

# 2017-2018 STC Catalog & Handbook

## Health Sciences

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## **HEALTH SCIENCES**

Qualified health care professionals are essential in today's society. Southeastern Tech's Health Sciences Division currently offers degree, diploma and certificate programs in health care. These programs provide classroom instruction, as well as laboratory and/or clinical experiences, to make certain that students obtain the most current skills in their chosen health profession. Students interested in Health Sciences Programs may obtain admission requirements information from the Admissions Office.

### **General Education Core Competencies**

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

### **Technical Standards And Clinical Requirements For Health Sciences Education**

Southeastern Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The College has identified core performance standards critical to the success of students in the health sciences programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in a health science program will be asked to review the provided core performance standards and clinical requirements and sign a form certifying they have read, understand, and are able to meet the standards and requirements as follows. The health science programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the College's procedures outlined the Student Affairs section of the catalog upon enrollment in program courses.

### **Program Core Performance Standards**

The Health Sciences program curriculums require students to engage in diverse complex, and specific experiences essential to the acquisition of essential professional skills. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential in the successful completion of the program's requirements, these functions are necessary to ensure the health and safety of patients, fellow classmates, faculty, and other healthcare providers. Please be informed that certain physical and mental abilities are essential to function as a student and in professional practice. The essential qualifications that students must demonstrate include but are not limited to the following:

- a. Students must have the intellectual, conceptual, and critical thinking abilities to assess, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret, and document information.
- b. Students must have effective oral and written communication skills in order to accurately transmit information appropriate to the ability of patients, colleagues, and other healthcare workers. Students must be able to read and write legibly in English with proper spelling of medical terms.
- c. Students must have gross and fine motor skills sufficient to lift and operate equipment and provide safe and effective patient care. Students must assist or move patients from wheelchairs and/or beds, when necessary, using proper body mechanics. Students must also have the motor skills necessary to perform basic life support and first aid in event of an emergency situation.
- d. Students must have interpersonal skills such that they are capable of interacting with individuals, families, and groups from a variety of social, economic, and ethnic backgrounds.
- e. Students must have the physical mobility necessary to move from place to place in small spaces as well as full range of motion.
- f. Students must have physical endurance that enables them to stay on task for a prolonged period while sitting, standing, or moving.
- g. Students must have the visual and perceptual abilities sufficient for observation and treatment of patients. Students must have the ability to discriminate between subtle changes in a patient clinically and be prompt and assertive actions to resolve problems.
- h. Students' auditory ability and other sensory skills must be sufficient to monitor and assess the health needs of patients as well as maintain patient safety.
- i. Students must demonstrate professional attitudes and behaviors. Students must be able to use reasonable judgment under stressful conditions that impact patient care. Students must be able to tolerate taxing workloads, function effectively under stress and time constraints, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Students must be able to work independently as a member of a team to maintain the highest ethical standards in relation to quality care. Students must possess attributes such as compassion, empathy, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, and maintain personal health.

These core performance standards are not intended to be a complete listing of practice behaviors, but a sample of the types of abilities needed by the student to meet program objectives and requirements. If for any reason the student cannot meet any of these core performance standards, please contact the respective Program Director so that individual situations may be assessed.

## **Bloodborne/Airborne Pathogen Exposure**

An inherent risk with any health science profession is the possibility for exposure to blood borne and infectious diseases. Southeastern Technical College's Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing exposures in the performance of their instructional duties or activities. Each Health Science program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, patients, and staff. A complete manual of our compliance policies and procedures is available in each classroom and laboratory or upon request.

## **Basic Clinical Requirements And Costs**

Most health science programs include the following requirements prior to beginning courses that involve clinical or laboratory training. However, some program requirements may vary slightly and cost ranges are estimates and are subject to change. Additional program specific requirements will be provided in the individual program area.

Uniform Costs: up to \$300

Stethoscope & BP cuff: \$50

Liability Insurance: \$12 per year (EMT/Paramedic- \$47 per fiscal year)

Physical Exam: \$100-\$150

Dental Exam: up to \$150 (Dental Hygiene/Surgical Technology)

MMR Vaccination: \$64

Measles Titer: \$20

Mumps Titer: \$20

Rubella Titer: \$20

Varicella titer: \$20

Hepatitis B Titer: \$20

Special Note: A single charge may apply to more than one titer being drawn at the same time.

Varicella Vaccination: \$117

TB Test: \$40 (two-step PPD)

Tdap: \$50 (May be less if you qualify for a reduced rate)

Hepatitis B Series: \$264

Twin Rx (Hep B & A): \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B Series)

Forensic Drug Screening and Criminal Background Check conducted by PreCheck: approximately \$84.50

Respiratory N95 Mask Fitting: \$20

Cogent Background: \$52.90

AHA BLS CPR and FA certification (required and to remain current throughout the programs): \$50.00

Annual Influenza vaccine: \$25.00

CPR Mask: \$9.00

**Special Note:** Conviction of a felony could prevent a health science program student from participating in any clinical experience if the student does not meet the clinical affiliate's requirements. Furthermore, other negative background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, he or she will be withdrawn from the enrolled course and be unable to complete the program. Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Specific licensing board requirements and contact information may be found on respective websites.

### **Allied Health Math Applications – ALMA 1000 Requirement**

The ALMA 1000 course is an institutional non-credit course that will assist specific Health Science program students succeed in their chosen program of study. Beginning FALL 2013, ALMA 1000 is a requirement for all new students entering the College who are pursuing a specific Health Science program study track. Health Science students should consult their advisor and/or their Health Science program catalog listing for specific program admission requirements.

Students, who change from one Health Science program to another Health Science program or from a Non-Health Science Program track to a Health Science program track after SUMMER 2013, are required to take ALMA 1000. Students who transfer to the college for enrollment beginning FALL 2013 or later are required to take ALMA 1000 effective FALL 2013.

Health Science students who enrolled in the College prior to FALL 2013, who are not required to take ALMA 1000, may choose to enroll in the ALMA 1000 course. If a student who is not required to take ALMA 1000 chooses to enroll in the ALMA 1000 course, they will be required to pass the course with a "C" or higher to be eligible for admission into their specific Health Science program of study. Successful completion of ALMA 1000 with a "C" or better is required within three consecutive semesters (1 year) immediately prior to the students' specific program admission. \*

ALMA 1000 will not affect the student's Hope hours or be included in GPA calculation. Books, calculators, and My Math Lab computerized modules will be supplied at no cost to the students during the course.

*\* Pharmacy Technology students will be required to pass the course with a "B" or higher to be eligible for their program of study.*

### **Capstone Courses**

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit

assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

## SWAINSBORO CAMPUS - ASSOCIATE OF SCIENCE IN NURSING – BRIDGE PATHWAY

### Major Code AF13

The Associate of Science in Nursing (ASN) program is designed to produce technically-advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The curriculum will provide the student with the necessary knowledge, skills, and attitudes to practice competently and safely as an entry level nurse in acute, long-term, and community healthcare settings.

The ASN Program consists of courses in humanities, social sciences, and natural sciences as preparation for the nursing program. The curriculum combines general and nursing education courses to provide the student with a foundation for scientific knowledge, interpersonal skills, cultural competence, critical thinking training, and ethical nursing care. Upon entrance into the program, the student will receive didactic and clinical components necessary for successful completion of the Program. Clinical experiences are selected to provide the student with a broad range of learning opportunities. The program graduate will receive an Associate of Science Degree in Nursing.

The ASN Bridge Pathway option, offered on the Swainsboro campus, allows qualified individuals who possess current, Georgia unrestricted licensure as a Licensed Practical Nurse (LPN) or Paramedic (EMT-P) to bridge his or her education and training into the Associate of Science in Nursing Degree (ASN). The traditional ASN Program course work (RNSG courses) is completed within four (4) semesters. The ASN Bridge Pathway allows qualified applicants to complete nursing program course work (RNSG-B courses) within three (3) semesters. Students meeting the Bridge Pathway admission requirements and successfully completing the RNSG-B 1019B: Transition to Professional Nursing course will receive credit for the traditional ASN Program courses RNSG 1005: Foundations of Nursing and RNSG 1020: Medical Surgical Nursing I.

Students will receive classroom instruction and coordinated clinical experiences in the nursing care of clients at local hospitals and community agencies under the supervision and guidance of the nursing faculty. Nursing courses are grouped in progressive levels of complexity, and students must successfully complete all course work in one level before progressing to the next. **Students will attend class/clinical one (1) to two (2) days per week.** Class meetings will be held on Tuesdays and/or Thursdays. Clinical assignments will vary depending upon the assigned clinical sites.

### **EMPLOYMENT OPPORTUNITIES**

The licensed graduate from this program will have a variety of employment opportunities in areas including, but not limited to hospitals, nursing homes, clinics and physician offices.

### **Program Approval**

Full Approval by the Georgia Board of Nursing (GBON)

## NATIONAL COUNCIL LICENSING EXAMINATION-RN PASS RATES

2015 100% (Traditional ASN Program)

2016 96% (Traditional ASN Program)

### Program Completion Rate:

Fall 2014 cohort: 20/28 (Traditional ASN Program)

Fall 2015 cohort: 18/34 (Traditional ASN Program)

Fall 2016 cohort: 32/40 (Traditional ASN Program)

## LICENSURE/CERTIFICATION

The graduate, who meets and fulfills exit requirements, will be eligible to apply to the Georgia Board of Nursing to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN).\*

### Program Core Performance Standards

The student enrolled in the ASN Program will engage in diverse complex and specific experiences essential to the acquisition of essential nursing skills.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. The essential qualifications that students must demonstrate include but are not limited to the following:

- a. Students must have the **intellectual, conceptual, and critical thinking abilities** to assess, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret, and document information.
- b. Students must have effective **oral and written communication skills** in order to accurately transmit information appropriate to the ability of patients, colleagues, and other healthcare workers. Students must be able to read and write legibly in English with proper spelling of medical terms.
- c. Students must have **gross and fine motor skills** sufficient to lift and operate equipment and provide safe and effective nursing care. Students must assist or move patients from wheelchairs and/or beds, when necessary, using proper body mechanics. Students must also have the motor skills necessary to perform basic life support and first aid in event of an emergency situation.
- d. Students must have **interpersonal skills** such that they are capable of interacting with individuals, families, and groups from a variety of social, economic, and ethnic backgrounds.
- e. Students must have the **physical mobility** necessary to move from place to place in small spaces as well as full range of motion.
- f. Students must have **physical endurance** that enables them to stay on task for a prolonged period while sitting, standing, or moving.
- g. Students must have the **visual and perceptual abilities** sufficient for observation and treatment of patients. Students must have the ability to discriminate between subtle changes in a patient clinically and be prompt and assertive actions to resolve problems.



- h. Students' **auditory ability and other sensory skills** must be sufficient to monitor and assess the health needs of patients as well as maintain patient safety.
- i. Students must demonstrate **professional attitudes and behaviors**. Students must be able to use reasonable judgment under stressful conditions that impact patient care. Students must be able to tolerate taxing workloads, function effectively under stress and time constraints, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Students must be able to work independently as a member of a team to maintain the highest ethical standards in relation to quality care. Students must possess attributes such as compassion, empathy, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, and maintain personal health.

These core performance standards are not intended to be a complete listing of nursing practice behaviors, but a sample of the types of abilities needed by the nursing student to meet program objectives and requirements. If for any reason the student cannot meet any of these core performance standards, please contact the Disabilities Coordinator so that individual situations may be assessed.

## ADMISSIONS CRITERIA

- Meet the traditional ASN Program requirements
- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	26	26	24	
ACT	17	16	19	
GA Milestones ELA	525	525		

- All prerequisite courses (courses without an RNSG prefix) must be successfully completed with a grade of "C" or better.
- The student's grade point average (GPA) will be calculated based on the grade earned in all pre-requisite courses required for the nursing curriculum; this will include transfer and repeated classes (taken within the last 5 years/60 months).

COLL 1040 and ALMA 1000 are not used in the calculation for competitive admission.

- The higher a student's GPA, the higher the student will rank in the competitive admission process. A minimum GPA of 3.0 is required to qualify.
- BIOL 2113/2113L, BIOL 2114/2114L must be completed within the last five years.
- Scoring on the Test of Essential Academic Skills (TEAS) is utilized in the nursing program entry process. An adjusted individual total score of 66% or greater on the TEAS will be needed to be considered for admission into the ASN Program.
- The student will be allowed three (3) attempts to score the required adjusted individual score of 66% or greater.
- It is recommended that the student wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of both the Practical and Associate Degree Nursing Programs. Therefore, the student is allowed three (3) total TEAS attempts regardless of program choice.
- TEAS scores will be valid for three (3) calendar years.
- An ASN Bridge Pathway cohort is accepted each fall semester. Up to 10% of the total admission cohort may include readmit applicants.
- Deadline for submission of Fall 2019 admission documents is May 2, 2019.

**Additional requirements for the ASN Program Bridge Pathway option:**

- Throughout the duration of the **ASN Bridge Pathway**, students must maintain proof of unencumbered licensure as a Practical Nurse (LPN) or a Paramedic (EMT-P) in the State of Georgia.
- Complete a minimum of 1,000 employer verified practice-based hours within the past 12 months and/or have at least 3 years of full time experience as a LPN or Paramedic in the last 5 years - [Proof of Employment Form](#).
- Students are accepted into the program **after** achieving an admission score of 70% or higher on the ASN Bridge Pathway Competency Exam and **prior** to enrollment in program (RNSG-B) courses.
- Students are required to attend scheduled educational session(s) prior to sitting for the ASN Bridge Pathway Competency Exam.
- During each application cycle, students are allowed two attempts to achieve an admission score of 70% or higher on the ASN Bridge Pathway Competency Exam.
- Forty students are invited to sit for the ASN Bridge Pathway Competency Exam. A score of 70% or higher is required for admission.
- The top thirty students with the highest GPAs are accepted for a seat into the ASN Bridge Pathway. The remaining ten students are placed on a waiting list. Should any of the thirty candidates decline his or her position, alternates are selected from the waiting list based on GPA.
- If an alternate is not selected for admission, he or she must reapply and compete for future admission. ASN Bridge Pathway Competency Exam scores are valid for two admission cycles.

- Students are allowed four attempts, within two years, to achieve an admission score of 70% or higher on the ASN Bridge Pathway Competency Exam.

**Bloodborne/Air-borne Pathogen Exposure**

Students are to adhere to Standard Precautions and OSHA blood borne pathogen standards. Standard precautions must be followed at all times. This includes safe handling and disposing of sharps and contaminated material, and adherence to agency exposure control plan including use of Personal Protective Equipment (PPEs) and timely reporting of exposure incidents.

The ASN Program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, patients, and staff. A complete manual of our compliance plans and manuals is available in each classroom and laboratory or upon request. (See Southeastern Technical College Exposure control plan for more detailed information.)

## ASSOCIATE OF SCIENCE IN NURSING BRIDGE PATHWAY CURRICULUM

The ASN Bridge Pathway is offered on the Swainsboro campus. The curriculum consists of 34 credit hours and will be completed within three (3) semesters.

