Contact info below			SPIVEY	5	5

* See online information on page 3 and contact vspivey@southeasterntech.edu before first day of class.

Operations Management Specialist CERTIFICATE

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30695	MSD 100	MGMT PRINCIPLES	WEB *Contact info below			SPIVEY	5	5
	MSDxxx	APPROVED MSD ELECTIVE	WEB *Contact info below			SPIVEY	5	5
30564	SCT 100	INTRO COMPUTERS	WEB *Contact info below			JERNIGAN	3	5

* See online information on page 3 and contact vspivey@southeasterntech.edu or tjernigan@southeasterntech.edu before first day of class.

Service Sector Management Specialist CERTIFICATE

This certificate is designed to emphasize management skills needed in a service environment.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30695	MSD 100	MGMT PRINCIPLES	WEB *Contact info below			SPIVEY	5	5
	MSDxxx	APPROVED MSD ELECTIVE	WEB *Contact info below			SPIVEY	5	5
30564	SCT 100	INTRO COMPUTERS	WEB *Contact info below			JERNIGAN	3	5

* See online information on page 3 and contact vspivey@southeasterntech.edu or tjernigan@southeasterntech.edu before first day of class.

Winter Credit Courses

Small Business Management Specialist CERTIFICATE

This certificate is designed to emphasize management skills needed when either starting or managing a small business.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30749	MSD 109	MANAGERIAL ACCTING	WEB *Contact info below			K KEENE	5	5
	MSDxxx	APPROVED MSD ELECTIVE	WEB *Contact info below			SPIVEY	5	5
30564	SCT 100	INTRO COMPUTERS	WEB *Contact info below			JERNIGAN	3	5

* See online information on page 3 and contact kkeene@southeasterntech.edu, vspivey@southeasterntech.edu, or tjernigan@southeasterntech.edu before first day of class.

Supervisor/Manager Specialist CERTIFICATE

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30695	MSD 100	MGMT PRINCIPLES	WEB *Contact info below			SPIVEY	5	5
30508	MSD 104	HUMAN RESOURCE MGMT	WEB *Contact info below			SPIVEY	5	5

* See online information on page 3 and contact vspivey@southeasterntech.edu before first day of class.

Technical Management Specialist CERTIFICATE

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30695	MSD 100	MGMT PRINCIPLES	WEB *Contact info below			SPIVEY	5	5
30508	MSD 104	HUMAN RESOURCE MGMT	WEB *Contact info below			SPIVEY	5	5
30564	SCT 100	INTRO COMPUTERS	WEB *Contact info below			JERNIGAN	3	5

* See online information on page 3 and contact vspivey@southeasterntech.edu or tjernigan@southeasterntech.edu before the quarter begins.

Marketing Management DIPLOMA AND DEGREE

The Marketing Management diploma program offers a specialization in Marketing Administration, Retail Management, and Entrepreneurship. The students in the Marketing Management degree program specialize in Marketing Administration. These programs offer a broad business administration education for those students who are interested in a career in business. Job opportunities are unlimited in business areas including retail, wholesaling, selling, banking, finance, small business management and ownership, and many other business positions. General Core courses are listed in the General Core section. Elective courses are selected upon academic advisement.

INTERNSHIP CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30606	MKT 130	MARKETING ADMIN OBI I	TBA	TBA	834	HARMON	3	10
30607	MKT 131	MARKETING ADMIN OBI II	TBA	TBA	834	HARMON	3	10
30230	MKT 134	ENTREPRENEURSHIP OBI I	TBA	TBA	834	HARMON	3	10
30231	MKT 135	ENTREPR OBI II	TBA	TBA	834	HARMON	3	10
30004	MKT 136	RETAIL MGMT OBI I	TBA	TBA	834	HARMON	3	10
30005	MKT 137	RETAIL MGMT OBI II	TBA	TBA	834	HARMON	3	10

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30183	MKT 100	PRINCPLS OF MARKETING	WEB *Contact info below			HARMON	5	5
30375	MKT 101	PRINCPLS OF MGMT	WEB *Contact info below			SPIVEY	5	5
30694	MKT 103	BUSINESS LAW	WEB *Contact info below			SPIVEY	5	5
30158	MKT 106	FUND OF SELLING	WEB *Contact info below			STAFF	5	5
30652	MKT 108	ADVERTISING	WEB *Contact info below			STAFF	4	5
30203	MKT 110	ENTREPRENEURSHIP	WEB *Contact info below			HARMON	8	10

* See online information on page 3 and contact the appropriate instructor at aharmon@southeasterntech.edu or vspivey@southeasterntech.edu before the quarter begins.

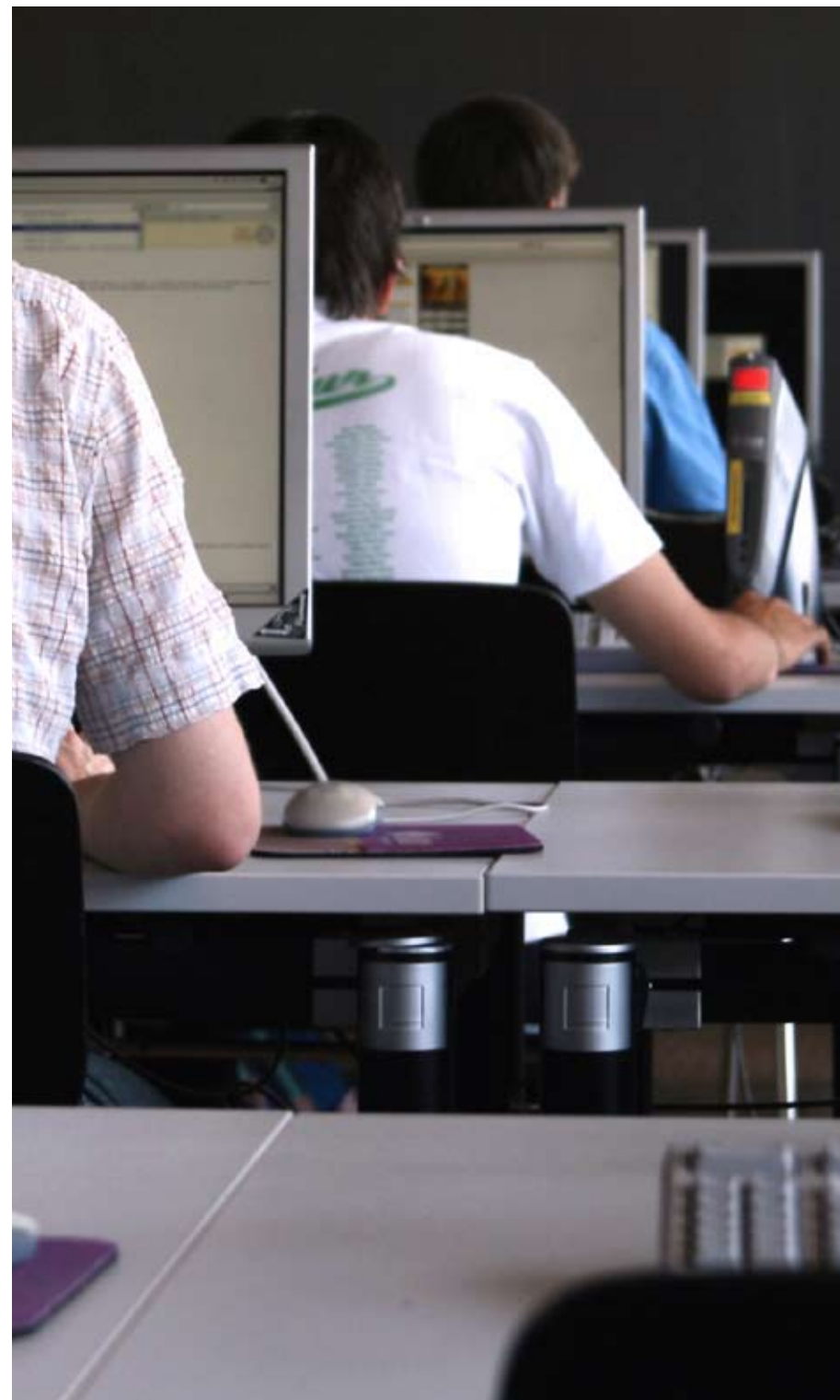
Small Business Entrepreneur TECHNICAL CERTIFICATE OF CREDIT

