

2018-2019 STC Catalog & Handbook

Human Services

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HUMAN SERVICES

Southeastern Tech is sensitive to the need for qualified persons in the human services field. There are degree, diploma, and certificate programs geared to prepare students for such opportunities.

These programs combine classroom instruction, laboratory practice, and practicum experience to assure that students obtain the most current skills required for their chosen profession.

Students interested in Human Services programs may obtain admission requirements from the Admissions Office. Additional information concerning course offerings, entrance dates, and program costs is also available.

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.

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.

CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Major Code CJT3

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek certification from the Peace Officer Standards and Training (P.O.S.T) Council.

EMPLOYMENT OPPORTUNITIES

Entry-level positions in corrections, security, investigation, and police administration.

NOTE: PURSUANT TO STATE LAW, A CONVICTION FOR A FELONY OR MULTIPLE MISDEMEANOR OFFENSES COULD RESULT IN EXCLUSION FROM EMPLOYMENT IN THE CRIMINAL JUSTICE FIELD

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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| 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 | |

CRIMINAL JUSTICE TECHNOLOGY CURRICULUM

The standard curriculum for the Criminal Justice Technology degree program is designed for the semester system. Students are accepted into the program every semester. The program generally takes six semesters to complete. To graduate, students must earn a minimum of 63 semester hours.

CURRICULUM OUTLINE

GENERAL CORE COURSES and CREDIT HOURS (18 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 |
| <i>CHOOSE ONE:</i> | | |
| MATH 1111 | College Algebra | 3 Credit Hours |
| MATH 1101 | Mathematics Modeling | 3 Credit Hours |
| <i>CHOOSE TWO:</i> | | |
| ECON 1101 | Principles of Economics | 3 Credit Hours |
| PSYC 1101 | Introductory Psychology | 3 Credit Hours |
| SOCI 1101 | Introduction to Sociology | 3 Credit Hours |
| SPCH 1101 | Public Speaking | 3 Credit Hours |

OCCUPATIONAL COURSES and CREDIT HOURS (45 Hours Required)

| | | |
|--------------------|---|-----------------|
| COMP 1000 | Introduction to Computer Literacy | 3 Credit Hours |
| CRJU 1010 | Introduction to Criminal Justice | 3 Credit Hours |
| CRJU 1030 | Corrections | 3 Credit Hours |
| CRJU 1040 | Principles of Law Enforcement | 3 Credit Hours |
| CRJU 1068 | Criminal Law for Criminal Justice | 3 Credit Hours |
| CRJU 1400 | Ethics and Cultural Perspectives for Criminal Justice | 3 Credit Hours |
| CRJU 2020 | Constitutional Law for Criminal Justice | 3 Credit Hours |
| CRJU 2050 | Criminal Procedure | 3 Credit Hours |
| CRJU 2070 | Juvenile Justice | 3 Credit Hours |
| | Occupational Electives | 15 Credit Hours |
| <i>CHOOSE ONE:</i> | | |
| CRJU 2090 | Criminal Justice Practicum | 3 Credit Hours |
| CRJU 2100 | Criminal Justice Internship/Externship | 3 Credit Hours |

Approved Electives: CRJU 1021, CRJU 1054, CRJU 1062, BUSN 1100, BUSN 1240, BUSN 1330, BUSN 1440, CIST 1001, CIST 1601, CIST 1122, CIST 2612, MGMT 1100, MGMT 1105, MGMT 1115

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$8,322

Books/Supplies: \$3,400

**EARLY CHILDHOOD CARE AND EDUCATION ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAM**
Major Code EC13

The Early Childhood Care and Education (ECCE) associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment.

The Early Childhood Care and Education degree is a program with a planned sequence designed to be completed in consecutive semesters. The ECCE program adheres to the Technical College System of Georgia Program Standards utilizing off campus, community based internship sites, or on campus laboratory preparation in the Child Care Center located at the Swainsboro campus. Students must have their own reliable transportation when traveling to off campus internship sites.

EMPLOYMENT OPPORTUNITIES

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of two areas of specialization: paraprofessional or program administration.

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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| 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 | |

EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students are accepted into the program each semester. The program generally takes 6 semesters to complete. To graduate, students must earn a minimum of 72 credit hours.

CURRICULUM OUTLINE

GENERAL EDUCATION CORE COURSES and CREDIT HOURS (21 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 |
| PSYC 1101 | Introductory Psychology | 3 Credit Hours |
| SOCI 1101 | Introduction to Sociology | 3 Credit Hours |
| SPCH 1101 | Public Speaking | 3 Credit Hours |

CHOOSE ONE:

| | | |
|-----------|-----------------------|----------------|
| MATH 1101 | Mathematical Modeling | 3 Credit Hours |
| MATH 1111 | College Algebra | 3 Credit Hours |