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (18 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
ENGL 1101	Composition and Rhetoric	3 Credit Hours
ENGL 2130	American Literature (or qualifying humanities elective)	3 Credit Hours
MATH 1101	Mathematical Modeling	3 Credit Hours
	OR	
MATH 1111	College Algebra	3 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
	General Education Elective	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (8 Hours Required)**

BIOL 2113	Anatomy & Physiology I	3 Credit Hours
BIOL 2113L	Anatomy & Physiology Lab I	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114L	Anatomy and Physiology Lab II	1 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (34 Hours Required)**

RNSG 1019B	Transitions to Professional Nursing	7 Credit Hours
RNSG 1018B	Pharmacological Concepts & Drug Calculation	4 Credit Hours
RNSG 1030B	Maternal-Child Nursing	6 Credit Hours
RNSG 2000B	Medical-Surgical Nursing II	4 Credit Hours
RNSG 2005B	Mental Health Nursing	3 Credit Hours
RNSG 2020B	Medical-Surgical Nursing III/Transition to Practice	8 Credit Hours
RNSG 2030B	Trends & Issues in Nursing & Health Care	2 Credit Hours

Examples of approved general education electives: ECON 1101, HIST 2111, HIST 2112, SOCI 1101, & SPCH 1101 (See the registrar for additional approved general education electives)

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$6,387

Books/Supplies: \$2,000

Assessment Technologies Incorporated (ATI) Content Mastery Series: \$500 per semester

myClinicalexchange: \$36.50

Uniform Costs: up to \$300

Background check & drug screen: approximately \$85 (price may vary based on clinical site requirements)

AHA BLS CPR certification (required & must remain current throughout the program): \$50

Respiratory N95 Mask: \$20

CPR Mask: \$9

Malpractice / Liability Insurance: \$12 per year

Cogent Background: \$52.90

National Council of State Boards of Nursing (NCSBN) application fee: \$200

Georgia Board of Nursing application fee: \$40

Immunizations

- o MMR vaccination: \$64
- o Measles titer: \$20
- o Mumps titer: \$20
- o Rubella titer: \$20
- o Varicella titer: \$20
- o Hepatitis B titer: \$20
- o Influenza vaccine, annual: \$25
- o Varicella vaccination: \$117
- o TB test (initial two-step PPD, then annual one-step): \$40
- o Tdap: \$40
- o Tetanus vaccination: \$20
- o Hepatitis B Series: \$264
- o Twin Rx (Hep A& B): \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)

\*\*\* You may already have most of these immunizations. All costs are approximate costs & are subject to change.

*\*Special Note: Conviction of a felony could prevent a health science program student from participating in any clinical experience. Furthermore, other background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, they will be dropped from the enrolled clinical course and the program. More specific information regarding this issue may be found in your program's student handbook.*

*Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Program faculty will provide information about this procedure, if applicable.*

#### **ADDITIONAL ASSOCIATE OF SCIENCE IN NURSING PROGRAM REQUIREMENTS**

- All students must be accepted into the ASN program before beginning the RNSG occupational courses.
- Students are required to submit all of the following documentation. Students must keep all health requirements current throughout the duration of the ASN Program.

- Verification of birth,
  - Forensic drug screen & criminal background check,
  - Affidavit of Non-drug dependency/felony conviction,
  - Immunization Forms: (Flu vaccination history, TB skin test, Tdap, MMR, Varicella vaccinations, Hepatitis B consent or Declination form), and
  - Copy of current American Heart Association (AHA) Healthcare Provider CPR card.
- Students are expected to assume responsibility for their own health. Personal health insurance is strongly recommended prior to entry into the Program.
  - STC professional liability insurance is also required and students must provide proof of payment.
  - Students must uphold professional and ethical standards inherent to the profession of nursing.
  - STC does not offer options for advanced placement, acceleration tracks, or part-time study. The sequence of courses within the curriculum is to be completed as designed. An articulation agreement for RNSG courses is not in place at this time at Southeastern Technical College; however, this is anticipated in the future. Several nearby colleges do offer a Bachelor of Science in Nursing (BSN) degree.

## **Program Progression, Readmission, and Transfer**

### **Progression**

In order to continue in the nursing Program, the student must:

- Maintain a grade of C or better in all RNSG courses;
- Achieve a passing score (100%) on the required drug calculation exams (may take the drug calculation exam a maximum of three (3) attempts);
- Be accepted by clinical agencies for clinical experiences;
- Demonstrate safe practice in care of clients and exercise appropriate judgment as beginning-level practitioners; and
- Maintain ability to meet essential core performance standards.

A student who has an unsuccessful attempt in an ASN course (W, D, or F) cannot progress until the course is completed successfully. The student must repeat the didactic and clinical component of the course and will have to wait until the next cohort before retaking the course. Course repetition may be based on guidelines outlined in the readmission procedure.

Withdrawal and/or a D or F in one or more nursing courses is considered one unsuccessful attempt.

## **Readmission to the Nursing Program**

Based on space availability, readmission may be considered for the following:

1. Students who withdraw.
2. Students who fail to complete a course with a grade of C or better.
3. Students can only be readmitted ONCE.

Any student requesting readmission must reapply to the Office of Admissions by the deadline noted on the website.

Students must submit a letter requesting readmission to the Program Director at least three months prior to the appropriate start date that includes the following:

- Last semester and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education; and

The student must submit the program's required documents to verify proof of a current AHA Healthcare Provider CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.

Students applying for re-entry beyond the first semester of RNSG courses must take:

- Course challenge exam(s) on all course content prior to the course of readmission
- Drug calculation exam, and
- Clinical competency evaluation

Students applying beyond the first semester must request reinstatement within one year from the term of withdrawal or failure.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam.

Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on the student's GPA at the current institution and space availability.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from RNSG courses completed at the current institution,
- Refusal by clinical agencies to accept the student for clinical experiences,
- Twelve months have elapsed since the student was enrolled in a nursing course, and

- Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission beyond the first semester of RNSG courses, the following criteria will be utilized to determine the best candidate for re-admission:

- TEAS test scores will count 20%
- Course challenge exams(s) scores will be averaged and count 45%, and
- Health Care Management Degree core course GPA will count 35%.

A student who earns a D or F in any two nursing semesters will be dismissed from the ASN Program and will not be eligible for readmission.

### **Transfer**

The ASN Program defines a transfer student as a student who has been enrolled in a nursing program at the ASN or BSN level for at least one semester at another college or university. Students must meet the admission requirements for STC and the ASN Program in order to be considered for admission as a transfer nursing student.

Any student requesting transfer must apply to the Office of Admissions deadline noted on the website.

Based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

1. Meet admission standards for the nursing program.
2. Be a student in good standing and eligible to return to the previous nursing program.

Students must submit required documents for proof of current AHA Healthcare Provider CPR certification, immunizations and will be required to undergo a criminal background check and drug screen.

Students applying for transfer beyond the first semester must take:

- Course challenge exam(s) on all course content prior to the course of transfer
- Drug calculation exam, and
- Clinical competency evaluation.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Any student who has had two unsuccessful attempts in any nursing semesters will not be considered for transfer.



Students must complete 25% of the ASN Program hours required for graduation at STC.

Readmission to the ASN Program will not be allowed if a transfer student withdraws or fails a nursing course at STC.

Meeting minimal standards does not guarantee acceptance due to limited space availability.

**VIDALIA CAMPUS - ASSOCIATE OF SCIENCE IN NURSING – TRADITIONAL  
PATHWAY**  
**Major Code NA73**

The Associate of Science in Nursing (ASN) program is designed to produce technically-advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The curriculum will provide the student with the necessary knowledge, skills, and attitudes to practice competently and safely as an entry level nurse in acute, long-term, and community healthcare settings.

The ASN Program consists of courses in humanities, social sciences, and natural sciences as preparation for the nursing program. The curriculum combines general and nursing education courses to provide the student with a foundation for scientific knowledge, interpersonal skills, cultural competence, critical thinking training, and ethical nursing care. Upon entrance into the program, the student will receive didactic and clinical components necessary for successful completion of the Program. Clinical experiences are selected to provide the student with a broad range of learning opportunities. The program graduate will receive an Associate of Science Degree in Nursing.

**EMPLOYMENT OPPORTUNITIES**

The licensed graduate from this program will have a variety of employment opportunities in areas including, but not limited to hospitals, nursing homes, clinics and physician offices.

**Program Approval**

Full Approval by the Georgia Board of Nursing (GBON)

**NATIONAL COUNCIL LICENSING EXAMINATION-RN PASS RATES**

2015 100%

2016 96%

**Program Completion Rate:**

Fall 2014 cohort: 20/28 (Traditional ASN Program)

Fall 2015 cohort: 18/34 (Traditional ASN Program)

Fall 2016 cohort: 32/40 (Traditional ASN Program)

**LICENSURE/CERTIFICATION**

The graduate, who meets and fulfills exit requirements, will be eligible to apply to the Georgia Board of Nursing to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN).\*

**Program Core Performance Standards**

The student enrolled in the ASN Program will engage in diverse complex and specific experiences essential to the acquisition of essential nursing skills.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. The essential qualifications that students must demonstrate include but are not limited to the following:

- a. Students must have the **intellectual, conceptual, and critical thinking abilities** to assess, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret, and document information.
- b. Students must have effective **oral and written communication skills** in order to accurately transmit information appropriate to the ability of patients, colleagues, and other healthcare workers. Students must be able to read and write legibly in English with proper spelling of medical terms.
- c. Students must have **gross and fine motor skills** sufficient to lift and operate equipment and provide safe and effective nursing care. Students must assist or move patients from wheelchairs and/or beds, when necessary, using proper body mechanics. Students must also have the motor skills necessary to perform basic life support and first aid in event of an emergency situation.
- d. Students must have **interpersonal skills** such that they are capable of interacting with individuals, families, and groups from a variety of social, economic, and ethnic backgrounds.
- e. Students must have the **physical mobility** necessary to move from place to place in small spaces as well as full range of motion.
- f. Students must have **physical endurance** that enables them to stay on task for a prolonged period while sitting, standing, or moving.
- g. Students must have the **visual and perceptual abilities** sufficient for observation and treatment of patients. Students must have the ability to discriminate between subtle changes in a patient clinically and be prompt and assertive actions to resolve problems.
- h. Students' **auditory ability and other sensory skills** must be sufficient to monitor and assess the health needs of patients as well as maintain patient safety.
- i. Students must demonstrate **professional attitudes and behaviors**. Students must be able to use reasonable judgment under stressful conditions that impact patient care. Students must be able to tolerate taxing workloads, function effectively under stress and time constraints, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Students must be able to work independently as a member of a team to maintain the highest ethical standards in relation to quality care. Students must possess attributes such as compassion, empathy, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, and maintain personal health.

These core performance standards are not intended to be a complete listing of nursing practice behaviors, but a sample of the types of abilities needed by the nursing student to meet program objectives and requirements. If for any reason the student cannot meet any of these core performance standards, please contact the Disabilities Coordinator so that individual situations may be assessed.

## ADMISSIONS CRITERIA

- Prospective students seeking admission into the Associate of Science in Nursing Program will initially enroll in the Healthcare Management (HCM) Degree or Healthcare Professional Certificate - Associate of Science in Nursing option.
- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	26	26	24	
ACT	17	16	19	
GA Milestones ELA	525	525		

- All prerequisite courses (courses without an RNSG prefix) must be successfully completed with a grade of “C” or better.
- The student’s grade point average (GPA) will be calculated based on the grade earned in all pre-requisite courses required for the nursing curriculum; this will include transfer and repeated classes (taken within the last 5 years/60 months).. COLL 1040 and ALMA 1000 are not used in the calculation for competitive admission.
- The higher a student’s GPA, the higher the student will rank in the competitive portion of the admission process. A minimum GPA of 3.0 is required to qualify.
- BIOL 2113/2113L, BIOL 2114/2114L should be completed within the last five years.
- Scoring on the Test of Essential Academic Skills (TEAS) is utilized in the nursing entry process. An adjusted individual total score of 66% or greater on the TEAS will be needed to be considered for admission into the ASN Program.
- The student will be allowed three (3) attempts to score the required adjusted individual score of 66% or greater on the TEAS exam. The student is responsible for securing appropriate TEAS exam study resources. It is recommended the student wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of both the practical nursing diploma and associate degree nursing programs. Therefore, the student is allowed three (3) total exam attempts regardless of program choice.
- TEAS scores will be valid for three (3) calendar years.
- An ASN Program cohort is accepted each fall semester. Up to 10% of the total admission cohort may include readmit applicants.
- Deadline for submission of Fall 2018 admission documents is May 3, 2018.

**Bloodborne/Air-borne Pathogen Exposure**

Students are to adhere to Standard Precautions and OSHA blood borne pathogen standards. Standard precautions must be followed at all times. This includes safe handling and disposing of sharps and contaminated material, and adherence to agency exposure control plan including use of Personal Protective Equipment (PPEs) and timely reporting of exposure incidents.

The ASN Program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, patients, and staff. A complete manual of our compliance plans and manuals is available in each classroom and laboratory or upon request. (See Southeastern Technical College Exposure control plan for more detailed information.)

**ASSOCIATE OF SCIENCE IN NURSING CURRICULUM**

After completion of all core classes, students will begin the Nursing (RNSG) courses. The Traditional ASN courses consist of 41 credit hours and will span over four semesters. Fundamental nursing concepts and skills will be taught before moving into more advanced classes. The Program will end with a nursing capstone clinical course, Nursing Exit Exam, and leadership skill training. One cohort will be accepted into the ASN program each year, beginning Fall semester.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (18 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
ENGL 1101	Composition and Rhetoric	3 Credit Hours
ENGL 2130	American Literature (or qualifying humanities elective)	3 Credit Hours
MATH 1101	Mathematical Modeling	3 Credit Hours
	OR	
MATH 1111	College Algebra	3 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
	General Education Elective	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (8 Hours Required)**

BIOL 2113	Anatomy & Physiology I	3 Credit Hours
BIOL 2113L	Anatomy & Physiology Lab 1	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114L	Anatomy and Physiology Lab II	1 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (41 Hours Required)**

RNSG 1005	Foundations of Nursing	7 Credit Hours
RNSG 1018	Pharmacological Concepts & Drug Calculation	4 Credit Hours
RNSG 1020	Medical – Surgical Nursing I	7 Credit Hours
RNSG 1030	Maternal – Child Nursing	6 Credit Hours
RNSG 2000	Medical – Surgical Nursing II	4 Credit Hours
RNSG 2005	Mental Health Nursing	3 Credit Hours
RNSG 2020	Medical-Surgical Nursing III/Transition to Practice	8 Credit Hours
RNSG 2030	Trends & Issues in Nursing & Health Care	2 Credit Hour

Examples of approved general education electives: ECON 1101, HIST 2111, HIST 2112, SOCI 1101, & SPCH 1101 (See the registrar for additional approved general education electives)

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$8,730

Books/Supplies: \$2,000

Assessment Technologies Incorporated (ATI) Content Mastery Series: \$500 per semester

myClinicalexchange: \$36.50

Uniform Costs: up to \$300

Background check & drug screen: approximately \$85 (price may vary based on clinical site requirements)

AHA BLS CPR certification (required & must remain current throughout the program):  
\$50

Respiratory N95 Mask: \$20

CPR Mask: \$9

Malpractice / Liability Insurance: \$12 per year

Cogent Background: \$52.90

National Council of State Boards of Nursing (NCSBN) application fee: \$200

Georgia Board of Nursing application fee: \$40

Immunizations

- o MMR vaccination: \$64
- o Measles titer: \$20
- o Mumps titer: \$20
- o Rubella titer: \$20
- o Varicella titer: \$20
- o Hepatitis B titer: \$20
- o Influenza vaccine, annual: \$25
- o Varicella vaccination: \$117
- o TB test (initial two-step PPD, then annual one-step): \$40
- o Tdap: \$40
- o Tetanus vaccination: \$20
- o Hepatitis B Series: \$264
- o Twin Rx (Hep A& B): \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)

\*\*\* You may already have most of these immunizations. All costs are approximate costs & are subject to change.