The Small Business Entrepreneur Technical Certificate of Credit is designed to provide students, interested in starting or growing their own business, with the knowledge, skills, and resources needed to successfully compete in the global economy in the 21st century. The certificate is designed to provide the essential occupational courses needed to succeed more rapidly than with a longer program of study with only one fundamental occupational course required. Classes are offered online and in traditional classroom setting.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30183	MKT 100	PRNCPLS OF MARKETING	WEB *Contact info below			HARMON	5	5
30158	MKT 106	FUND OF SELLING	WEB *Contact info below			STAFF	5	5
30652	MKT 108	ADVERTISING	WEB *Contact info below			STAFF	4	5
30203	MKT 110	ENTREPRENEURSHIP	WEB *Contact info below			HARMON	8	10

* See online information on page 3 and contact the appropriate instructor at aharmon@southeasterntech.edu before the quarter begins.



Winter Credit Courses

Health Sciences

Health Sciences Core

A strong foundation in anatomy and physiology, basic first aid, infection control, CPR, and medical terminology is an essential part of most health sciences programs.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30028	AHS 101	ANAT AND PHYSIOLOGY	8-8:50	M-F	618	STAFF	5	5
30251	AHS 101	ANAT AND PHYSIOLOGY	11-11:50	M-F	618	BRADDY	5	5
30147	AHS 104	INTRO TO HEALTH CARE	8-8:50	M-F	735	GRAMIAK	3	5
30173	AHS 104	INTRO TO HEALTH CARE	9-9:50	M-F	735	GRAMIAK	3	5
30426	AHS 104	INTRO TO HEALTH CARE	1:30-4:00	M/W	735	STAFF	3	5
30094	AHS 109	MED TERMINOLOGY	8-8:50	MWF	821	PHILLIPS	3	3
30196	AHS 109	MED TERMINOLOGY	11-11:50	MTW	821	PHILLIPS	3	3

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30680	AHS 101	ANAT AND PHYSIOLOGY	5:50-10	R	618	STAFF	5	5
30427	AHS 104	INTRO TO HEALTHCARE	5:50-10	M	735	STAFF	3	5
30712	AHS 109	MED TERMINOLOGY	6-9	T	618	SMITH	3	3

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30098	AHS 101	ANAT AND PHYSIOLOGY	WEB *Contact info below			STAFF	5	5
30237	AHS 109	MEDICAL TERMINOLOGY	WEB *Contact info below			COLLINS	3	3

* See online information on page 3 and contact rcollins@southeasterntech.edu before the first day of classes.

Health Care Assistant (HCA) TECHNICAL CERTIFICATE OF CREDIT

The Health Care Assistant (HCA) technical certificate of credit prepares graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary, patient care technician, and phlebotomy technician. The concentrations/options offered build upon a common core of general education and health sciences courses.

HCA, Electrocardiography Technician Option

DAY & EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
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See Health Sciences Core, General Education, and Fundamental Occupational Courses for details.

HCA, Medical Coding Option

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30201	MAS 152	ICD-9-CM CODING II	5:50-10	M	833	SCOTT	3	5

HCA, Medical Unit Secretary Option

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30020	BUS 101	BEG DOC PROCESSING	8-9:50	M-F	806	KASAY	5	10
30190	BUS 106	OFFICE PROCEDURES	8:15-9:50	MWF	809	JERNIGAN	5	5

HCA, Patient Care Technician Option

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
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See Health Sciences Core, General Education, and Fundamental Occupational Courses for details.

HCA, Phlebotomy Option

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30103	PHL 105	CLINICAL PRACTICE	3-5:30	W	717	HAMMOCK	8	24

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30169	PHL 105	CLINICAL PRACTICE	6-8:30	W	717	HAMMOCK	8	24

Health Care Science (HCS) CERTIFICATE

The Health Care Science (HCS) technical certificate of credit prepares graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary, patient care technician, and phlebotomy technician.. The concentrations/options offered build upon a common core of general education and health science core courses.

HCS, Phlebotomy Option

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30103	PHL 105	CLINICAL PRACTICE	3-5:30	W	717	HAMMOCK	8	24

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30169	PHL 105	CLINICAL PRACTICE	6-8:30	W	717	HAMMOCK	8	24

Clinical Laboratory Technology DEGREE

The Medical Laboratory Technology associate degree program is a sequence of courses that prepares students for technician positions in medical laboratories and related businesses and industries.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30776	CLT 101	INTRO TO CLINICAL LAB TECHNOLOGY	8-9:50 1-3:30	M	739	BATES	3	5
30777	CLT 103	INTRO TO URINALYSIS AND BODY FLUIDS	8-9:50 1-3:30	W	739	BATES	3	5
30778	CLT109	CLINICAL PHLEBOTOMY, SEROLOGY, URIN PRACT	ARR	M-F	ARR	BATES	4	12
30779	CLT 111	CLINICAL HEMATOLOGY/ COAGULATION PRACT	ARR	M-F	ARR	BATES	6	20

Medical Assisting DIPLOMA

The Medical Assisting (MAS) program prepares an individual to work in a doctor's office or in a clinical situation within the modern medical profession. The MAS program is five quarters in length culminating in an externship quarter. Students are accepted into the program twice each year; fall and spring quarters.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30165	MAS 113	MATERNAL/CHILD	10-10:50	M-F	733	BRADDY	5	5
30699	MAS 109	MEDICAL ASSISTING SKILLS II	8-9:50	M-F	733	BRADDY	5	10

30388	MAS 115	MEDICAL PROCEDURES II	1-2:30	M-R	821	BRADDY	3	6
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ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30166	MAS 101	LEGAL ASPECTS OF THE MEDICAL OFFICE	WEB *Contact info below			FOWLER	2	2

* See online information on page 3 and contact pfowler@southeasterntech.edu before the quarter begins.