*\*Special Note: Conviction of a felony could prevent a health science program student from participating in any clinical experience. Furthermore, other background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, they will be dropped from the enrolled clinical course and the program. More specific information regarding this issue may be found in your program's student handbook.*

*Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Program faculty will provide information about this procedure, if applicable.*

#### **ADDITIONAL ASSOCIATE OF SCIENCE IN NURSING PROGRAM REQUIREMENTS**

- All students must be accepted into the ASN program before beginning the RNSG occupational courses.
- Students are required to submit all of the following documentation. Students must keep all health requirements current throughout the duration of the ASN Program.
  - o Verification of birth,

- Forensic drug screen & criminal background check,
  - Affidavit of Non-drug dependency/felony conviction,
  - Immunization Forms: (Flu vaccination history, TB skin test, Tdap, MMR, Varicella vaccinations, Hepatitis B consent or Declination form), and
  - Copy of current American Heart Association (AHA) Healthcare Provider CPR card.
- Students are expected to assume responsibility for their own health. Personal health insurance is strongly recommended prior to entry into the Program.
  - STC professional liability insurance is also required and students must provide proof of payment.
  - Students must uphold professional and ethical standards inherent to the profession of nursing.
  - STC does not offer options for advanced placement, acceleration tracks, or part-time study. The sequence of courses within the curriculum is to be completed as designed. An articulation agreement for RNSG courses is not in place at this time at Southeastern Technical College; however, this is anticipated in the future. Several nearby colleges do offer a Bachelor of Science in Nursing (BSN) degree.

## **Program Progression, Readmission, and Transfer**

### **Progression**

In order to continue in the nursing Program, the student must:

- Maintain a grade of C or better in all RNSG courses;
- Achieve a passing score (100%) on the required drug calculation exams (may take the drug calculation exam a maximum of three (3) attempts);
- Be accepted by clinical agencies for clinical experiences;
- Demonstrate safe practice in care of clients and exercise appropriate judgment as beginning-level practitioners; and
- Maintain ability to meet essential core nursing performance standards.

A student who has an unsuccessful attempt in an ASN course (W, D, or F) cannot progress until the course is completed successfully. The student must repeat the didactic and clinical component of the course and will have to wait until the next cohort before retaking the course. Course repetition may be based on guidelines outlined in the readmission procedure.

Withdrawal and/or a D or F in one or more nursing courses is considered one unsuccessful attempt.



## **Readmission to the Nursing Program**

Based on space availability, readmission may be considered for the following:

1. Students who withdraw.
2. Students who fail to complete a course with a grade of C or better.
3. Students can only be readmitted ONCE.

Any student requesting readmission must reapply to the Office of Admissions by the deadline noted on the website.

Students must submit a letter requesting readmission to the Program Director at least three months prior to the appropriate start date that includes the following:

- Last semester and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education; and

The student must submit the program's required documents to verify proof of a current AHA Healthcare Provider CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.

Students applying for re-entry beyond the first semester of RNSG courses must take:

- Course challenge exam(s) on all course content prior to the course of readmission
- Drug calculation exam, and
- Clinical competency evaluation

Students applying beyond the first semester must request reinstatement within one year from the term of withdrawal or failure.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam.

Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on the student's GPA at the current institution and space availability.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from RNSG courses completed at the current institution,
- Refusal by clinical agencies to accept the student for clinical experiences,
- Twelve months have elapsed since the student was enrolled in a nursing course, and

- Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission beyond the first semester of RNSG courses, the following criteria will be utilized to determine the best candidate for re-admission:

- TEAS test scores will count 20%
- Course challenge exams(s) scores will be averaged and count 45%, and
- Health Care Management Degree core course GPA will count 35%.

A student who earns a D or F in any two nursing semesters will be dismissed from the ASN Program and will not be eligible for readmission.

### **Transfer**

The ASN Program defines a transfer student as a student who has been enrolled in a nursing program at the ASN or BSN level for at least one semester at another college or university. Students must meet the admission requirements for STC and the ASN Program in order to be considered for admission as a transfer nursing student.

Any student requesting transfer must apply to the Office of Admissions by the deadline noted on the website.

Based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

1. Meet admission standards for the nursing program.
2. Be a student in good standing and eligible to return to the previous nursing program.

Students must submit required documents for proof of current AHA Healthcare Provider CPR certification, immunizations and will be required to undergo a criminal background check and drug screen.

Students applying for transfer beyond the first semester must take:

- Course challenge exam(s) on all course content prior to the course of transfer
- Drug calculation exam, and
- Clinical competency evaluation.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Any student who has had two unsuccessful attempts in any nursing semesters will not be considered for transfer.

Students must complete 25% of the ASN Program hours required for graduation at STC.

Readmission to the ASN Program will not be allowed if a transfer student withdraws or fails a nursing course at STC.

Meeting minimal standards does not guarantee acceptance due to limited space availability.

## **VIDALIA CAMPUS - CLINICAL LABORATORY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

### **Major Code CLT3**

The Clinical Laboratory Technology associate degree program is a sequence of courses that prepares students for technician positions in clinical (hospital) laboratories and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Clinical Laboratory Technology Associate of Applied Science degree and have the qualifications of a Medical Laboratory Technician.

### **PROGRAM ACCREDITATION**

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, <http://www.naacls.org/>.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd, Suite 720

Rosemont, IL 60018

(773) 714-8880

### **EMPLOYMENT OPPORTUNITIES**

Graduates are prepared for positions in clinical laboratories as technicians.

Upon completion of the Clinical Laboratory Technology program students are eligible to take certification exams offered by the Board of Registry of the American Society for Clinical Pathology, American Medical Technologists, and American Association of Bioanalysts. Certification is not a program graduation requirement.

Many clinical laboratories will hire graduates of who have yet to take the national certification exam (called "registry-eligible" graduates) with the understanding that the exam will be taken and passed within a predetermined time frame.

## ADMISSIONS CRITERIA

- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	26	26	24	
ACT	17	16	19	
GA Milestones ELA	525	525		

- Prospective students seeking admission into the Clinical Laboratory Technology Associate of Applied Science (AAS) Degree Program will enroll in the Health Care Management Degree - Clinical Lab Tech option initially.
- Complete the courses (27 credit hours) listed below of the Health Care Management Degree - Clinical Lab Tech option with a minimum grade of "C" in each course and a cumulative GPA of 3.0. CHEM and BIOL courses must have been completed within 5 years.
- Students are strongly encouraged to complete all general core and general science core courses prior to enrollment in CLBT 1010.

## CLINICAL LABORATORY TECHNOLOGY CURRICULUM

The standard curriculum for the Clinical Laboratory Technology (CLBT) program is designed for the semester system. A student may begin taking core classes anytime during the year prior to the summer semester that the Clinical Laboratory Technology program begins. To graduate, degree-seeking students must earn a minimum of 73 semester hours. The CLBT program takes 5 semesters to complete excluding core courses.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (16 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1101	Composition and Rhetoric	3 Credit Hours
ENGL 2130	American Literature	3 Credit Hours
MATH 1111	College Algebra	3 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
CHEM 1151	Chemistry I	3 Credit Hours
CHEM 1151	Chemistry Lab I	1 Credit Hours

### **GENERAL CORE SCIENCE COURSES and CREDIT HOURS (8 Hours Required)**

BIOL 2113	Anatomy and Physiology I	3 Credit Hours
BIOL 2113L	Anatomy and Physiology Lab I	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114L	Anatomy and Physiology Lab II	1 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (49 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
CLBT 1010	Introduction to Medical Laboratory Technology	2 Credit Hours
CLBT 1030	Urinalysis/Body Fluids	2 Credit Hours
CLBT 1040	Hematology/Coagulation	5 Credit Hours
CLBT 1050	Serology and Immunology	3 Credit Hours
CLBT 1060	Immunochemistry	4 Credit Hours
CLBT 1070	Clinical Chemistry	4 Credit Hours
CLBT 1080	Microbiology	5 Credit Hours
CLBT 2090	Clinical Phlebotomy/Urinalysis/Serology Practicum	3 Credit Hours
CLBT 2100	Clinical Immunochemistry Practicum	4 Credit Hours
CLBT 2110	Clinical Hematology/Coagulation Practicum	4 Credit Hours
CLBT 2120	Clinical Microbiology Practicum	4 Credit Hours
CLBT 2130	Clinical Chemistry Practicum	4 Credit Hours
CLBT 2200	Certification Review	2 Credit Hours

*\*Special Note: This program is taught in a continuous sequence. If a "C" or greater is not achieved in any course, the entire program must be repeated.*

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$8,960

Books/Supplies: \$863

Uniforms: \$150

Liability Insurance: \$24

Physical: \$100

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MMR Vaccination: \$64  
 TB Test (Two Step): \$40  
 Hepatitis B: \$264  
 Background Check and Drug Screen: \$84.50  
 CPR: \$35  
 Respiratory N95 Mask Fit: \$20  
 TDAP: \$50  
 Flu Shot: \$50  
 Each student must have a current Basic Life Support CPR card from the American Heart Association.

**Capstone Course**

The CLBT 2200 Certification Review course has been identified as the capstone course for the Clinical Laboratory Technology Program. In accordance with TCSG state standards, this course requires students to pass a mock registry examination with a score of 70 or better within three attempts.

Students who do not pass the mock registry examination will not be able to graduate from the CLT Program and must apply for readmission.

**CLINICAL REQUIREMENTS**

Prior to beginning practicum courses, students must submit documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Students are required to have a background check, drug screen, and physical examination. Forms will be provided by the instructor. Students may not receive pay from the clinical site for practicum hours. Students are assigned to appropriate clinical sites by the program director.

The CLBT Clinical Rotations are designed to give the student an opportunity for in-depth application and reinforcement of principles and techniques learned in the theory classes. Therefore, each CLBT clinical course requires successful completion of the prerequisite theory classes before a student can enroll in the associated clinical course.

<b>Clinical Education Courses include:</b>	<b>Minutes:</b>
CLBT 2090 - Clinical Phlebotomy, Urinalysis, And Serology	6750
CLBT 2100 - Clinical Immunohematology	9000
CLBT 2110 - Clinical Hematology and Coagulation	9000
CLBT 2120 - Clinical Microbiology	9000
CLBT 2130 - Clinical Chemistry	9000

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course.

Clinical attendance is strict and must be followed. These rules are set in place by the TCSG. Clinicals are usually Monday through Friday beginning at 6:30am, but may be later depending on the individual clinical sites. Students are required to complete the minimum minutes listed above for each clinical course. If a student misses more than 24 hours from any clinical rotation, he/she will be dropped from the course.

Students may be required to travel up to two hours for clinical rotations and are responsible for their own transportation to the clinical site.

The College has identified technical standards and/or essential functions that are critical to the success of students in the health sciences programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in the CLBT Program will be asked to review the technical standards (Essential functions) and clinical requirements (see Health Sciences Section of the Catalog) and sign a form certifying they have read, understand, and are able to meet the standards and requirements. If a student does not meet the technical standards (Essential functions) with reasonable accommodations if needed, and clinical requirements of the CLBT Program, he/she may be dismissed from the program.

### **Program Progression Guidelines**

In order to continue in the CLBT program, the student must:

- Maintain a grade of C or better in all CLBT required courses.
- Be acceptable by clinical agencies for clinical experiences. Students must demonstrate safe practice and exercise appropriate judgment as beginning level practitioners.
- Maintain ability to meet essential functions for the profession.
- Maintain compliance with health policy and current health care provider CPR certification.

A student that has an unsuccessful attempt in a CLBT course (W, D, or F) cannot progress and must reapply for admission. Course repetition will be based on guidelines outlined in the readmission policy.

### **Graduation Requirements**

To earn the Associate of Applied Science Degree in Clinical Laboratory Technology, the student must:

- Maintain a C or better in each CLBT classroom/lab course,
- Maintain a C or better in each clinical rotation and
- Maintain an overall GPA of 2.0 for all CLBT classroom/lab courses required in the program.
- Pass the CLBT 2200 Mock Registry examination with a score of 70 or better within three attempts



- Completion of the College's required graduation process outlined in the online Catalog and Handbook.

### **Readmission to the Clinical Laboratory Technology Program**

Students dropped from any Clinical Laboratory Technology Program course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Clinical Laboratory Technology course will be allowed to repeat the program one time only. This procedure applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admissions Criteria".

### **ADVANCED STANDING/TRANSFER POLICY**

The Clinical Laboratory Technology Program does not allow students to obtain advanced standing due to previous education/work experience. Students are not allowed to transfer into the STC Clinical Laboratory Technology Program from another Clinical Laboratory Technology Program. The Clinical Laboratory Technology Program at Southeastern Technical College is based upon quality academic curriculum and principles. It is the belief of the Clinical Laboratory Technology Program faculty that granting advanced standing or transfer of Clinical Laboratory Technology courses would jeopardize the integrity of the program.

## VIDALIA CAMPUS - DENTAL HYGIENE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

### Major Code DH13

The dental hygiene program is a sequence of courses which prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive a Dental Hygiene Associate of Applied Science degree.

### **EMPLOYMENT OPPORTUNITIES**

Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking and developing radiographs; and applying fluoride and sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public as well as function as a vital member of the dental team. Other employment settings include hospitals, military bases, correctional facilities, dental product companies, or insurance companies.

### **PROGRAM ACCREDITATION**

The American Dental Association's Commission on Dental Accreditation serves the public by establishing, maintaining, and applying standards that ensure the quality and continuous improvement of dental and dental-related education and reflect the evolving practice of dentistry. The Commission formally evaluates programs at regular intervals. The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611. The dental hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements.