Paramedic Technology DIPLOMA

The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the paramedic certification test.

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30490	EMS 126	INTRO TO THE PARAMEDIC PROFESSION	5-10	T/R	733	JONES	3	4
30491	EMS 127A	PATIENT ASSESSMENT I	5-10	T/R	733	JONES	2	2
30492	EMS 128	APPLIED PHYSIOLOGY & PATHOPHYSIOLOGY	5-10	T/R	733	JONES	3	3

Winter Credit Courses



Certified Nurse Aide CERTIFICATE

The Certified Nurse Aide certificate program prepares students to be competent nurse aides in Nursing Homes, Home Health Care, and other related settings. Graduates are eligible to stand the theory and practical exams to be placed on the State of Georgia Nurse Aid Registry. Day students can complete the program in one quarter. Evening students can complete the program in two quarters.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30093	CNS 108	PERSONAL NUTRITION	9:00-10:50	M	619	PHILLIPS	2	2
30018	CNA 100	CNA FUNDAMENTALS	9:00-10:50	T-F	619	PHILLIPS	8	11
	AHS 109	MEDICAL TERMINOLOGY	See Health Sciences Core for additional classes				3	3
	EMP 100	INTER REL PROF DEV	See General Education for additional classes				3	3

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30698	CNA 100	CNA FUNDAMENTALS	5:50-10:00	M/W	748	PHILLIPS	8	11

Radiologic Technology DIPLOMA

The Radiologic Technology diploma program is a sequence of courses that prepares students for positions in radiologic departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30494	RAD 106	LOWER EXTREMITY & SPINE PROCEDURES	8:30-11:30 9-11	M/T	743	BLAKE	3	5
30561	RAD 133	CLINICAL RAD II	ARR	WRF	ARR	BLAKE	7	21
30671	RAD 137	CLINICAL RAD VI	ARR	MTRF	ARR	BLAKE	9	28
30495	RAD 107	PRIN OF RAD EXPOSURE I	1-4	M/T	743	POWELL	4	6
30672	RAD 120	PRIN OF RAD BIOLOGY & PROTECTION	9-11:30	M/W	842	POWELL	5	5

Imaging Science Services Assistant CERTIFICATE

The Imaging Science Service Assistant Program is a three (3) quarter sequence of courses that prepares students for positions in Radiologic Imaging Departments and related business and industry. Graduates will be able to perform a variety of duties to assist the medical and technical staff in activities centered around the completion of Radiographic procedures. These duties include film processing, basic patient care, patient transportation and transfer, film file library, front office procedures including scheduling, patient interaction, data entry and procedure completion documentation.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30474	RAD 101	INTRO TO RADIOGRAPHY	9-11:50	T/R	TBD	POWELL	5	6

See Health Sciences Core, General Education, and Fundamental Occupational Courses for class schedules.

Surgical Technology DIPLOMA

The Surgical Technology diploma program prepares students for employment in a variety of positions in the surgical field. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30673	SUR 101	INTRO TO SURGICAL TECHNOLOGY	9-12 9-11	M T	741	SMITH	6	7
		LAB	1-5	T	711	SMITH/HUNT		
30478	SUR 108	SURGICAL MICROBIOLOGY	9-12	W	741	SMITH	3	3
30503	SUR 109	SURGICAL PATIENT CARE	9-11	R	741	SMITH	3	4
		LAB	1:00-5:00	R	711	SMITH/HUNT		

Emergency Medical Technician CERTIFICATE COURSES

The Emergency Medical Technician Certificate program provides students with knowledge, skills, and attitudes necessary to succeed in the EMT profession. The program also provides prerequisite academic and clinical preparation for students wishing to enroll in a paramedic technology program. Graduates are eligible to stand the National Registry Exam of Medical Technicians.

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30780	EMC 105	MEDICAL/BEHAVIORAL & OB PEDS EMERGENCIES FOR THE EMT	5:50-10	M/W	733	JJONES	4	5
30781	EMC 108	TRAUMA EMERGENCIES FOR THE EMT	5:50-10	M/W	733	JJONES	2	3

Pharmacy Technology DIPLOMA

The Pharmacy Technology diploma program prepares students for employment in a variety of positions in the pharmacy field. Pharmacy Technology program graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under supervision of a pharmacist.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30476	PHR 100	PHARMACY CALC	10-11:50	MRF	737	DAVIS	5	6
30477	PHR 101	PHARMACY FUND	8-9:50	MRF	737	DAVIS	5	6
30520	PHR 103	PRNCPLS OF STERILE MEDICATION PREP	8-11:50	T/W	737	DAVIS	6	8
30521	PHR 105	PHARMACY PRACTICUM	ARR	MRF		DAVIS	7	21

Practical Nursing DIPLOMA

The Practical Nursing program prepares graduates to give competent nursing care. Graduates are eligible to take the State Board Examination for licensure as practical nurses.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30185	NSG 112	MEDICAL-SURGICAL NURSING I	9-11:50 1:15-3	M-F	748	HINSON	9	9
30186	NPT 112	MEDICAL-SURGICAL NURSING I PRACTICUM	6:30-4:30	M-R	MRMC	HINSON	7	21
30236	NSG 113	MEDICAL-SURGICAL NURSING II	9-11:50 1:15-3	M-F	746	RENFROE	9	9
30235	NPT 113	MEDICAL-SURGICAL NURSING II PRACTICUM	6:30-4:30	M-R	MRMC	RENFROE	7	21

Winter Credit Courses

Human Services

Cosmetology DIPLOMA

The Cosmetology diploma program provides educational opportunities that enable individuals to obtain the knowledge, skills, and abilities necessary to succeed in the cosmetology profession. New students are accepted into the Cosmetology program twice each year: fall and spring quarters. Upon successful completion of the Georgia State Board of Cosmetology exam, program graduates receive a Master Cosmetology license.

SECOND QUARTER CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30773	COS 107	ADVANCED HAIRCUTTING	9-3 9-1	M-R F	311 332	KICKLIGHTER	2	5
30219	COS 108	PERMANENT WAVING AND RELAXING	9-3 9-1	M-R F	311 332	KICKLIGHTER	3	4
30220	COS 109	HAIR COLOR	9-3 9-1	M-R F	311 332	KICKLIGHTER	6	8
30221	COS 110	SKIN, SCALP, AND HAIR	9-3 9-1	M-R F	311 332	KICKLIGHTER	3	4
30222	COS 111	STYLING	9-3 9-1	M-R F	311 332	KICKLIGHTER	3	5
30223	COS 112	MANICURING AND PEDICURING	9-3 9-1	M-R F	311 332	KICKLIGHTER	3	4

FOURTH QUARTER CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30224	COS 115	PRACT/INTERNSHIP I	9-3 9-1	M-R F	332	TELFAIR	5	13
30225	COS 116	PRACT/INTERNSHIP II	9-3 9-1	M-R F	332	TELFAIR	5	13
30226	COS 117	SALON MANAGEMENT	9-3 9-1	M-R F	332	TELFAIR	4	5

Criminal Justice Technology DIPLOMA AND DEGREE

The Criminal Justice Technology program provides educational opportunities for those people who wish to enter various professions in the criminal justice field, such as entry-level jobs in law enforcement or corrections.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30380	CRJ 207	JUVENILE JUSTICE	9-9:50	M-F	830	RAINES	5	5
30744	CRJ 212	ETHICS IN CRIM JUSTICE	10-10:50	M-F	830	RAINES	5	5
30341	CRJ 104	PRINCIPLES OF LAW ENFORCEMENT	11-11:50	M-F	830	RAINES	5	5
30425	CRJ 209	INTERNSHIP	ARR	ARR	828	RAINES	5	15

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30488	CRJ 162	CRIM INVESTIGATION	5:50-10	R	830	HOWARD	5	5
30411	CRJ 104	PRINCIPLES OF LAW ENFORCEMENT	5:50-10	W	319	STUBBS	5	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30507	CRJ 105	CRIMINAL PROCEDURE	WEB *Contact info below			RAINES	5	6

* See online information on page 3 and contact kraines@southeasterntech.edu before the quarter begins.

Criminal Justice Records Technician CERTIFICATE

The Criminal Justice Technology program provides educational opportunities for those people who wish to enter various professions in the criminal justice field, such as entry-level jobs in law enforcement or corrections.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30020	BUS 101	BEG DOC PROCESSING	8-9:50	M-F	806	KASAY	5	10
30190	BUS 106	OFFICE PROCEDURES	8:15-9:50	MWF	809	JERNIGAN	5	5
30744	CRJ 212	ETHICS IN CRIM JUSTICE	10-10:50	M-F	830	RAINES	5	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30375	MKT 101	PRNCPLES OF MGMT	WEB *Contact info below			SPIVEY	5	5

* See online information on page 3 and contact vspivey@southeasterntech.edu before the quarter begins.



Early Childhood Care & Education DIPLOMA AND DEGREE

The Early Childhood Care and Education program provides training for those who seek a career in the field of Early Childhood Care & Education. The program is intended to produce graduates who are prepared for employment as child care providers. Program graduates are to be competent in the general areas of English, math, and interpersonal relations. Graduates are to be competent in the occupational areas of physical, social, emotional, and intellectual development of the child; CPR and first aid training; health; safety; nutrition, creative activities for children; and curriculum development.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30252	ECE 113	ART FOR CHILDREN	9-9:50	M-F	317	GARIEPY	3	5
30253	ECE 115	LANGUAGE ARTS AND LIT	10-10:50	M-F	317	GARIEPY	5	5
30506	ECE 217	PROGRAM ADMIN	11-11:50	M-F	317	GARIEPY	5	5
30527	ECE 222	PERSONNEL MGMT	12-12:50	M-F	317	GARIEPY	5	5
30630	ECE 121	SEMINAR / PRACTICUM I	1-1:50	T	317	GARIEPY	3	7
30660	ECE 122	SEMINAR /PRACTICUM II	1-1:50	T	317	GARIEPY	3	7
30378	ECE 224	INTERNSHIP	ARR	ARR	ARR	GARIEPY	12	36

Winter Credit Courses

Industrial

Air Conditioning Technology DIPLOMA

The Air Conditioning Technology program prepares students as entry level technicians in either air conditioning or refrigeration. While new students are accepted Fall and Spring Quarter, students may also enter alternative quarters by taking general core courses and those courses without prerequisites. The schedule is flexible in order to meet those needs. Classes may be taken during morning, afternoon, or evening hours. General Core courses are listed in the General Core section. Elective courses are selected upon academic advisement.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30611	ACT 100	REFRIGERATION FUND	12:30-1:45	M-R	423	WARREN	4	5
30615	ACT 105	ELECTRIC COMPONENTS	9-11:30	M-R	423	WARREN	5	8
30382	ACT 108	A/C SYSTEMS INSTALL	1:45-3	M-R	423	WARREN	3	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30095	ACT 103	ELECTRICITY FOR A/C	5:50-10	M/W	423	WARREN	7	10

Note: act classes available during time slots shown. Advisor will work out individual schedules within time slots in advisement.

Electrical Construction & Maintenance/ Industrial Electrical Technology

DIPLOMAS

The Electrical Construction and Maintenance and Industrial Electrical Technology programs prepare students as entry-level technicians in residential and commercial wiring. Students may earn a diploma entitled Industrial Electrical Technology by attending an additional two quarters. General Core courses are listed in the General Core section. Elective courses are selected upon academic advisement.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30398	ELT 106	PRINTS, SCHEM, SYMBOLS	9:45-12:15	M/W	431	ADAMS	4	5
30616	ELT 122	INDUSTRIAL PLC'S	1:15-3:45	M-R	429	ADAMS	6	10
30400	ELT 121	RESIDENTIAL WIRING II	10-12	M-R	429	PEACOCK	6	8
30401	ELT 111	SINGLE AND THREE PHASE MOTORS	8-9:30	M-R	429	ADAMS	5	7
30619	ELC 214	MECHANICAL DEVICES	8-9:30	M/W	431	PEACOCK	3	5
30383	IFC 101	DC CIRCUITS	9:30-12:15	T/R	431	ADAMS	4	5
30096	ELT 119	DC CIRCUITS II	1-3	M-R	431	PEACOCK	4	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30403	ELT 112	VAR SPEED CONTROLS	6-8:30	M/T	431	ADAMS	3	5
30399	ELT 120	RESIDENTIAL WIRING I	6-9:30	M/T	429	PEACOCK	5	8

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30647	IFC 100	INDUSTRIAL SAFETY	WEB *Contact info below			PEACOCK	2	3

* See online information on page 3 and contact mpeacock@southeasterntech.edu before the quarter begins.