### **ESSENTIAL QUALIFICATIONS**

The essential qualifications that students should demonstrate include but are not limited to the following:

- Students must have the **visual and perceptual abilities** sufficient for observation of patients, oral conditions, and assessment. Students must have the ability to discriminate between subtle changes in oral conditions clinically and radiographically. Students must possess a high degree of hand-eye coordination.
- Students' **auditory ability and other sensory skills** must be sufficient to monitor and assess the health needs and diagnose the oral conditions of patients as well as maintain patient safety.
- Students' **tactile sensitivity** must be sufficient for the use of detection, light pressure, and control when using small instruments in the oral cavity.

## ADMISSIONS CRITERIA

- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts and Transfer Credit Evaluation Form, if applicable;
- Attend a mandatory dental hygiene program information session presented by the dental hygiene faculty on Thursday, March 8, 2018, at 8:00 AM or 3:00 PM, in room 906 in Health Sciences Annex;
- Complete a mandatory shadowing experience in the STC Dental Hygiene Clinic prior to May 7, 2018. Contact the Dental Hygiene Program Director to schedule this session.

Test	Reading	Writing	Numerical	Algebra
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	26	26	24	
ACT	17	16	19	
GA Milestones ELA	525	525		

- Complete the following prerequisite courses (21 credit hours) with a minimum grade of "C" in each course and a cumulative prerequisite GPA of 3.0 or higher. CHEM and BIOL courses must have been completed within 5 years.

## CURRICULUM OUTLINE

### COURSES and CREDIT HOURS (21 Hours Required)

ENGL 1101	Composition and Rhetoric	3 Credit Hours
MATH 1111	College Algebra	3 Credit Hours
BIOL 2113	Anatomy and Physiology I	3 Credit Hours
BIOL 2113 L	Anatomy and Physiology I Lab	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114 L	Anatomy and Physiology II Lab	1 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
CHEM 1151	Chemistry I	3 Credit Hours
CHEM 1151	Chemistry I Lab	1 Credit Hours

- If applicable, **but not required**, provide documentation of paid dental office experience, within the last 2 years. This documentation must state the number of hours of paid experience that you have worked and must be signed by a licensed dentist. Submit documentation to the Dental Hygiene Program Director.

- If applicable, **but not required**, provide documentation of graduation from an accredited Dental Assisting program with a GPA of 3.0 or higher. Submit documentation to the Dental Hygiene Program Director.
  - Obtain a Dental Hygiene Information Packet. Review, sign, and submit a "Statement of Interest in the Dental Hygiene Program" to the Dental Hygiene Program Director after the criteria stated above have been met. Deadline for submission of required documents is May 7, 2018, in order to be considered for admission into Summer semester 2018.
- Note: Only one class will be accepted into the dental hygiene program each year, beginning Summer semester.

### **DENTAL HYGIENE PROGRAM COMPETITIVE ADMISSION PROCESS**

Admission to the dental hygiene program is via a competitive selection process based primarily on grade point average of required prerequisite courses. Slots are awarded from the highest-prerequisite grade point average downward until the maximum enrollment of approximately twelve (12) students is reached. In the case of a tie between candidates, the following criteria will be used to determine which candidate will be offered admission.

1. Documentation of paid dental experience
2. Documentation of graduation from a CODA accredited dental assisting program with a grade point average of 3.0 or better
3. Submission date of completed required documentation

If admitted into the dental hygiene program, students must present evidence of the following official documents to the Dental Hygiene Program Director prior to entering the clinical component of the program:

- Current certification in Healthcare Provider CPR and basic first aid
- Documented proof of malpractice insurance purchased through Southeastern Technical College
- Certification of Immunization Form
- Tuberculosis Testing
- Vision examination form

### **CRIMINAL ARREST HISTORY/RECORD**

Arrest or conviction of a misdemeanor (excluding minor traffic violations) or arrest or conviction of a felony could result in the student being denied licensure by the state dental board. Early communication with the state dental board is suggested.

NOTE: Individuals that have been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pled guilty to, or pled, nolo contendere to, a violation of any law or ordinance or the commission of any felony or misdemeanor (excluding minor traffic violations), (DWI & DUIs' are not minor traffic violations), or have

been requested to appear before a prosecuting attorney or investigative agency in any matter will have to disclose this information to the licensing board at the time of application for licensure. Although a conviction may have been expunged from the records by order of court, it still has to be disclosed to the licensing board at the time of application for licensure. For each occurrence, a written statement giving the complete facts in the applicant's own words, including in such statement the date, name and nature of the offense, the name and locality of the court, and the disposition of each such matter. A court disposition must be attached to the licensure application. The licensing board will review the application and make a decision about granting licensure. If individuals have any concerns about how their criminal background history might affect their ability to obtain licensure, it is their responsibility to follow up with the licensing board for clarification.

### **BLOODBORNE/AIRBORNE PATHOGEN EXPOSURE**

The practice of dental hygiene puts the student at risk for exposure to bloodborne and infectious diseases. Southeastern Technical College's Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing exposures in the performance of their instructional duties or activities. The dental hygiene program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, patients, and staff. A complete manual of our compliance policies and procedures is available upon request.

### **DENTAL HYGIENE CURRICULUM**

The standard curriculum for the dental hygiene program is designed for the semester system. Prospective students may begin taking prerequisite core courses any semester. Once the prerequisite core classes have been completed and students have been competitively admitted into the dental hygiene program, the program is six semesters. A new cohort of dental hygiene students are competitively admitted into the dental hygiene program one time per year-Summer semester. Students must achieve a minimum grade of "C" or higher in each course.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (25 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1101	Composition and Rhetoric	3 Credit Hours
ENGL 2130	American Literature	3 Credit Hours
SPCH 1101	Public Speaking	3 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
SOCI 1101	Introduction to Sociology	3 Credit Hours
MATH 1111	College Algebra	3 Credit Hours
CHEM 1151	Chemistry I	3 Credit Hours
CHEM 1151 L	Chemistry I Lab	1 Credit Hours

### **GENERAL CORE SCIENCE COURSES and CREDIT HOURS (12 Hours Required)**

BIOL 2113	Anatomy and Physiology I	3 Credit Hours
BIOL 2113 L	Anatomy and Physiology I Lab	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114 L	Anatomy and Physiology II Lab	1 Credit Hours
BIOL 2117	Introductory Microbiology	3 Credit Hours
BIOL 2117 L	Introductory Microbiology Lab	1 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (49 Hours Required)**

DHYG 1000	Tooth Anatomy & Root Morphology	2 Credit Hours
DHYG 1010	Oral Embryology and Histology	1 Credit Hours
DHYG 1020	Head & Neck Anatomy	2 Credit Hours
DHYG 1030	Dental Materials	2 Credit Hours
DHYG 1040	Preclinical Dental Hygiene Lecture	2 Credit Hours
DHYG 1050	Preclinical Dental Hygiene Lab	2 Credit Hours
DHYG 1070	Radiology Lecture	2 Credit Hours
DHYG 1090	Radiology Lab	1 Credit Hours
DHYG 1110	Clinical Dental Hygiene I Lecture	2 Credit Hours
DHYG 1111	Clinical Dental Hygiene I Lab	3 Credit Hours
DHYG 2010	Clinical Dental Hygiene II Lecture	2 Credit Hours
DHYG 2020	Clinical Dental Hygiene II Lab	2 Credit Hours
DHYG 2050	General & Oral Pathology/Pathophysiology	3 Credit Hours
DHYG 1206	Pharmacology and Pain Control	3 Credit Hours
DHYG 2070	Community Dental Health	3 Credit Hours
DHYG 2080	Clinical Dental Hygiene III Lecture	2 Credit Hours
DHYG 2090	Clinical Dental Hygiene III Lab	4 Credit Hours
DHYG 2110	Biochemistry & Nutrition Fundamentals of the Dental Hygienist	2 Credit Hours
DHYG 2130	Clinical Dental Hygiene IV Lecture	2 Credit Hours
DHYG 2140	Clinical Dental Hygiene IV Lab	4 Credit Hours

*Special Note: A grade of "C" or higher is required in any course in the dental hygiene program in order to remain in the program.*

**Credit Hours:** *Students are advised that if they are accepted into this program, some semesters do not contain enough credit hours to be considered full time for some financial aid and health insurance. The clinic contact is twelve to sixteen hours per week, but the credit hours do not reflect the number of hours scheduled for patient experiences. Students should also be advised that if they do not follow the suggested curriculum sequence for core classes, they may have additional semesters that do not contain enough credit hours to be considered full time for some financial aid and health insurance.*

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$10,117

Books/ Supplies: \$1,200 per semester

Dental Hygiene National Board Exam: \$410

CRDTS Examination: \$995

Supplies/site fee for clinical boards: \$165

Ultrasonic scaler rental fee for clinical boards: \$91

Georgia License Fee: \$75

Instruments: \$2,100

Misc supplies: \$1,500

Dental Hygiene National Board Review Course: \$425

Loupes: \$1,000

### **READMISSION TO THE DENTAL HYGIENE PROGRAM**

Students withdrawn from any dental hygiene course due to attendance, academic deficiencies, personal hardships, or students who have earned less than a "C" in a dental hygiene course will not be eligible to remain enrolled in the dental hygiene program. Students have the option of reapplying for admission into a future cohort. Readmission to the program will be granted on a competitive and space available basis, whereas all criteria apply as described in the dental hygiene program admissions criteria section. A maximum of one slot per class can be filled with a readmission. If more than one student qualifies for the readmission slot, the readmission slot will be awarded to the student who earns the most points on the Dental Hygiene Reamission Scoring Rubric based on the following readmission criteria:

- Grade Point Average of prerequisite courses
- Official transcript verifying graduation from a CODA accredited dental assisting program with a GPA of 3.0 or higher
- Written documentation verifying paid dental experience within the last 2 years
- Official transcript verifying completion of a technical certificate of credit, diploma, or degree from a regionally accredited college or university.

A student can readmit only one time. Due to the nature of the dental hygiene program, students must retake all dental hygiene courses. Students will not be given the option of completing a written exam or a clinical skills competency exam. Advanced standing cannot be earned.

### **ADVANCED STANDING/TRANSFER POLICY**

The dental hygiene program does not allow students to obtain advanced standing due to previous dental education/work experience. Students are not allowed to transfer to the STC Dental Hygiene program from another dental hygiene program. The reason for these policies is due to the stringent board examinations and accreditation requirements for the profession of dental hygiene. A student with previous dental education or work experience is invited to apply for competitive admission into the dental hygiene program. The student, however, is not given an opportunity to earn advanced standing or exempt previous dental hygiene courses taken at another college. The dental hygiene program is based upon quality academic curriculum and principles. It is the belief of the dental hygiene program faculty that granting advanced standing or transfer of dental hygiene courses would compromise the integrity of the program.



## **HEALTH CARE MANAGEMENT ASSOCIATE OF APPLIED SCIENCE PROGRAM** **Major Code HA21**

The Health Care Management Associate of Applied Science degree provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting.

### **PROGRAM EXPENSES**

Expenses may vary depending upon the option students choose to pursue.

### **CAREER OPPORTUNITIES**

Health care managers organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	26	26	24	
ACT	17	16	19	
GA Milestones ELA	525	525		

### **HEALTH CARE MANAGEMENT CURRICULUM OUTLINE**

The standard curriculum for the Health Care Management certificate is designed for the semester system. Students may enter the certificate program during any semester term. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

ENGL 1101	Composition and Rhetoric	3 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
ENGL 2130	American Literature	3 Credit Hours
SPCH 1101	Public Speaking	3 Credit Hours

### **Must Select MATH 1111 for HCM. May select other course according to occupational pathway (Dental Hygiene & Clinical Lab Tech) (3-9 hours)**

MATH 1111	College Algebra	3 Credit Hours
CHEM 1151	Chemistry	3 Credit Hours
CHEM 1151L	Chemistry Lab I	1 Credit Hours

### **May select one of the following according to Occupational Pathway (HCM & ASN) (3 hours)**

SOCI 1101	Introduction to Sociology	3 Credit Hours
SPCH 1101	Public Speaking	3 Credit Hours
HIST 2111	U.S. History I	3 Credit Hours
HIST 2112	U.S. History II	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (45 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit)	0 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
BIOL 2113	Anatomy and Physiology I	3 Credit Hours
BIOL 2113L	Anatomy and Physiology I Lab	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114L	Anatomy and Physiology II Lab	1 Credit Hours
PSYC 2103	Human Development	3 Credit Hours
ACCT 1100	Financial Accounting I	4 Credit Hours
ACCT 1105	Financial Accounting II	4 Credit Hours
MGMT 1100	Principles of Management	3 Credit Hours
MGMT 2115	Human Resource Management	3 Credit Hours
MAST 1010	Legal and Ethical Concerns in the Medical Office	2 Credit Hours
MAST 1060	Medical Office Procedures	4 Credit Hours
MAST 1110	Administrative Practice Management	3 Credit Hours
MAST 2108	Physician's Practice Management	6 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,085

Books/Supplies: \$3,500

## **VIDALIA CAMPUS - RADIOLOGIC TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

### **Major Code RT23**

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology Associate of Applied Science degree, and have the qualifications of an entry-level radiographer, and completed the Radiography Didactic and Clinical Competency Requirements of the American Registry of Radiologic Technologists (ARRT) licensing exam.\*

### **EMPLOYMENT OPPORTUNITIES**

Graduates of the Radiologic Technology program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

### **LICENSURE/CERTIFICATION**

To become Registered Technologists, graduates must pass the American Registry of Radiologic Technologists Examination.

*\*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) or felony could inhibit a student's eligibility to take the licensing exam(s) required by the profession. Early notification to the appropriate board is required.*

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	26	26	24	
ACT	17	16	19	
GA Milestones ELA	525	525		

- Prospective students seeking admission into the Radiologic Technology Associate of Applied Science (AAS) Degree Program will enroll in the Health Care Management initially.
- Complete the components listed below of the Health Care Management curriculum with an overall 3.0 GPA; these courses (28 credit hours) must be completed with a minimum grade of "C" in each course and a cumulative GPA of 3.0. In the event a class does not meet capacity, students possessing a 2.85 GPA will be considered.\*

\* Beginning Fall 2018 students possessing a 2.85 to 2.99 GPA must successfully pass the TEAS with a benchmark score of at least 60% to be eligible for admission.

TEAS Testing Guidelines:

- Students will be allowed three (3) attempts to score the required adjusted individual score of 55%.
- It is recommended that students wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of the Radiologic Technology Degree program for GPAs ranging from 2.85 to 2.99.
- TEAS scores will be valid for three (3) calendar years.

**CURRICULUM OUTLINE  
(28 Total Credit Hours Required)**

**GENERAL CORE COURSES and CREDIT HOURS (18 Hours Required)**

COLL 1040	College Success and Survival Skills	3 Credit Hours
ENGL 1101	Composition and Rhetoric	3 Credit Hours
ENGL 2130	American Literature	3 Credit Hours
MATH 1111	College Algebra	3 Credit Hours
PSYC 1101	Introductory Psychology	3 Credit Hours
SPCH 1101	Public Speaking	3 Credit Hours

**GENERAL CORE SCIENCE COURSES and CREDIT HOURS (8 Hours Required)**

BIOL 2113	Anatomy and Physiology I	3 Credit Hours
BIOL 2113L	Anatomy and Physiology I Lab	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114L	Anatomy and Physiology II Lab	1 Credit Hours

**OCCUPATIONAL COURSES and CREDIT HOURS (2 Hours Required)**

ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Only)	0 Credit Hours

## **RADIOLOGIC TECHNOLOGY COMPETITIVE ADMISSION PROCESS**

Admission to the Radiologic Technology program is a competitive selection process based primarily on the grade point average of the Health Care Management. The Radiography program admits students once per year at the beginning of Fall Semester. Prospective students may gain admission to the college initially as Health Care Management in order to complete any learning support classes, required general core courses, occupational courses, and general core science courses. Students must have completed; ALMA 1000, COLL 1040, ENGL 1101, ENGL 2130, MATH 1111, PSYC 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1090, and SPCH 1101 to apply for the Radiologic Technology Degree Program.

Radiologic Technology Program seats are awarded from the highest grade point average downward of the Health Care Management courses until the maximum enrollment of approximately nine (9) students is reached. In the event a class does not meet capacity by the end of spring semester, students completing the Health Care Management courses by the end of summer semester may be considered for admission for Fall semester.

All applicants must submit a college application, a change of program form, and all required documentation previously mentioned under Admission criteria to the admissions office to be considered for the fall selection of students.

*Successful completion of ALMA 1000 with a "C" or better is required within three consecutive semesters (1 year) immediately prior to the students' specific program admission.*

*\*Note: The number of students accepted into the Radiologic Technology program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are determined by the availability of the program's clinical education settings.*

## **RADIOLOGIC TECHNOLOGY CURRICULUM**

The standard curriculum for the Radiologic Technology program is designed for the semester system. The degree occupational courses require 80 credit hours to complete and can generally be completed in 4 semesters upon admission to the Radiologic Technology program. Students may enter the program fall semester. Please note that general core, general science core and two occupational courses (ALHS 1090 and ALMA 1000) are completed in the Health Care Management. Successful completion of ALMA 1000 with a “C” or better is required within three consecutive semesters (1 year) immediately prior to the students’ specific program admission.

### **CURRICULUM OUTLINE**

#### **GENERAL CORE COURSES and CREDIT HOURS (18 Hours Required)**

COLL 1040	College Success and Survival Skills	3 Credit Hours
ENGL 1101	Composition and Rhetoric	3 Credit Hours
ENGL 2130	American Literature	3 Credit Hours
MATH 1111	College Algebra	3 Credit Hours
PSCY 1101	Introductory Psychology	3 Credit Hours
SPCH 1101	Public Speaking	3 Credit Hours

#### **GENERAL CORE SCIENCE COURSES and CREDIT HOURS (8 Hours Required)**

BIOL 2113	Anatomy and Physiology I	3 Credit Hours
BIOL 2113 L	Anatomy and Physiology I Lab	1 Credit Hours
BIOL 2114	Anatomy and Physiology II	3 Credit Hours
BIOL 2114 L	Anatomy and Physiology II Lab	1 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (54 Hours Required)**

ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
RADT 1010	Intro to Radiography	4 Credit Hours
RADT 1030	Radiographic Procedures I	3 Credit Hours
RADT 1060	Radiographic Procedures II	3 Credit Hours
RADT 1065	Radiologic Science	2 Credit Hours
RADT 1075	Radiographic Imaging	4 Credit Hours
RADT 2090	Radiographic Procedures III	2 Credit Hours
RADT 1085	Radiographic Equipment	3 Credit Hours
RADT 1200	Principles of Radiation Biology and Protection	2 Credit Hours
RADT 2260	Radiology Technology Review	3 Credit Hours
RADT 1320	Clinical Radiography I	4 Credit Hours
RADT 1330	Clinical Radiography II	7 Credit Hours
RADT 2340	Clinical Radiography III	6 Credit Hours
RADT 2360	Clinical Radiography IV	9 Credit Hours

Special Note: A grade of "C" or higher is required in any course in Radiologic Technology in order to remain in the program.

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,390

Books/Supplies: \$1,000

Additional Fees: \$1,200

### **LICENSURE**

Upon completion of the program, students will have completed the Radiography Didactic and Clinical Competency Requirements of the American Registry of Radiologic Technologists (ARRT) Certification Exam. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Radiologic Technology Program meets Georgia TCSG standards.

## CLINICAL EDUCATION

### Clinical Sites:

**Area Hospitals, Private Orthopedic Offices, Private Imaging Centers.**

JRCERT Approved Clinic Education Site	Miles from STC	Minutes from STC
Accordia Urgent Care and Family Practice 3193 East 1 <sup>st</sup> Street Vidalia, GA 30474 912-537-8588	3.1 miles	9 minutes
Appling Healthcare System 163 East Tollison Street Baxley, GA 31513 912-367-9841	34.1 miles	41 minutes
Jeff Davis Hospital 163 Tallahassee Street Hazlehurst, GA 31539 912-375-7781	33.6 miles	43 minutes
Meadows Regional Medical Center One Meadows Parkway Vidalia, GA 30474 912-535-5783	1 mile	4 minutes
Optim Orthopedics- Vidalia 2317 East First Street Vidalia, GA 30474 912-537-0888	1.4 miles	3 minutes
Optim Medical Center Tattnell 247 South Main Street Reidsville, GA 30453 912-557-1000	18.7 miles	25 minutes
Spivey's Orthopedic Clinic 2317 East First Street Vidalia, GA 30474 912-537-0888	1 mile	3 minutes
Vidalia Orthopedic Center 1707 Meadows Lane Suite H Vidalia, GA 30474 912-538-0040	1.9 miles	7 minutes
Washington County Regional Medical Center 610 Sparta Road Sandersville, GA 31082 478-240-2000	67.5 miles	1 hour 26 minutes



**General Location of the Clinical Sites:**

Toombs and surrounding counties.

**Clinical Education Assignments**

Radiology students will rotate through the clinical affiliates every 7 weeks. Clinical assignments are made during the first shift hours, Monday through Friday. Clinical assignment schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. Students may be asked to travel up to one hour and thirty minutes from STC for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

**Readmission to the Radiologic Technology Program**

Students dropped from any Radiologic Technology program for attendance (i.e., health related, family illness, and personal hardship), academic reasons or students who have made less than a "C" in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one semester within the Radiologic Technology curriculum in which the minimum grade of "C" was not earned. This procedure applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admission of Radiologic Technology Students". Students will be required to pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam to be eligible to compete for readmission. Students granted readmission to the Radiologic Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

## **EMS PROFESSIONS DIPLOMA PROGRAM**

### **Major Code EP12**

Students who complete the EMS Professions Diploma program will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT licensure examination and to apply for Georgia licensure as an AEMT.

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Advanced Emergency Medical Technician (AEMT) program are eligible for employment as pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency rooms, health clinics, and industrial facilities.

### **LICENSURE/CERTIFICATION**

Students who complete the program are eligible to sit for the national registry exam and become AEMT's.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## EMS PROFESSIONS CURRICULUM

The standard curriculum for the EMS Professions program is designed for the semester system. Entrance is in the Fall semester and classes are taught in the evenings only with an online component. The diploma requires 45 credit hours to complete the program and can generally be completed in 4 semesters.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (33 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
EMSP 1110	Introduction to the EMT Profession	3 Credit Hours
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3 Credit Hours
EMSP 1130	Medical Emergencies for the EMT	3 Credit Hours
EMSP 1140	Special Patient Populations	3 Credit Hours
EMSP 1150	Shock and Trauma for the EMT	3 Credit Hours
EMSP 1160	Clinical and Practical Applications for the EMT	1 Credit Hours
EMSP 1510	Advanced Concepts for the AEMT	3 Credit Hours
EMSP 1520	Advanced Patient Care for the AEMT	3 Credit Hours
EMSP 1530	Clinical Applications for the AEMT	1 Credit Hours
EMSP 1540	Clinical and Practical Applications for the AEMT	3 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$5,300

Books/Supplies: \$350

Licensure Exam (NREMT): \$260

Criminal Background and Drug Screen: \$84.50

Uniforms: \$150

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

### **CLINICAL EDUCATION**

Number of Clinical Sites: 1

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs County.

Special Requirements of the Clinical Sites:

- CPR Certification and Hepatitis B vaccine; based on clinical site requirements.

## **MEDICAL ASSISTING DIPLOMA PROGRAM**

### **Major Code MA22**

Medical assistants are multi-skilled allied health professionals dedicated to assisting with patient care management, in an ambulatory care setting, such as physician's offices and clinics of all sizes, and other outpatient facilities.

This practitioner performs administrative and clinical duties under the supervision of a licensed physician. Administrative duties may include scheduling and receiving patients, obtaining patient data, purchasing and maintaining supplies and equipment, handling insurance matters, office accounts, fees and collections. Clinical duties may include assisting with examinations and treatments, taking medical histories, performing certain diagnostic tests, maintaining instruments and equipment, preparing, administering and documenting medications, collecting and processing specimens.

The Medical Assisting program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

### **EMPLOYMENT OPPORTUNITIES**

Graduates are prepared for positions as medical assistants, medical office assistants, medical secretaries, medical receptionists, medical records clerks, and other related health care professionals.

### **LICENSURE/CERTIFICATION**

The graduates of the program are eligible to take the Certified Medical Assistant Examination. (Felons are not eligible to sit for the CMA exam unless the Certifying Board grants a waiver based on certain mitigating circumstances.)

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Advanced Placement is not available for the Medical Assisting Program at Southeastern Technical College.
- All MAST courses must be completed with a “C” or better in order to sit for the AAMA (CMA) exam.
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## MEDICAL ASSISTING CURRICULUM

The standard curriculum for the Medical Assisting program is designed for the semester system. A student may enter the program in the Fall semester on the Vidalia Campus and Swainsboro Campus, once all core classes are completed. To graduate, diploma-seeking students must earn a minimum of 54 semester credit hours. The program generally takes 5 semesters to complete.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012**	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (42 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
MAST 1010	Legal and Ethical Concerns in the Medical Office	2 Credit Hours
MAST 1030+	Pharmacology in the Medical Office	4 Credit Hours
MAST 1060	Medical Office Procedures	4 Credit Hours
MAST 1080****	Medical Assisting Skills I	4 Credit Hours
MAST 1090+	Medical Assisting Skills II	4 Credit Hours
MAST 1100	Medical Insurance Management	2 Credit Hours
MAST 1110	Administrative Practice Management	3 Credit Hours
MAST 1120	Human Diseases	3 Credit Hours
MAST 1170*	Medical Assisting Externship	6 Credit Hours
MAST 1180+	Medical Assisting Seminar	3 Credit Hours

*Students with two semesters or greater lapse between critical program courses must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off. Critical program courses are: MAST 1030, MAST 1080, and MAST 1090.*

*(\*) Students with one semester or greater lapse before enrolling in MAST 1170, Medical Assisting Externship, must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off.*

*(\*\*) MATH 1012, Foundations of Mathematics, is a requirement for this program. MATH 1012 contains competencies essential for this program; therefore, MATH 1013, Algebraic Concepts, cannot be accepted for MATH 1012.*

+ A drug calculations test is required in these courses (MAST 1030, MAST 1090, MAST 1118). 100% accuracy must be achieved in order to progress in these courses. Three opportunities are given to obtain 100% accuracy in each course. Failure to achieve 100% accuracy will result in withdrawal from the course. If the course has a co-requisite, the student will be withdrawn from that course, as well.

## **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$7,343

Books/Supplies: \$3,000 - \$3,500

Uniform costs: up to \$300

Liability insurance: \$12

MMR Vaccination: \$64

Varicella Vaccination: \$117

TB test: \$25

Tdap: \$50

Hep B series: \$264

Pre-Check (drug screen and background): \$84.50

N95 Mask fitting: \$20

BLS CPR/1st Aid: \$55

Influenza Vaccine: \$25

CPR Mask: \$9

MAST 1080 course supply fee: \$20

MAST 1090 course supply fee: \$25

\*\*\*\* Uniforms are required prior to completion of MAST 1090: approximately \$300

## **SPECIAL PROGRAM FEATURES**

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 North, Suite 158

Clearwater, FL 33763

(727) 210-2350

## **CLINICAL EDUCATION**

Number of Clinical Sites: 20

General Location of the Clinical Sites:

Tattnall, Toombs, Montgomery, Appling, Jeff Davis, Evans, Johnson, Candler, Jenkins, Treutlen, Emanuel, and Wheeler counties.

Special Requirements of the Clinical Sites:

- American Heart Association CPR and First Aid Certification
- Before completing MAST 1090 students must submit a medical exam stating that the student is in good health. This must include documentation of two-step tuberculin skin test (TST), all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen
- N-95 Respirator



### **Clinical Education Courses**

The Medical Assisting Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. The 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.

The Externship requires that the student spend a minimum of 15 hours a week in a supervised work setting, for a total of 225 hours. Students may not receive pay from the clinical site for externship hours. If the student misses more than 15 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the practicum coordinator.

### **Clinical Assignments**

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. However, some clinical hours may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

## **VIDALIA CAMPUS - PARAMEDICINE DIPLOMA PROGRAM** **Major Code PT12**

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedicine diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to the paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians Paramedic licensure examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. The program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

The Southeastern Technical College Paramedicine program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Paramedicine program are eligible for employment as primary, pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency room, health clinics, and industrial facilities.

## LICENSURE/CERTIFICATION

Students who successfully complete the program are eligible to sit for the national registry exam to become paramedics.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Submit documentation of current certification and/or licensure as an: EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMTI to AEMT update course); EMT I/99; or AEMT
- Advanced Placement is not available for the Paramedicine Program at Southeastern Technical College. All EMSP courses must be completed with a “C” or better in order to sit for the NREMT-NRP exam.
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## PARAMEDICINE CURRICULUM

The standard curriculum for the Paramedic Technology program is designed for the semester system. Students are admitted into the Paramedic Technology program every spring semester and courses are taught days only with an online component. The diploma requires 61 credit hours to complete and can generally be completed in 4 semesters.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (49 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
EMSP 2110	Foundations of Paramedicine	3 Credit Hours
EMSP 2120	Applications of Pathophysiology for Paramedics	3 Credit Hours
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3 Credit Hours
EMSP 2140	Advanced Cardiovascular Concepts	4 Credit Hours
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3 Credit Hours
EMSP 2320	Therapeutic Modalities of Medical Care	5 Credit Hours
EMSP 2330	Therapeutic Modalities of Trauma Care	4 Credit Hours
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4 Credit Hours
EMSP 2510	Clinical Applications for the Paramedic - I	2 Credit Hours
EMSP 2520	Clinical Applications for the Paramedic - II	2 Credit Hours
EMSP 2530	Clinical Applications for the Paramedic - III	2 Credit Hours
EMSP 2540	Clinical Applications for the Paramedic - IV	1 Credit Hours
EMSP 2550	Clinical Applications for the Paramedic - V	1 Credit Hours
EMSP 2560	Clinical Applications for the Paramedic - VI	1 Credit Hours
EMSP 2570	Clinical Applications for the Paramedic - VII	1 Credit Hours
EMSP 2710	Field Internship for the Paramedic	2 Credit Hours
EMSP 2720	Practical Applications for the Paramedic	3 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$6,309

Books/Supplies: \$350

Licensure Exam (NREMT): \$260

Criminal Background and Drug Screen: \$84.50

Uniforms: \$200

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

### **CLINICAL EDUCATION**

Number of Clinical Sites: 1

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs County

Special Requirements of the Clinical Sites:

- CPR Certification and Hepatitis B vaccine; based on clinical site requirements.