Residential Wiring Tech CERTIFICATE

The Residential Wiring Technician technical certificate of credit (TCC) program prepares the student for entry-level employment as a residential wiring technician. Students may earn a TCC entitled Residential Wiring Technician. Program graduates are competent in the technical areas of residential wiring. The 30 credit hours required in the program can be applied toward a diploma in Electrical Construction and Maintenance.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30398	ELT 106	PRINTS, SCHEM, SYMBOLS	9:45-12:15	M/W	431	ADAMS	4	5
30096	ELT 119	DC CIRCUITS II	1-3	M-R	431	PEACOCK	4	5
30400	ELT 121	RESIDENTIAL WIRING II	10-12	M-R	429	PEACOCK	6	8
30383	IFC 101	DC CIRCUITS	9:30-12:15	T/R	431	ADAMS	4	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30399	ELT 120	RESIDENTIAL WIRING I	6-9:30	M/T	429	PEACOCK	5	8

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30647	IFC 100	INDUSTRIAL SAFETY	WEB *Contact info below			PEACOCK	2	3

* See online information on page 3 and contact mpeacock@southeasterntech.edu before the quarter begins.

Electronics Technology DIPLOMA AND DEGREE

The Electronics Technology Degree, Electronics Technology Diploma, and Electronics Fundamentals Diploma offers opportunities to explore many different areas within Computer Electronics, Industrial Electronics, or the Biomedical Instrumentation Specialization (available for the Electronics Technology Diploma ONLY). The Electronics Technology Degree, Electronics Technology Diploma, and Electronics Fundamentals Diploma courses are offered both online and traditional. Students in the Electronics Technology program(s) qualify for opportunities to become ETA Certified Electronic Technicians and many other certifications. Degree graduates must earn a minimum of 107 credit hours for either the computer option or the industrial option. Electronics Technology Diploma graduates must earn a minimum of 90 credit hours for the Computer Electronics, Industrial Electronics, or Biomedical Instrumentation option. Electronics Fundamentals Diploma graduates must earn a minimum of 65 credit hours.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30386	IFC 102	ALTERNATING CURRENT CIRCUITS I	8-8:50	M-F	827	GREENE	4	5
30179	ELC 110	ALTERNATING CURRENT CIRCUITS II	9-9:50	M-F	827	GREENE	4	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30211	ELC 211	PROCESS CONTROLS	5:50-10	M/W	824	TBA	6	8
30620	ELC 216	ROBOTICS	5:50-9	W	827	GREENE	2	3

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30180	ELC 118	DIGITAL ELECTRONICS I	WEB *Contact info below			TBA	4	5
30618	ELC 119	DIGITAL ELECTRONICS II	WEB *Contact info below			TBA	4	10
30621	ELC 120	MICROPROCESSOR FUNDAMENTALS	WEB *Contact info below			GREENE	4	5

* See online information on page 3 and contact appropriate instructor at wgreene@southeasterntech.edu before the quarter begins.



Winter Credit Courses

Fiber Optics/Copper Cabling Tech CERTIFICATE

The Fiber Optic/Copper Cabling Certificate offers the opportunity to explore the wonderful world of fiber optics and copper cabling. The Fiber Optic/Copper Cabling Certificate courses are taught with hands-on activities. Students in the Fiber Optic/Copper Cabling program are prepared for entry-level positions in a related field. Certificate graduates must earn a minimum of 26 credit hours.

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30461	TEL 116	FIBER OPTIC TRANSMISSION SYSTEMS	5:50-10	M/W	824	TBA	6	10

Computer Repair Technician CERTIFICATE

The Computer Repair Technician certificate includes occupational and specialized courses that will prepare the student to pass CompTIA's A+ and Network+ certification exams along with ETA's CNCT and CST certification exams. The certificate will prepare the student for positions in the field of computer repair as well as providing hands-on skills and knowledge that a computer repair technician, for both networked and stand alone systems, is expected to understand and be able to use.

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30670	ELC 218	OP SYSTEMS TECHN	WEB *Contact info below			GREENE	7	10
30446	ELC 219	NETWORKING I	WEB *Contact info below			TBA	4	6

* See online information on page 3 and contact appropriate instructor at wgreene@southeasterntech.edu before the quarter begins.

Welding & Joining Technology DIPLOMA

Shielded Metal Arc Welding / Wire Welding / Pipe Welding Specialist

CERTIFICATES

There are three Technical Certificate of Credit options within the Welding & Joining Technology Diploma program.

The Wire Welding certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environment where MIG and TIG welding applications are required. Students enrolling on a two evening per week schedule should complete the program of study in three quarters.

The SMAW certificate program prepares an individual within the welding and fabrication industry as well as similar working environment where SMAW applications are required. Students enrolling on a two evening per week schedule should complete the program of study in six quarters or less depending upon prior welding experience.

The Pipe Welding Specialist TCC prepares students to obtain educational and practical work experience using selected courses and adding specific occupational courses geared to prepare them for potentially even higher paying positions as pipe welders. It typically takes three quarters to complete. Our full-time welding instructor can advise you as to which classes will be needed for each of the three certificates.

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30144	WLD 100	INTRO TO WELDING	6:15-10	MW	416	CRUMPLER	6	8
30783	WLD 153	FLUX CORED ARC WELDING	6-10	MW	411	KELLY	5	10
30568	WLD 103	BLUEPRINT READING 1	5-6:15	MW	416	CRUMPLER	3	5
30182	WLD 109	GAS METAL ARC WELDING	6-10	TR	411	BOWMAN	6	10
30782	WLD 112	PREP FOR INDUSTRIAL QUALIFICATION	6-10	TR	411	CRUMPLER	4	8

Commercial Truck Driving CERTIFICATE

The Commercial Truck Driving (CTD) program provides training for those individuals seeking a Commercial Drivers License. In addition to classroom instruction students receive commercial truck driving training on-site and on-the-road. The CTD certificate program is a 7-10 week course of study depending upon internship(s). Students completing the certificate course work will have valuable knowledge and experience in commercial truck driving which will better qualify them for employment in the fast growing trucking industry.