## **VIDALIA CAMPUS - PHARMACY TECHNOLOGY DIPLOMA PROGRAM**

### **Major Code PT22**

The Pharmacy Technology Program is a sequence of courses that prepares students for careers 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. Program graduates are to be competent in the general areas of communication, math, interpersonal relations, and computer literacy, and are to be competent to perform basic occupational functions required of pharmacy technicians in various settings.

### **PROGRAM ACCREDITATION**

The Pharmacy Technology program at Southeastern Technical College is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council of Pharmacy Education (ACPE).

For more information on ASHP or ACPE please visit their website:

American Society of Health-System Pharmacists (ASHP) – [www.ashp.org](http://www.ashp.org)

Accreditation Council of Pharmacy Education (ACPE) – [www.acpe-accredit.org](http://www.acpe-accredit.org)

### **EMPLOYMENT OPPORTUNITIES**

Graduates of the Pharmacy Technology program are prepared for employment positions in hospital pharmacies, retail pharmacies, home infusion pharmacies, institution pharmacies, military base pharmacies, major drug companies, and other healthcare facilities requiring qualified professional personnel.

### **REGISTRATION/CERTIFICATION**

All Pharmacy Technology program students will be required to register with the Georgia Board of Pharmacy prior to beginning their Practicum courses.

Pharmacy Technology program students are eligible to take the Pharmacy Technician Certification Exam (PTCE), which is a national certification exam offered by the Pharmacy Technician Certification Board. Students will be required to sit for the PTCE prior to graduation, however certification is not a program graduation requirement.

\*NOTE: An arrest or conviction of a felony or misdemeanor (excluding minor traffic violations) crime could cause a student to be denied registration by the Georgia Board of Pharmacy. An arrest or conviction of a felony or misdemeanor (excluding minor traffic violations) crime could also cause a student to be ineligible to take the PTCE offered by the Pharmacy Technician Certification Board. Please contact each Board for more information.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age upon program entrance;
- Be at least 18 years of age upon graduation;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

- Complete the following courses (22 credit hours):
  - With a minimum grade of “B” required for ALMA 1000
  - With a minimum grade “C” in each remaining course
  - With a cumulative GPA of 2.0
  - ALHS courses must have been completed within 5 years.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (10 Hours Required)**

ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours

## PHARMACY TECHNOLOGY CURRICULUM

The standard curriculum for the Pharmacy Technology program is designed for the semester system. The diploma requires 56 credit hours to complete and can generally be completed in 5 semesters. Once all required prerequisite courses and requirements for program entrance are complete and students have been admitted into the program, the Pharmacy Technology program will take 3 semesters to complete. The Pharmacy Technology program admits students once per year at the beginning of Fall Semester.

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (44 Hours Required)**

ALMA 1000*	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
PHAR 1000	Pharmaceutical Calculations	4 Credit Hours
PHAR 1010	Pharmacy Technology Fundamentals	5 Credit Hours
PHAR 1020	Principles of Dispensing Medication	4 Credit Hours
PHAR 1030	Principles of Sterile Medication Preparation	4 Credit Hours
PHAR 1040	Pharmacy Technology Pharmacology	4 Credit Hours
PHAR 1050	Pharmacy Technology Practicum	5 Credit Hours
PHAR 2060	Advanced Pharmacy Technology Principles	3 Credit Hours
PHAR 2070	Advanced Pharmacy Technology Practicum	5 Credit Hours

\* A minimum grade of "B" is a requirement for ALMA 1000.

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,650

Books/Supplies (PHAR Courses): \$850

State of Georgia Pharmacy Technician Registration: \$100

State of Georgia Pharmacy Technician Registration Renewal: \$60 (if applicable)

Cogent GAPS Background Check (Required for State of Georgia Pharmacy Technician Registration): \$36.50

Forensic Drug Screening/Criminal Background Screening conducted by PreCheck: \$84.50

American Society of Health-System Pharmacists Pharmacy Technician Membership: \$69 (Not Required)

PTCB Pharmacy Technician Certification Exam: \$129

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Health Sciences*



## **PRACTICUM EDUCATION**

Practicum Sites include community pharmacies and institutional pharmacies and are generally located in or around the following counties:

- Appling
- Candler
- Emanuel
- Jenkins
- Johnson
- Montgomery
- Tattnall
- Toombs
- Treutlen

### **Practicum Assignments**

Pharmacy Technology students will be required to complete practicum assignments which will be given by the instructor at the beginning of the semester. Requirements include a minimum of 20-30 hours a week in a supervised setting, for a total of 225 hours in each practicum course. Students are not allowed to receive pay from the sites for these hours. Students are required to abide by the attendance procedure for all practicum courses. Failure to do so will result in the student being withdrawn from the course and the program. Students are required to turn in weekly timesheets, and student evaluations will be conducted by both the program instructor and practicum site preceptor. The student is required to adhere to his/her practicum schedule at all times and a total of 450 hours is required to graduate. No personal adjustments can be made unless it is an extreme emergency. All students must know that traveling may be required for practicum rotations.

### **Readmission to the Pharmacy Technology Program**

Students dropped/withdrawn from any Pharmacy Technology course or students who have made a grade less than a "C" in any Pharmacy Technology course will not be allowed to remain in the Pharmacy Technology program. However, based on space availability, readmission may be considered for the following:

- Students dropped/withdrawn from any Pharmacy Technology course for attendance (i.e., maternity, health related, family illness, personal difficulties)
- Students who fail to complete a course with a grade of "C" or better.

Students may only be readmitted once to any pharmacy technology course. Any student dropped/withdrawn or that failed to complete any pharmacy technology course(s) with a grade of "C" or better more than once will not be considered for readmission.

Students must request reinstatement within 12 months from the term of withdrawal or failure.

Readmission to the Pharmacy Technology program is not guaranteed. Selection for reinstatement is based on the current admission criteria for the program class that the

student is seeking readmission into and space availability. Readmission will be denied due to, but not limited to, any of the following circumstances:

- Failure to meet the current admission criteria for the program class that the student is seeking readmission into ;
- Refusal by clinical agencies to accept the student for clinical experiences;
- 12 months or more have elapsed since the student was enrolled in a pharmacy technology course;
- Student has been dismissed from the program for disciplinary reasons and/or for violations of the Pharmacy Technology Program policies.

If all criteria are met, the student must then complete the following tasks before being readmitted to the Pharmacy Technology Program:

1. Take a comprehensive written exam on all previous pharmacy competencies that were completed and make a minimum score of 75 on all exams.
2. Properly demonstrate a variety of clinical skills check-offs from the previous pharmacy courses that were completed.

OR

- Students may choose to repeat all previous courses

*Note: If students have previously repeated any course, they may not choose to repeat all previous courses due to students only being allowed to repeat a course once.*

All Pharmacy Technology practicum courses (PHAR 1050 and PHAR 2070) must be repeated regardless of whether the course was passed or failed by the student previously.

Students may be eligible for academic forgiveness 2 years after their last pharmacy technology course was attempted and may apply for readmission to start the program from the beginning.

## **PRACTICAL NURSING DIPLOMA PROGRAM**

### **Major Code PN12**

Students seeking admission into the Practical Nursing Diploma Program will enroll in the Health Care Assistant-Health Care Technician option and complete the required courses (COLL 1040, ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1060, ALMA 1000) for the Practical Nursing program.

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of general core and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

### **EMPLOYMENT OPPORTUNITIES**

Graduates from this program will have a variety of employment opportunities awaiting them. After successfully passing the licensure exam, graduate nurses can work in hospitals, nursing homes, clinics and physician offices.

### **LICENSURE/CERTIFICATION**

After successful completion of the Practical Nursing program, a graduate will apply to sit for the licensure exam. When this exam is passed, the graduate will receive a license to practice as a Licensed Practical Nurse in the state of Georgia.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## **PRACTICAL NURSING ADMISSION**

All students must successfully pass the TEAS with a benchmark score of at least 55% to be eligible for admission. Students are highly encouraged to complete MATH 1012, ALHS 1011 and ENGL 1010 prior to taking the TEAS test. It is the student's responsibility to contact the Admissions Office when these courses have been completed in order to schedule a time for testing.

### TEAS-V Guidelines:

- Students will be allowed three (3) attempts to score the required adjusted individual score of 55%.
- It is recommended that students wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of both the practical and associate nursing programs. Therefore, students are allowed three (3) total exam attempts regardless of program choice.
- TEAS-V scores will be valid for three (3) calendar years.

Selection into the Practical Nursing program is a competitive process. All applicants who have met the minimum requirements will be eligible for admission.

- Possess a 3.0 GPA. In the event that a class does not meet capacity, students possessing a 2.75 GPA may be considered;
- Option of completion of the Health Care Assistant- Health Care Technician option or completion of the Health Care Management Degree – Associate of Science in Nursing option in addition to the completion of ALHS 1060;

Upon notification by your instructor, you must complete these necessary forms:

- Verification of birth;
- Forensic Drug Screening and Criminal Background Check conducted by PreCheck;
- Affidavit of Non-Drug Dependency/Felony Conviction;
- Hepatitis B Consent or Declination Form; and
- Immunization Forms (TB Skin Test, Tdap Vaccination, MMR Vaccinations, Varicella Vaccinations, Annual Flu Vaccine)

## **PRACTICAL NURSING CURRICULUM**

Once a student has met the criteria above, then he/she will follow the sequence of Practical Nursing Practice courses outlined below. After completing the general core and occupational classes listed below, the program generally takes a minimum of 3 consecutive semester terms to complete. To graduate, students must earn a minimum of 60 semester credit hours. Students may enter the program in either Fall or Spring semesters on the Swainsboro or Vidalia campus (day classes only). Students may contact the admissions office for more information.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only) **	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

### **PRE-PRACTICAL NURSING ADMISSION OCCUPATIONAL COURSES (7 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)**	0 Credit Hours

### **PRACTICAL NURSING OCCUPATIONAL COURSES (41 Hours Required)**

PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2 Credit Hours
PNSG 2030	Nursing Fundamentals	6 Credit Hours
PNSG 2035	Nursing Fundamentals Clinical	2 Credit Hours
PNSG 2210	Medical-Surgical Nursing I	4 Credit Hours
PNSG 2310	Medical-Surgical Nursing Clinical I	2 Credit Hours
PNSG 2220	Medical-Surgical Nursing II	4 Credit Hours
PNSG 2320	Medical-Surgical Nursing Clinical II	2 Credit Hours
PNSG 2230	Medical-Surgical Nursing III	4 Credit Hours
PNSG 2330	Medical-Surgical Nursing Clinical III	2 Credit Hours
PNSG 2240	Medical-Surgical Nursing IV	4 Credit Hours
PNSG 2340	Medical-Surgical Nursing Clinical IV	2 Credit Hours
PNSG 2250	Maternity Nursing	3 Credit Hours
PNSG 2255	Maternity Nursing Clinical	1 Credit Hours
PNSG 2410	Nursing Leadership	1 Credit Hours
PNSG 2415	Nursing Leadership Clinical	2 Credit Hours

\*\* Students who are transferring in from another college MUST take COLL 1040 and ALMA 1000 before admission into the nursing program.

\*\* ALHS 1011 must be taken in the traditional class setting and must be taken within five years of starting the PN program.

The following courses will be considered as GPA calculation courses for nursing program placement:

ENGL MATH PSYC ALHS ALHS  
1010 1012 1010 1011 1060

The student's grade point average (GPA) will be calculated based on the grade earned in all required HCA courses attempted for acceptance into the PN program; this will include transfer and repeated classes. Students may be eligible for academic

forgiveness five years after last HCA course attempted. COLL 1040 and ALMA 1000 are not used in the calculation for competitive admission.

The above classes in addition to COLL 1040 and ALMA 1000 must be completed before program eligibility. COLL 1040 should ideally be taken the first semester you are enrolled at STC and ALMA 1000 must be taken within the three consecutive semesters prior to program admission, or being placed on the practical nursing waiting list, but after completion of MATH 1012.

**Special Note: A grade of "C" or higher is required in any course in Practical Nursing in order to remain in the program.**

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$7,788

Books/Supplies: \$600

PreCheck Background Screening: \$84.50

Uniform Costs: Up to \$200

Licensure Exam: \$240

ATI Testing Fees: \$433.33 per semester

ATI Comprehensive Exam: \$52 (If third attempt is required)

STC Practical Nursing pin: \$10

Cogent Background: \$52.90

Myclinicalexchange: \$36.50/year

NF 95 Fit Testing: \$20

AHA BLS CPR and First Aid certification (which must remain current throughout the program): \$50.00

CPR Mask: \$9.00

Liability Insurance: \$12 per year

Annual Influenza vaccine: \$25

MMR Vaccination: \$64 (if needed)

Measles Titer: \$20 (if needed)

Mumps Titer: \$20 (if needed)

Rubella Titer: \$20 (if needed)

Varicella titer: \$20 (if needed)

Hepatitis B Titer: \$20 (if needed)

Special Note: A single charge may apply to more than one titer being drawn at the same time.

Varicella Vaccination: \$117 (if needed)

TB Test: \$40 (two-step PPD)

Tdap: \$50 (if needed)

Hepatitis B Series: \$264 (if needed)

Twin Rx (Hep B & A): \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B Series)

Prestige Medical, Premium Aneroid Sphygmomanometer Clinical Lite Kit: \$50

## **SPECIAL PROGRAM FEATURES**

The Georgia Board of Examiners for Licensed Practical Nurses (GBELPN) determines graduate eligibility to sit for the national licensure exam. The graduate is required to submit an extensive confidential application to the Board. The application includes information regarding any prior arrests and felony convictions.

## **CLINICAL EDUCATION**

Number of Clinical Sites: Approximately 40

General Location of the Clinical Sites:

Toombs, Montgomery, Tattnall, Candler, Emanuel, Evans, Jenkins, Johnson, Treutlen, and Wheeler counties. Please note some clinical sites may be located outside of the immediate service delivery area.

### **Special Requirements of the Clinical Sites**

Special requirements of the Georgia Board of Examiners for Licensed Practical Nurses as well as Clinical Sites include:

- Up-to-date immunization records,
- Drug screen and criminal background check, and
- Successful completion and current American Heart Association Health Care Provider CPR certification.

### **Clinical Education Courses**

Each nursing semester requires successful completion of the designated theory class for that semester before a student can attend the clinical part of the program. Clinicals are designed to give the student a real-life work experience of a Licensed Practical Nurse in a specific medical setting.