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30214	CTD 101	FUND COMM TRUCK DRIVING	8-3	M-F	C-1	STRANGE	5	5
30215	CTD 102	BASIC OPERATION	8-3	M-F	C-1	STRANGE	5	8
30216	CTD 103	ADVANCED OPERATIONS	8-3	M-F	C-1	STRANGE	5	14

EVENING/SATURDAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30464	CTD 101	FUND COMM TRUCK DRIVING	5:50-10 8-5	M-R Sat	C-1	McLEOD	5	5
30465	CTD 102	BASIC OPERATION	5:50-10 8-5	M-R Sat	C-1	McLEOD	5	8
30466	CTD 103	ADVANCED OPERATIONS	5:50-10 8-5	M-R Sat	C-1	McLEOD	5	14

STUDENT REQUIREMENTS:

- Valid Drivers License
- 7 year Motor Vehicle Report (MVR) from state patrol (approximate cost \$7.00)
- DOT physical (approximate cost \$50.00 to \$70.00)
- drug test (approximate cost \$35.00)

Applicants must comply with Federal requirements as set forth in Federal Motor Carrier Safety Regulations



Glennville Courses

Refer to Vidalia Credit Courses for complete Diploma, Certificate, & Degree descriptions.

Learning Support

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30467	SSK 099	INTRO TECH ED	5-5:50	R	3	DAVIS	1	1
30197	ENG 097	ENGLISH III	5:50 - 10	R	3	STAFF	5	5
30217	RDG 097	READING III	7:50 - 10	T/R	3	DAVIS	5	5
30627	MAT 097	MATH III	5:50-7:50	T/R	3	DAVIS	5	5
30454	MAT 099	MATH IV	7:50-10:00	T/R	4	STAFF	5	5
30413	MAT 098	INTERMEDIATE ALGEBRA	5:50-7:50	T/R	4	STAFF	5	5

General Education

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30732	ENG 101	ENGLISH	8-8:50	M-F	110	CONNER	5	5
30790	ENG 111	BUSINESS ENGLISH	11-11:50	M-F	110	CONNER	5	5
30729	MAT 101	MATH	9-9:50	M-F	110	HART	5	5
30792	PSY 101	PSYCHOLOGY	10-10:50	M-F	110	YATES	5	5
30731	PSY 191	COLLEGE PSYCHOLOGY	1-2:05	M-R	110	YATES	5	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30727	ENG 101	ENGLISH	5:50-10	R	110	SOLLOSI	5	5
30791	MAT 101	MATH	5:50-10	M	110	BOWES	5	5
30730	PSY 101	PSYCHOLOGY	5:50-10	T	110	STANDARD	5	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30661	ENG 111	BUSINESS ENGLISH	WEB *Contact info below			FROST	5	5
30087	ENG 112	BUS COMM	WEB *Contact info below			FROST	5	5
30518	ENG 191	COMP AND RHET	WEB *Contact info below			MATHEWS	5	5
30452	MAT 103	ALGEBRA	WEB *Contact info below			HART	5	5
30739	MAT 191	COLLEGE ALGEBRA	WEB *Contact info below			HART	5	5
30135	EMP 100	INTER REL PROF DEV	WEB *Contact info below			KEENE	3	3
30371	PSC 191	PHYSICAL SCIENCE	WEB *Contact info below			HOWARD	5	6
30162	PSY 101	PSYCHOLOGY	WEB *Contact info below			KEENE	5	5
30421	PSY 191	COLLEGE PSYCHOLOGY	WEB *Contact info below			YATES	5	5
30422	SPC 191	FUND OF SPEECH	WEB *Contact info below			GARNER	5	5

* See online information on page 3 and contact the appropriate instructor at: pfrost@southeasterntech.edu, cmarhews@southeasterntech.edu, bhart@southeasterntech.edu, akeene@southeasterntech.edu, jhoward@southeasterntech.edu, eyates@southeasterntech.edu, rgarnier@southeasterntech.edu before the quarter begins.

Fundamental Occupational Courses

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30723	SCT 100	INTRO COMPUTERS	5:50-10	M	209	DOOLITTLE	3	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30564	SCT 100	INTRO COMPUTERS	WEB *Contact info below			JERNIGAN	3	5

* See online information on page 3 and contact tjernigan@southeasterntech.edu before the quarter begins.

Business Office Technology/ Administrative Office Technology

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/R	201	JERNIGAN	5	5
	AHS 101	ANAT & PHYSIOLOGY	See Health Sciences Core Schedule for listing					
	AHS 109	MEDICAL TERMINOLOGY	See Health Sciences Core Schedule for listing					

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30017	BUS 107	MACHINE TRANS	WEB *Contact info below			JERNIGAN	3	5
30432	BUS 226	MED OFFICE BILLING/ CODING	WEB *Contact info below			SCOTT	5	5

* See online information on page 3 and contact tjernigan@southeasterntech.edu, kscott@southeasterntech.edu before the quarter begins.

Office Management Assistant

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/TH	201	JERNIGAN	5	5
	SCT 100	See Fundamental Occupational section for additional classes.						

Computer Information Systems

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30509	CIS 122	INSTALL & MAINTENANCE	WEB *Contact info below			MOYE	7	10
30772	CIS 1107	INTRO TO WEB PROG USING PERL	WEB *Contact info below			TAYLOR	4	5
30741	CIS 1115	INFO SECURITY FUND	WEB *Contact info below			GRAHAM	5	5

* See online information on page 3 and contact smoye@southeasterntech.edu, jtaylor@southeasterntech.edu, pgraham@southeasterntech.edu before the quarter begins.

CompTia A+ Certified Preparation

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30509	CIS 122	INSTALL & MAINTENANCE	WEB *Contact info below			MOYE	7	10

* See online information on page 3 and contact smoye@southeasterntech.edu on first day of class.

Computer Forensics and Investigations

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30741	CIS 1115	INFO SECURITY FUND	WEB *Contact info below			GRAHAM	5	5

* See online information on page 3 and contact pgraham@southeasterntech.edu on first day of class.

Internet and Computing Core Certification (IC³) Prep

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30509	CIS 122	INSTALL & MAINTENANCE	WEB *Contact info below			MOYE	7	10

* See online information on page 3 and contact smoye@southeasterntech.edu on first day of class.



Glennville Courses

Health Sciences Core

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30680	AHS 101	ANAT AND PHYSIOLOGY	10-11	M-F	307	PENN	5	5
30557	AHS 104	INTRO TO HEALTHCARE	11-12	M-F	307	PENN	3	5
30390	AHS 109	MED TERM	1-2	MTW	307	PENN	3	3

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30391	AHS 104	INTRO TO HEALTHCARE	5:50-10	R	307	STAFF	3	5
30726	AHS 101	ANAT & PHYSIOLOGY	5:50-10	W	307	STAFF	5	5
30789	AHS 109	MED TERM	5:50-8:50	M	307	STAFF	3	3

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30580	AHS 101	ANAT & PHYSIOLOGY	WEB *Contact info below			PENN	5	5
30237	AHS 109	MEDICAL TERMINOLOGY	WEB *Contact info below			STAFF	3	3

* See online information on page 3 and contact spenn@southeasterntech.edu before the quarter begins.

Health Care Assistant

HCA, Medical Unit Secretary Option

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/TH	201	JERNIGAN	5	5

See Health Sciences Core, General Education, and Fundamental Occupational Courses for classes.

HCA, Phlebotomy Option

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/TH	201	JERNIGAN	5	5

See Health Sciences Core, General Education, and Fundamental Occupational Courses for classes.

Medical Assisting

DIPLOMA

DAY & EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/TH	201	JERNIGAN	5	5

See Health Sciences Core, General Education, and Fundamental Occupational Courses for details.

Practical Nursing

DIPLOMA

DAY & EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/TH	201	JERNIGAN	5	5

See Health Sciences Core, General Education, and Fundamental Occupational Courses for details.

Certified Nurse Aide

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30451	CNS 108	PERSONAL NUTRITION	6-8	T	305	STAFF	2	2
	AHS 109							
	EMP 100							

See Health Sciences Core Schedule for listing

See Health Sciences Core Schedule for listing

Criminal Justice Technology

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30774	CRJ 168	CRIMINAL LAW	5:50-10	M	202	STUBBS	5	5
30344	CRJ 101	INTRO TO CRIMJUSTICE	5:50-10	T	202	STUBBS	5	5
30775	CRJ 104	PRINCIPLES OF LAW ENFORCEMENT	5:50-10	W	110	STUBBS	5	5
30346	CRJ 103	CORRECTIONS	5:50-10	R	202	STUBBS	5	5
30628	CRJ 163	INVEST & PRESENTATION OF EVIDENCE	3-5:05	MW	202	STUBBS	3	5
30643	CRJ 209	INTERNSHIP	ARR	ARR	204	STUBBS	5	15
30526	CRJ 167	FIRST RESPONDER	5-10	T	306	DASHER	5	6

Criminal Justice Records Technician

DAY CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30736	BUS 106	OFFICE PROCEDURES	1-3:30	T/TH	201	JERNIGAN	5	5

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30344	CRJ 101	INTRO TO CRIMJUSTICE	5:50-10	T	202	STUBBS	5	5

ONLINE CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30375	MKT 101	PRINCIPLES OF MGMT	WEB *Contact info below			SPIVEY	5	5

* See online information on page 3 and contact vspivey@southeasterntech.edu before the quarter begins.

Early Childhood Care and Education

EVENING CLASSES

CRN	Course	Description	Time	Day	RM	Instructor	CR	CL
30415	ECE 114	MUSIC & MOVEMENT	5:50-10	M	2	CARTER	3	5
30373	ECE 115	LANGUAGE ARTS & LIT	5:50-10	T	2	CARTER	5	5
30270	ECE 116	MATH AND SCIENCE	5:50-10	W	2	CARTER	5	5

Southeastern Technical College Dental Hygiene Program Receives Initial Accreditation

Southeastern Technical College (STC) is proud to announce the Dental Hygiene program has been granted "initial accreditation" from the Commission on Dental Accreditation.

Upon completion of the two-year program, the student will receive an Associate of Applied Science degree with a major in Dental Hygiene. Program content includes general education, biomedical sciences, dental sciences, dental hygiene sciences and basic clinical education.

"The Georgia Career Information System foresees an increased need of dental hygienists in the near future and the outlook for dental hygienists is one of fast growth," said Jennifer Gramiak, STC Dental Hygiene Program Director. "The U.S. Department of Labor says employment of dental hygienists is expected to grow much faster than the average for all occupations through 2010."

The program is designed to educate and graduate professionals who are prepared intellectually, technically and ethically to meet the current oral health care demands and challenges of today. A comprehensive dental hygiene curriculum will prepare them to be professionally competent and the program is intended to motivate participants to become lifelong learners. Graduates will be capable of providing comprehensive care to diverse populations in a variety of settings.

"Our program will admit students once a year beginning Summer Quarter 2008," said Gramiak. "On an annual basis, approximately twelve qualified students will be offered admission into the program through a competitive admission process. Applications for our first class must be received by June 13, 2008, to receive consideration in the admission process."

Dental Hygiene students must complete six core classes before applying for the program. Once accepted, the program can be completed in seven quarters.

"We are proud to be able to offer this nationally accredited Dental Hygiene program to our community," said Dr. Cathy Meehan, STC President. "Our faculty and staff have put forth tremendous efforts to attain this accreditation status. Our dental hygiene program will be state of the art including the most current training equipment to provide a cutting-edge educational experience to all of our program participants."

"Our Dental Hygiene program graduates can expect a career that offers excellent wages, flexible hours, a good working environment and the opportunity to help others as part of a health care delivery team," said Teresa Coleman, STC Vice President of Academic Affairs. "The best part is they can earn their degree and begin their career in their home community."

For additional information about Southeastern Tech's Dental Hygiene program or other programs available, call 912-538-3100.



Career Academy Charter Signed and Submitted to State School Board

Southeastern Tech, Toombs County and Vidalia Collaborative Education Venture is Underway

After diligent work with the community and local school boards, Southeastern Technical College welcomed aboard Toombs County Schools and Vidalia City Schools as they all signed a charter petition to establish Southeastern Early College and Career Academy.

"This collaborative education venture is certain to benefit high school students, economic development and our community as a whole for years to come," said Dr. Cathy Meehan, Southeastern Technical College President. "I commend the Toombs County Board of Education and Vidalia City Board of Education for participating in this collaborative effort. Their expertise and support will make an enormous impact on the success of the career academy."

"This is a great day for our community and local economic development when three school systems can sit down together and work as partners," said Dr. Tim Smith, Vidalia City Schools Superintendent. "We are excited that potentially two more schools systems may participate in the Career Academy. Montgomery and Treutlen counties are talking seriously about coming on board."

The career academy will operate according to the terms of the signed charter and will be held accountable for meeting the performance-based objectives specified in the charter, which will serve as a binding contract. The charter was submitted to Georgia's State Board of Education last week. The new school will serve students from both districts on the college campus, who will take a mixture of academic and career/technical courses, all of which will count toward their high school diplomas, and some of which will also earn college credit. In fact, career academy students may earn enough credit to be awarded post-secondary diplomas/degrees as well as their high school diplomas. There will be no cost to students or their parents for college credit courses.

"A career academy at STC is a milestone on the road to offering the children of our area hope of a good job and a successful life," said Honorable Tommie Williams (GA SS 06), Georgia State Senate Majority Leader.

Southeastern Technical College plans to allocate funds to create this unique learning model. Additionally, the college has also applied for one of the five \$3.2 million state grants that would be applied to capital funding for the career academy. While the career academy classes will begin next fall at Southeastern Tech, building a new facility to enhance this specific type of learning could begin within a year.