#### **Clinical Education Courses (and Credit Hours) Include:**

PNSG 2035	Nursing Fundamentals Clinical	75 Credit Hours
PNSG 2310	Medical-Surgical Nursing Clinical I	75 Credit Hours
PNSG 2320	Medical-Surgical Nursing Clinical II	75 Credit Hours
PNSG 2330	Medical-Surgical Nursing Clinical III	75 Credit Hours
PNSG 2340	Medical-Surgical Nursing Clinical IV	75 Credit Hours
PNSG 2255	Maternity Nursing Clinical	37.5 Credit Hours
PNSG 2415	Nursing Leadership Clinical	75 Credit Hours

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course. Clinical attendance is strictly enforced as mandated by the GBELPN. Any missed days of clinical must be made up.

### **Clinical Assignments**

Clinicals usually begin at 6:30 a.m., but may be earlier or later depending on the individual clinical sites. Clinicals may be any time of the day or night, including weekends. Students are required to spend the time designated by the GBELPN in each

clinical area. Students are responsible for their own transportation to and from the clinical site.

### **Progression**

In order to continue in the nursing program, the student must:

- Maintain a grade of C or better in all required courses.
- Achieve a passing score (100%) on the required medication administration exams.
- Be acceptable by clinical agencies for clinical experiences. Students must demonstrate safe practice in care of clients and exercise appropriate judgment as beginning level practitioners.
- Maintain ability to meet essential functions for nursing.
- Maintain compliance with health policy and current health care provider CPR certification.

A student that has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on guidelines outlined in the readmission procedure.

Withdrawal and/or a D or F in one or more nursing courses in a term is considered one unsuccessful attempt.

### **Readmission to the Practical Nursing Program**

Based on space availability, readmission may be considered for the following:

- Students who withdraw with Withdraw.
- Students who fail to complete a course with a grade of C or better.

Students may only be readmitted ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once may not be considered for readmission.

Students must request reinstatement within one year from the term of withdrawal or failure.

Any student requesting readmission must reapply to the Admissions office at least two months prior to the appropriate start date.

Students must submit to the Program Director:

- A letter requesting readmission that includes:
  - Last semester and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education.



- The college required documents for proof of current BLS CPR certification, immunizations, criminal background check and drug screen.

Students applying for re-entry beyond the first semester must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 100% on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from nursing occupational courses, either PNSG prefixes completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- Twelve months have elapsed since the student was enrolled in a nursing course;
- Student has been dismissed from the program

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area may not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission, the following criteria will be utilized to determine the best candidate for re-admission:

- TEAS adjusted individual score: 60%
- GPA: 40%

A student who earns a D or F in any two nursing courses will be dismissed from the PN Program and will not be eligible for readmission.

### **Transfer**

The transfer procedure applies only to students desiring to transfer between Technical College System of Georgia including college campus programs.

Any student requesting transfer must apply to the Admissions office at least two months prior to the appropriate start date.

Based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

- meet minimum admission standards for the nursing program.

- possess a minimum of a 2.5 cumulative GPA at time of transfer.
- be a student in good standing and eligible to return to the previous nursing program.
- provide a letter of recommendation from the Dean/Director/Instructor of the previous program.

Students must submit:

- The college required documents for proof of current BLS CPR certification, immunizations, criminal background check and drug screen.

Students applying for transfer beyond the first semester must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 100% on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Students can only be readmitted for transfer ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for transfer.

Students will be accepted for transfer between college programs one time only. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

In the event more than one student meets the requirements for transfer, the following criteria will be utilized to determine the best candidate for transfer

- TEAS adjusted individual score: 60%
- GPA: 40%

## **ADVANCED EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM (AEMT)**

### **Major Code EMH1**

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.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Advanced Emergency Medical Technician (AEMT) program are eligible for employment as pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency rooms, health clinics, and industrial facilities.

### **LICENSURE/CERTIFICATION**

Students who complete the program are eligible to sit for the national registry exam and become AEMT's.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Submit proof of current certification or licensure, as an EMT or EMT-Basic.
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## ADVANCED EMERGENCY MEDICAL TECHNICIAN CURRICULUM

The standard curriculum for the Advanced Emergency Medical Technician program is designed for the semester system. Entrance is in the Spring semester and classes are taught in the evenings only with an online component. The certificate requires 10 credit hours to complete the program and can generally be completed in 2 semesters.

### CURRICULUM OUTLINE

#### **OCCUPATIONAL COURSES and CREDIT HOURS (10 Hours Required)**

EMSP 1510	Advanced Concepts for the AEMT	3 Credit Hours
EMSP 1520	Advanced Patient Care for the AEMT	3 Credit Hours
EMSP 1530	Clinical Applications for the AEMT	1 Credit Hours
EMSP 1540	Clinical and Practical Applications for the AEMT	3 Credit Hours

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,094

Books/Supplies: \$200

Licensure Exam (NREMT): \$260

Criminal Background and Drug Screen: \$84.50

Uniforms: \$120

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

**CLINICAL EDUCATION**

Number of Clinical Sites: 1

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs County

Special Requirements of the Clinical Sites:

CPR Certification and Hepatitis B vaccine; based on clinical site requirements.

## **EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM (EMT)**

### **Major Code EMJ1**

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.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Emergency Medical Technician (EMT) program are eligible for employment as entry level, pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency rooms, health clinics, and industrial facilities.

### **LICENSURE/CERTIFICATION**

Students who successfully complete the program are eligible to sit for the national registry exam and become an EMT.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## **EMERGENCY MEDICAL TECHNICIAN CURRICULUM**

The standard curriculum for the Emergency Medical Technician program is designed for the semester system. Entrance is in the Fall semester and classes are taught in the evenings only with an online component. The certificate requires 16 credit hours to complete the program and can generally be completed in 2 semesters.

### **CURRICULUM OUTLINE**

#### **OCCUPATIONAL COURSES and CREDIT HOURS (16 Hours Required)**

EMSP 1110	Introduction to the EMT Profession	3 Credit Hours
EMSP 1120	EMT Assessment/Airway Management & Pharmacology	3 Credit Hours
EMSP 1130	Medical Emergencies for the EMT	3 Credit Hours
EMSP 1140	Special Patient Populations	3 Credit Hours
EMSP 1150	Shock and Trauma for the EMT	3 Credit Hours
EMSP 1160	Clinical and Practical Applications for the EMT	1 Credit Hours

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,848

Books/Supplies: \$200

Licensure Exam (NREMT): \$110

Criminal Background and Drug Screen: \$84.50

Uniforms: \$120

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

#### **CLINICAL EDUCATION**

Number of Clinical Sites: 1

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs County

Special Requirements of the Clinical Sites:

CPR Certification and Hepatitis B vaccine; based on clinical site requirements.

## **HEALTH CARE ASSISTANT CERTIFICATE PROGRAM**

### **Major Code HA21**

The Health Care Assistant (HCA) Technical Certificate of Credit (TCC) provides students with the general core courses and occupational courses that serve as a foundation for health science professions such as Health Care Technician, Medical Coding, and Phlebotomy. The general studies component develops students' written and oral communication skills and computational skills. The occupational courses provide students with a broad background in health science core courses. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

### **PROGRAM EXPENSES**

Expenses may vary depending upon the option students choose to pursue.

### **CAREER OPPORTUNITIES**

The program prepares students with classroom training and practice as well as the clinical experiences necessary to work in a variety of settings, including: hospitals, doctor's offices, clinics, outpatient care centers, family practices, nursing homes, and group practices or to pursue further education in health care.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

### **HEALTH CARE ASSISTANT CURRICULUM OUTLINE**

The standard curriculum for the Health Care Assistant certificate is designed for the semester system. Students may enter the certificate program during any semester term. Minimum credit hours required for completion will vary depending upon option selected. See program options section for specific minimum semester credit hours required.

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## Option One - HEALTH CARE TECHNICIAN

The Health Care Technician option is designed for prospective students seeking admission into the Practical Nursing diploma program.

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (18 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (institutional Credit Only)	0 Credit Hours
*NAST 1100	Nurse Aide Fundamentals**	6 Credit Hours

\*Prior to a student enrolling in NAST 1100 the following prerequisites must be met: all general core courses for the program along with the occupational courses and ALHS 1011. In addition, the following co-requisites must be taken either prior to or along with NAST 1100 including: ALHS 1040, ALHS 1060, and ALHS 1090.

\* NAST 1100 is a State approved course which offers training to candidates that desire to become eligible for certification as a certified nurse aide.

### **NAST 1100 – NURSE AIDE FUNDAMENTALS**

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Criminal Background Check/Urine Drug Screen: \$84.50

(Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)

N95 fit testing: \$20

Influenza Vaccine: \$25 (Varies)

Uniform fee: varies

Patch for uniform: \$5.00

State Standardized Written/Oral and Skills Exam: \$112.00

#### **PROGRAM REQUIREMENTS**

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the State competency examination.

The Code of Conduct is includes but is not limited to the following:

- a. Dress Code including name tag identification and non-skid footwear;
- b. Appropriate interaction with instructors, students, staff members, coworkers, residents, etc.;
- c. No personal cell phone usage during class, lab or clinical rotation;
- d. Disruptive behavior or inappropriate language such as profanity or inappropriate discussion of personal problems during any phase of training and testing is not permitted;
- e. Display professionalism and self-control at all times;
- f. Perform no task for which the trainee has not received training;
- g. Practice all safety precautions taught for each lab skill;
- h. Reporting appropriate information such as changes or problems in resident to instructor and/or supervisor; i.e. students must report all concerns immediately to the clinical instructor first, or a nursing home supervisor per nursing home policy.
- i. Follow HIPAA Guidelines at all times. HIPAA violations may result in dismissal from program and may prevent placement on the Georgia Nurse Aide Registry;
- j. Respond to emergencies as needed
- k. Cheating is prohibited and will result in the immediate dismissal from the nurse aide course;
- l. The removal of unauthorized program and/or testing documents is prohibited and will result in the immediate removal from the program. Eligibility for placement on the Certified Nurse Aide Registry will not be allowed; and
- m. Instructors/contractors must be paid according to the NATP service agreement with the program.

\*\*\*Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

### **Special Clinical Requirements**

To begin the clinical rotation, students must pass **all** skill demonstrations in the practice lab.

Students must complete 40 clinical hours in a Skilled Nursing Facility.

An additional 5 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.

Attire for clinical is a uniform consisting of a navy blue shirt and pants or skirt, and white duty shoes. All shirts/lab coats (optional) must display the STC patch on the left sleeve.

Students must have the ability to assist in the transporting, moving, lifting and transferring of patients. Students must be able to lift devices (weighing up to 50 lbs). Students *must* provide documentation of TB skin testing and current immunizations to include current flu vaccine and the Hepatitis B vaccination.

Students may choose to sign a declination form declining the Hepatitis B Vaccine Series.

Instructor will provide required forms and instructions at the beginning of NAST 1100. A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites. Failure to complete the clinical portion of the course will result in a failing grade in NAST 1100.

### **LICENSURE/CERTIFICATION**

To be certified as a nurse aide an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes of classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination, after successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third attempt without passing the competency examination the student must re-take the NAST 1100 course again. Once the student has passed the examination within the three attempts, the student's name will be submitted for placement on the Georgia Nurse Aide Registry. The cost of the State Standardized Written/Oral Exam is \$112.

## Option Two – MEDICAL CODING

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (23 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 Credit Hours
ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
MAST 1120	Human Diseases	3 Credit Hours
MAST 1510	Medical Billing and Coding I	2 Credit Hours
MAST 1520	Medical Billing and Coding II	3 Credit Hours
MAST 1530	Medical Procedural Coding	2 Credit Hours

Admission Requirements include successful completion of health-related degree or diploma; or advisor approval of health-related work experience.

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,962

Books/Supplies: \$784

## Option Three – Pharmacy Technology

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (23 Hours Required)**

ALMA 1000*	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
PHAR 1000	Pharmaceutical Calculations	4 Credit Hours
PHAR 1010	Pharmacy Technology Fundamentals	5 Credit Hours
PHAR 1040	Pharmacy Technology Pharmacology	4 Credit Hours

\* A minimum grade of "B" is a requirement for ALMA 1000.

\*\* PHAR 1000, PHAR 1010, and PHAR 1040 are only offered during Fall Semester

\*\*\* Prior to a student enrolling in any PHAR courses, the following prerequisites must be met:

- Complete the following courses (22 credit hours):
  - With a minimum grade of "B" required for ALMA 1000
  - With a minimum grade "C" in each remaining course
  - With a cumulative GPA of 2.0
  - ALHS courses must have been completed within 5 years.

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (10 Hours Required)**

ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 Credit Hours
ALHS 1011	Structure and Function of Human Body	5 Credit Hours

ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,087

Books/Supplies (PHAR Courses): \$450

State of Georgia Pharmacy Technician Registration: \$100

Cogent GAPS Background Check (Required for State of Georgia Pharmacy Technician Registration): \$36.50

Forensic Drug Screening/Criminal Background Screening conducted by PreCheck: \$84.50

American Society of Health-System Pharmacists Pharmacy Technician Membership: \$69 (Not Required)

## Option Four - PHLEBOTOMY

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (18 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALMA 1000	Allied Health Math Applications (institutional Credit Only)	0 Credit Hours
*PHLT 1030	Introduction to Venipuncture**†	3 Credit Hours
*PHLT 1050	Clinical Practice**	5 Credit Hours

Special Note Regarding PHLT 1030 and PHL 1050 - Due to the specific requirements in PHLT 1030 including urine drug test and background screens and the identification of clinical sites for students by STC instructors, students may not transfer in PHLT 1030 and subsequently enroll in PHLT 1050.

\*Prior to a student enrolling in either PHLT 1030 or PHLT 1050, all prerequisites, which include all general and occupational courses for the program, must be met.

† *Students with one semester term or greater lapse after the completion of PHLT 1030 must retake the course prior to enrolling in PHLT 1050.*

\*\**Students are allowed a maximum of two attempts to successfully complete PHLT 1030 and/or PHLT 1050.*

*Students may be eligible for academic forgiveness 3 years after last PHLT 1030 or PHLT 1050 courses are attempted and may apply for readmit to the first PHLT course.*

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,391

Books/Supplies: \$1,106

Additional Fees: \$755

#### **Clinical Requirements for Phlebotomy Option**

Students must complete a total of 200 clinical hours within PHLT 1050 in addition to biweekly class meetings. Students must obtain 50 venipunctures and 5 finger sticks from their approved clinical site. Instructors will be responsible for securing the clinical sites. Prior to completing the PLHT 1030 course, students must submit documentation

of TB skin testing, respiratory N95 mask fitting, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Students will be required to have a drug screen and background check before attending a clinical site. Forms will be provided by the instructor.