"We appreciate the citizens coming together to open new horizons for the benefit of our students," said Dr. Kendall Brantley, Toombs County School Superintendent. "The partnership will optimize the cost of running these expensive technical programs which in turn is wise management of the taxpayers' dollars."

"Southeastern Early College and Career Academy is the first partnership in Georgia that will teach students from more than one school district at a regional career academy that is

also a charter school," said Russ Moore, Southeastern Tech Consultant. "Of the 180 school districts in Georgia, the two districts in Toombs County have just made education history."

Currently, Southeastern Technical College partners with the four regional high schools in "stay in school" initiatives such as dual enrollment, Tech Prep, Careers in School and the Summer Educator Academy for teachers to name a few. Although improvements have been made in the region's dropout rate, still more than a third of the population Southeastern Tech serves does not have a high school diploma or GED; less than 15 per cent of high school graduates complete a post-secondary degree.



Pictured above: Vidalia City Schools Superintendent Dr. Tim Smith, Southeastern Technical College President Dr. Cathy Meehan and Toombs County Schools Superintendent Dr. Kendall Brantley sign a charter petition to establish Southeastern Early College and Career Academy.

"Once other surrounding school districts see the career academy's accomplishments, we expect they will be ready to participate," said Meehan. "We will certainly keep the lines of communication open with other districts and share all of our progress with the community."

"The collaboration between Southeastern Tech, the Vidalia City and Toombs County Boards of Education demonstrates a dynamic, modern focus on the education needs of the area's children," said Ron Jackson, Department of Adult and Technical Education Commissioner. "I applaud the entire community for their concerted effort to improve student learning opportunities through the development of innovative educational settings like charter schools and career academies. Such progressive actions were the intent of Governor Perdue, Lt. Governor Cagle and the members of our General Assembly when they supported legislation and provided funding for these important programs."

The next step is for the Technical College System of Georgia to consider the local career academy grant application along with 18 others that have been received from school systems statewide. Five systems will be selected to receive grants of up to \$3.2 million each. If any of the grants are awarded for less than \$3.2 million, then consideration will be given to additional career academy applications.

STC Instructor Bee Hart Named Rick Perkins Southeast Consortium Winner



Bee Hart, a Math Instructor in the General Education Department at Southeastern Technical College, was named the Southeast Consortium's Rick Perkins Instructor of the Year.

Hart was chosen as the Consortium Winner after a rigorous interview process. Once selected as the Rick Perkins Award winner at Southeastern Technical College, he then competed against other instructors from across the region.

"The Technical College System of Georgia is honored to have Bee Hart as our Southeast Consortium winner of the 2007 Rick Perkins Award," said Ron Jackson, Commissioner of the Department of Adult and Technical Education (DTAE). "He has a deep passion for teaching and is dedicated to providing the very best education experience for his students. Mr. Hart is a valuable asset to the college, his community, and, most of all, to each and every student who learns from him. I congratulate him on his award and thank him for his outstanding commitment to technical education."

The Rick Perkins Award, formerly known as the Commissioner's Award of Excellence, was established to recognize and honor an outstanding Instructor of the Year. This prestigious award recognizes instructors who make significant contributions to technical education through instructional excellence, outstanding leadership qualities, and dedication to the mission of the Department of Technical and Adult Education.

"Being chosen as Instructor of the Year at Southeastern Tech and representing the faculty of STC at the regional level was a great honor. I was proud to win on the regional level because it was important to me that others see what a talented and committed group of faculty support our college and community," said Hart. "The Technical Education instructors in Georgia are an impressive group and it has been an honor and a privilege to interact and learn from them."

Hart received his bachelor's degree from the University of Georgia, his master's degree from Georgia Southern University and is currently working on his doctorate in education administration through Georgia Southern University. He and his wife Aimee reside in Vidalia and they are expecting their first child in November.



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Barry Dotson

Vice President for Student Affairs
Section 504/ADA Coordinator
Southeastern Technical College
3001 East First Street,
Vidalia, GA 30474
912-538-3100 Office 106

Adult Education

538-3165

BASIC EDUCATION - The student will learn the basic life skills in reading, writing, and math.

GED PREPARATION - The student will learn the basic competencies in writing skills, social studies, science, literature and the arts, and mathematics needed to pass the GED exam.

REFRESHER CLASSES - The student will upgrade his/her skills before entering a post-secondary education or new career field.

ALL ADULT EDUCATION CLASSES ARE FREE. Books and materials are furnished at no cost. Students are expected to bring paper and pencil to class.

SCHEDULE

Location	Day & Time
STC Adult Literacy Center	M-Th 8:00 a.m. - 4:30 p.m. T/Th 6:00 p.m. - 8:00 p.m.
Reidsville Center	M-Th 8:00 a.m. - 4:30 p.m. M/W 6:00 p.m. - 8:00 p.m.
Glennville Center	M-Th 8:00 a.m. - 4:30 p.m. M/W 5:30 p.m. - 8:00 p.m.
Mt. Vernon Center	M-Th 8:00 a.m. - 4:30 p.m. T/Th 6:00 p.m. - 8:00 p.m.

GED Info & Testing

HOW MUCH DOES THE GED EXAM COST? The complete battery of the GED exam costs \$95. Each re-test section costs \$19.00. Payment must be presented in cash; no checks or money orders will be accepted. Payment must be presented at registration to guarantee a spot for testing.

HOW DO I REGISTER FOR THE GED EXAM? A person must register prior to taking the GED exam. Registration is held on the first Monday of each month. Registration is scheduled at 5:00 p.m. The registration process lasts approximately 45 minutes. If you are not 20, you need to contact the GED Office prior to signing up for the GED Exam.

WE NOW HAVE GED CLASSES ONLINE!

SCHEDULE

Registration 5:00 pm Test 5:00 pm

December 3	December 10/11
January 7	January 14/15
February 4	February 11/12
March 3	March 10/11
April 7	April 14/15

IF YOU HAVE ANY QUESTIONS concerning the GED examination, please contact: Rusty Houser, GED Coordinator 912-538-3268.

If needed, an additional test will be given during the month. Pre-registration is required prior to taking the exam. Registration is held at the Economic Development Center, 100-A Brinson Road, Vidalia.

English as a Second Language

538-3165

A starting point for ESL learners who want to learn English/Civics at no charge.

SCHEDULE

Location	Day & Time
Economic Dev. Center	M/W 6:00 p.m. - 9:00 p.m.
Mt. Vernon Center	T/Th 6:00 p.m. - 9:00 p.m.
Glennville Center	M/W 6:00 p.m. - 9:00 p.m.