## **VIDALIA CAMPUS - MAMMOGRAPHY CERTIFICATE PROGRAM**

### **Major Code MA11**

The Mammography Certificate program is a sequence of courses that prepares registered radiologic technologists for positions in mammography departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. The certificate program graduates have the qualifications of an entry-level mammography technologist. Upon completion of all academic and clinical requirements, the graduate will have completed the structured education and clinical requirements of the mammography post-primary certification exam administered by the American Registry of Radiologic Technologists (ARRT). The Program meets MQSA initial education requirements for mammography technologist and leads to a technical certificate that can usually be completed in one semester.

Note: Students must purchase a dosimeter to monitor radiation exposure during the Mammography Certificate program.

### **EMPLOYMENT OPPORTUNITIES**

Graduates of the Mammography Certificate program are prepared for responsible positions in hospitals, imaging centers and clinics, and other institutions requiring qualified professional personnel.

### **LICENSURE/CERTIFICATION**

To become a Registered Mammography Technologist, graduates must pass the American Registry of Radiologic Technologists Mammography Certification Examination.

*\*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) arrest or conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession. Early notification to the appropriate board is required.*

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Must be registered by the American Registry of Radiologic Technologists (ARRT) in Radiography;
- If a recent graduate of an accredited Radiologic Technology program, must pass the ARRT Examination in Radiography registry within six weeks from graduation date;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	41	40		42
COMPASS	79	62		37
SAT	24	25	22	
ACT	17	16	19	
GAHSGT	235	235		
GA Milestones ELA	525	525		

### **MAMMOGRAPHY CURRICULUM**

The standard curriculum for the Mammography Certificate program is designed for the semester system. The program can usually be completed in one semester. Students may enter the program during Fall or Spring semester. To graduate, students must earn 12 credit hours.

### **CURRICULUM OUTLINE**

#### **OCCUPATIONAL COURSES and CREDIT HOURS (12 Hours Required)**

RADT 2520	Mammographic Anatomy, Physics, & Positioning	6 Credit Hours
RADT 2530	Clinical Mammography	6 Credit Hours

Special Note: A grade of "C" or higher is required in any course in the Mammography Certificate program in order to successfully complete the certificate.

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,387

Books/Supplies: \$100

Additional Fees: \$70

Liability Insurance: \$10 per fiscal year

Certification Exam: \$200

Other expenses may be incurred for immunizations, drug screens, and background checks as required by the clinical site.

### **LICENSURE**

Upon completion of the program, students will have met the Didactic and Clinical Competency requirements for the Mammography Certification Exam given by the American Registry of Radiologic Technologists (ARRT). However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Mammography Certificate Program meets Georgia TCSG standards.

## **CLINICAL EDUCATION**

### **Clinical Sites:**

Area hospitals, private imaging clinics, and private imaging centers.

### **General Location of the Clinical Sites:**

Students are responsible for securing their own clinical site, as well as any documentation, affiliation agreements between the clinical site and the college, and health documents needed by that particular clinical site.

### **Clinical Education Assignments**

Students will provide both the Program Director, as well as the clinical site with a detailed clinical rotation schedule outlining their proposed clinical days and times at the beginning of the semester. This schedule must be approved by both the Program Director and the clinical site before rotation may begin.

## **MEDICAL ADMINISTRATIVE TECHNICIAN CERTIFICATE PROGRAM**

### **Major Code MA41**

The Medical Administrative Technician Certificate is a two-semester program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in the administrative medical assisting profession. The certificate emphasizes development of observational skills, critical thinking, planning, implementation, evaluation techniques and basic administrative medical assisting skills found in ambulatory care settings. Completion of all courses in this certificate is required for admission to the Medical Assisting Diploma Program.

### **EMPLOYMENT OPPORTUNITIES**

Program completers are qualified to obtain entry level administrative medical assisting positions in the Health care industry or continue into the Medical Assisting Diploma to obtain more advanced skills.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

### **MEDICAL ADMINISTRATIVE TECHNICIAN CURRICULUM**

The standard curriculum for the Medical Administrative Technician program is designed for the semester system. Students may enter the program during any semester. The program can usually be completed in 2 semesters. To graduate, students must earn 25 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (12 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 Credit Hours
ENGL 1010	Fundamentals of English I	3 Credit Hours
MATH 1012	Foundations of Mathematics	3 Credit Hours
PSYC 1010	Basic Psychology	3 Credit Hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (13 Hours Required)**

ALHS 1011	Structure and Function of Human Body	5 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
MAST 1010	Legal and Ethical Concerns in the Medical Office	2 Credit Hours
MAST 1060	Medical Office Procedures	4 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,983

Books/Supplies: \$1,700

## **NURSE AIDE CERTIFICATE PROGRAM**

### **Major Code CN21**

The Nurse Aide Technical Certificate of Credit is a State approved program which offers training to candidates that desire to become eligible for certification as a certified nurse aide. The program prepares students with classroom training and practice as well as the clinical experiences necessary to work in all health care facilities (e.g. nursing homes, hospitals, hospice, home health, etc.).

### **EMPLOYMENT OPPORTUNITIES**

Nurse aides, also known as nurse assistants, nursing assistants, certified nursing assistants, geriatric aides, unlicensed assistive personnel, orderlies, or hospital attendants, provide hands-on care and perform routine tasks under the supervision of nursing and medical staff. Specific tasks vary, with nurse aides handling many aspects of a patient's care. Nurse Aides primarily find employment in nursing homes, hospitals, hospice, home health agencies, etc.

### **LICENSURE/CERTIFICATION**

To be certified as a nurse aide an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes of classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination after successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third attempt without passing the competency examination the student must re-take the NAST 1100 course again. Once the student has passed the examination within the three attempts, the student's name will be submitted for placement on the Georgia Nurse Aide Registry. The cost of the State Standardized Written/Oral Exam is \$112.

State of Georgia Nurse Aide Programs have an [outside testing agency](#) to administer the written/ oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook outlines testing requirements.

[www.pearsonvue.com](http://www.pearsonvue.com).

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## NURSE AIDE CURRICULUM

The standard curriculum for the Nurse Aide certificate program is designed for the semester system. The program can usually be completed in 1 semester during the daytime, but generally takes 2 semesters (terms) to complete at night. To graduate, students must earn 13 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (13 Hours Required)**

ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2 Credit Hours
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2 Credit Hours
NAST 1100	Nurse Aide Fundamentals	6 Credit Hours

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,349

Books/Supplies: \$521

Background Check/Drug Screen: \$84.50

(Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)

N95 Fit Testing: \$20.00

Liability Fee: \$12.00

PPD: \$20.00

Influenza Vaccine: \$25.00 (varies)

Uniform Fee: (Varies)  
Uniform Patch Fee: \$5.00

## **PROGRAM REQUIREMENTS**

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the State competency examination.

- The Code of Conduct includes but is not limited to the following:
  1. Dress Code including student name tag identification;
  2. Appropriate interaction with instructors, coworkers, residents, etc.;
  3. No personal cell phone usage during class, lab or clinical rotation;
  4. Disruptive behavior or inappropriate language such as profanity or inappropriate discussion of personal problems during any phase of training and testing is not permitted;
  5. Display professionalism and self-control in order to meet the demands of the duties as a nurse aide, instructor, program coordinator and director;
  6. Perform no task for which the trainee has not received training;
  7. Practice all safety precautions taught for each lab skill;
  8. Reporting appropriate information such as changes or problems in resident to instructor and/or supervisor;
  9. Follow HIPAA Guidelines; and
  10. Respond to emergencies.
  11. Cheating is prohibited and will result in the immediate dismissal from the nurse aide course;
  12. The removal of unauthorized program and/or testing documents is prohibited and will result in the immediate removal from the program. Eligibility for placement on the Certified Nurse Aide Registry will not be allowed;
- Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

Students must also complete a criminal background check and urine screen prior to beginning Nurse Aide Fundamentals clinical.

- (Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)

### **Special Clinical Requirements**

To begin the clinical rotation, students must pass **all** skill demonstrations in the practice lab.

Students must complete 40 clinical hours in a Skilled Nursing Facility.



An additional 5 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.

Attire for clinical is a uniform consisting of a navy blue shirt and pants or skirt, and white duty shoes. All shirts/lab coats (optional) must display the STC patch on the left sleeve.

Students must have the ability to assist in the transporting, moving, lifting and transferring of patients. Students must be able to lift devices (weighing up to 50 lbs).

Students *must* provide documentation of TB skin testing and current immunizations to include current flu vaccine and the Hepatitis B vaccination.

Students may choose to sign a declination form declining the Hepatitis B Vaccine Series.

Instructor will provide required forms and instructions at the beginning of NAST 1100. A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites. Failure to complete the clinical portion of the course will result in a failing grade in NAST 1100.

## **NURSE AIDE – DUAL ENROLLMENT CERTIFICATE PROGRAM** **Major Code MNA1**

***This program is for dually-enrolled high school students only.***

The Nurse Aide Certificate of Credit is a State approved program which offers training to candidates that desire to become eligible for certification as a certified nurse assistant. The program prepares students with classroom training and practice as well as the clinical experiences necessary to work in all health care facilities (e.g. nursing homes, hospitals, hospice, home health, etc.).

### **EMPLOYMENT OPPORTUNITIES**

Nurse assistants, nursing assistants, certified nursing assistants, geriatric aides, unlicensed assistive personnel, orderlies, or hospital attendants, provide hands-on care and perform routine tasks under the supervision of nursing and medical staff. Specific tasks vary, with nurse aides handling many aspects of a patient's care. Nurse Aides primarily find employment in nursing homes, hospitals, hospice, home health agencies, etc.

### **LICENSURE/CERTIFICATION**

To be certified as a nurse aide an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes of classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination after successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third attempt without passing the competency examination the student must re-take the NAST 1100 course again. Once the student has passed the examination within the three attempts, the student's name will be submitted for placement on the Georgia Nurse Aide Registry. The cost of the State Standardized Written/Oral Exam is \$112.

State of Georgia Nurse Aide Programs have [an outside testing agency](#) to administer the written/ oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook outlines testing requirements.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	
GAHSGT	235	235		
GA Milestones ELA	525	525		

## NURSE AIDE CURRICULUM

The standard curriculum for the Nurse Aide certificate program is designed for the semester system. The program can usually be completed in 2-3 semesters. To graduate, students must earn 13 credit hours.

## CURRICULUM OUTLINE

### OCCUPATIONAL COURSES and CREDIT HOURS (13 Hours Required)

ALHS 1040	Introduction to Health Care	3 Credit Hours
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2 Credit Hours
EMPL 1000	Interpersonal Relations & Professional Development	2 Credit Hours
NAST 1100	Nurse Aide Fundamentals	6 Credit Hours

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,349

Books/Supplies: \$521

Background Check/Drug Screen: \$84.50

(Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)

N95 Fit Testing: \$20.00

Liability Fee: \$12.00

PPD: \$20.00

Influenza Vaccine: \$25.00 (varies)

Uniform Fee: (Varies)

Uniform Patch Fee: \$5.00

## **PROGRAM REQUIREMENTS**

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the State competency examination.

- The Code of Conduct includes but is not limited to the following:
  1. Dress Code including student name tag identification;
  2. Appropriate interaction with instructors, coworkers, residents, etc.;
  3. No personal cell phone usage during class, lab or clinical rotation;
  4. Disruptive behavior or inappropriate language such as profanity or inappropriate discussion of personal problems during any phase of training and testing is not permitted;
  5. Display professionalism and self-control in order to meet the demands of the duties as a nurse aide, instructor, program coordinator and director;
  6. Perform no task for which the trainee has not received training;
  7. Practice all safety precautions taught for each lab skill;
  8. Reporting appropriate information such as changes or problems in resident to instructor and/or supervisor;
  9. Follow HIPAA Guidelines; and
  10. Respond to emergencies.
  11. Cheating is prohibited and will result in the immediate dismissal from the nurse aide course;
  12. The removal of unauthorized program and/or testing documents is prohibited and will result in the immediate removal from the program. Eligibility for placement on the Certified Nurse Aide Registry will not be allowed;
- Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

Students must also complete a criminal background check and urine screen prior to beginning Nurse Assistant clinical.

- (Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)

### **Special Clinical Requirements**

To begin the clinical rotation, students must pass **all** skill demonstrations in the practice lab.

Students must complete 40 clinical hours in a Skilled Nursing Facility.

An additional 5 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.

Attire for clinical is a uniform consisting of a navy blue shirt and pants or skirt, and white duty shoes. All shirts/lab coats (optional) must display the STC patch on the left sleeve.

Students must have the ability to assist in the transporting, moving, lifting and transferring of patients. Students must be able to lift devices (weighing up to 50 lbs).

Students *must* provide documentation of TB skin testing and current immunizations to include current flu vaccine and the Hepatitis B vaccination.

Students may choose to sign a declination form declining the Hepatitis B vaccine Series.

Instructor will provide required forms and instructions at the beginning of NAST 1100. A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites. Failure to complete the clinical portion of the course will result in a failing grade in NAST 1100.

## **PRE-HOSPITAL EMS OPERATIONS TCC PROGRAM**

### **Major Code PEO1**

The Prehospital EMS Operations certificate program combines Emergency Medical Technician and Advanced Emergency Medical Technician. This certificate prepares to provide basic and limited advanced emergency 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.

This certificate allows the graduate to function as a 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.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Pre-hospital EMS Operations program are eligible for employment as pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency rooms, health clinics, and industrial facilities.

### **LICENSURE/CERTIFICATION**

Students who complete the program are eligible to sit for the national registry exam and become AEMT's.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	24	25	22	
ACT	13	12	17	

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
GAHSGT	235	235		
GA Milestones ELA	525	525		

### **PRE-HOSPITAL EMS OPERATIONS CURRICULUM**

The standard curriculum for the Pre-hospital EMS Operations program is designed for the semester system. Entrance is in the Spring semester and classes are taught in the evenings only with an online component. The diploma requires 26 credit hours to complete the program and can generally be completed in 3 semesters.

### **CURRICULUM OUTLINE**

#### **OCCUPATIONAL COURSES and CREDIT HOURS (26 Hours Required)**

EMSP 1110	Introduction to the EMT Profession	3 Credit Hours
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3 Credit Hours
EMSP 1130	Medical Emergencies for the EMT	3 Credit Hours
EMSP 1140	Special Patient Populations	3 Credit Hours
EMSP 1150	Shock and Trauma for the EMT	3 Credit Hours
EMSP 1160	Clinical and Practical Applications for the EMT	1 Credit Hours
EMSP 1510	Advanced Concepts for the AEMT	3 Credit Hours
EMSP 1520	Advanced Patient Care for the AEMT	3 Credit Hours
EMSP 1530	Clinical Applications for the AEMT	1 Credit Hours
EMSP 1540	Clinical and Practical Applications for the AEMT	3 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$3,270

Books/Supplies: \$350

Licensure Exam (NREMT): \$250

Criminal Background and Drug Screen: \$84.50

Uniforms: \$150

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

### **CLINICAL EDUCATION**

Number of Clinical Sites: 2

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs and Emanuel County.

Special Requirements of the Clinical Sites:

- CPR Certification and Hepatitis B vaccine; based on clinical site requirements.