OCCUPATIONAL COURSES and CREDIT HOURS (45 Hours Required)

| | | |
|-----------|--|----------------|
| ECCE 1101 | Introduction to Early Childhood Care and Education | 3 Credit Hours |
| ECCE 1103 | Child Growth and Development | 3 Credit Hours |
| ECCE 1105 | Health, Safety, and Nutrition | 3 Credit Hours |
| ECCE 1112 | Curriculum and Assessment | 3 Credit Hours |
| ECCE 1113 | Creative Activities for Children | 3 Credit Hours |
| ECCE 1121 | Early Childhood Care and Education Practicum | 3 Credit Hours |
| ECCE 2115 | Language and Literacy | 3 Credit Hours |
| ECCE 2116 | Math and Science | 3 Credit Hours |
| ECCE 2201 | Exceptionalities | 3 Credit Hours |
| ECCE 2202 | Social Issues and Family Involvement | 3 Credit Hours |
| ECCE 2203 | Guidance and Classroom Management | 3 Credit Hours |
| ECCE 2245 | Early Childhood Care/Education Internship I | 6 Credit Hours |
| ECCE 2246 | Early Childhood Care/Education Internship II | 6 Credit Hours |

SPECIALIZATION AREA

Choose one of the following specializations:

Paraprofessional (6 Hours Required)

| | | |
|-----------|--|----------------|
| ECCE 2310 | Paraprofessional Methods and Materials | 3 Credit Hours |
| ECCE 2312 | Paraprofessional Roles and Practices | 3 Credit Hours |

Program Administration (6 Hours Required)

| | | |
|-----------|--|----------------|
| ECCE 2320 | Program Administration and Facility Management | 3 Credit Hours |
| ECCE 2322 | Personnel Management | 3 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$8,819

Books/Supplies: \$3,045

Course Supply Fees: \$30

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Fingerprint Records Check from a Cogent Systems kiosk (approximately \$50), and \$15 Liability Insurance. Hepatitis B Vaccination (Optional): Approximately \$260. Note: Some internship/practicum sites may require students to get the Hepatitis B Vaccination. Students are responsible for the cost of the vaccine if it is required.

COSMETOLOGY DIPLOMA PROGRAM

Major Code CO12

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology and Barbers. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

EMPLOYMENT OPPORTUNITIES

A licensed cosmetologist may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, makeup artist, electrolysis, manufacturer representative, cosmetic chemist, free-lance writer of beauty articles, hair colorist, salon owner, salon chain owner, salon manager, retail specialist, competition champion, platform artist, administrator, board member, or educational specialist. Cosmetology offers limitless opportunities in a rapidly growing industry.

LICENSURE

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%. Southeastern Tech requires a cosmetology graduate to test and pass the exam within a 2 year period of graduation or successful completion of a refresher course is required for documentation to apply for the exam.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology and Barbers with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

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:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

COSMETOLOGY CURRICULUM

The standard curriculum for the Cosmetology program is designed for the semester system. A new cosmetology class begins every fall and spring semester for the Vidalia campus and every Fall semester for the Swainsboro campus. New students enrolling summer semester are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 55 semester credit hours.

CURRICULUM OUTLINE

GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)

| | | |
|-----------|--|----------------|
| COLL 1040 | College Foundations (Institutional Credit Only) | 3 Credit Hours |
| EMPL 1000 | Interpersonal Relations and Professional Development | 2 Credit Hours |
| ENGL 1010 | Fundamentals of English I | 3 Credit Hours |
| MATH 1012 | Foundations of Mathematics | 3 Credit Hours |

OCCUPATIONAL COURSES and CREDIT HOURS (44 Hours Required)

| | | |
|-----------|------------------------------------|----------------|
| COSM 1000 | Introduction to Cosmetology Theory | 4 Credit Hours |
| COSM 1010 | Chemical Texture Services | 3 Credit Hours |
| COSM 1020 | Hair Care & Treatments | 3 Credit Hours |
| COSM 1030 | Haircutting | 3 Credit Hours |
| COSM 1040 | Styling | 3 Credit Hours |
| COSM 1050 | Hair Color | 3 Credit Hours |
| COSM 1060 | Fundamentals of Skin Care | 3 Credit Hours |
| COSM 1070 | Nail Care & Advanced Techniques | 3 Credit Hours |
| COSM 1080 | Physical Hair Services Practicum | 3 Credit Hours |
| COSM 1090 | Hair Services Practicum I | 3 Credit Hours |
| COSM 1100 | Hair Services Practicum II | 3 Credit Hours |
| COSM 1110 | Hair Services Practicum III | 3 Credit Hours |
| COSM 1115 | Hair Services Practicum IV | 2 Credit Hours |
| COSM 1120 | Salon Management | 3 Credit Hours |
| COSM 1125 | Skin & Nail Care Practicum | 2 Credit Hours |

If necessary, Cosmetology students can change from one campus program to the other only once during their enrollment in the Cosmetology program at Southeastern Tech.

When a Cosmetology student transfers to Southeastern Technical College, theory and practical hours will only be accepted for courses that were successfully completed with a grade of A, B, or C within the last two years. The Cosmetology department at Southeastern Technical College will need an official transcript of the theory and practical hours for the courses successfully completed at the transferring college.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$6,401

Books/Supplies: \$850

Kit/Supplies: \$1,500

Uniform/Lab Coat/Shoes: \$175

Licensure/Certification Exam: \$144

Hepatitis B Vaccination (Optional): Approximately \$260

TB Test: \$40

Liability Insurance: \$30

Course Supply Fees: \$120

SPECIAL PROGRAM FEATURES

The Georgia State Board of Cosmetology and Barbers requires completion of 1500 hours of specific theory and lab skills; therefore, attendance is vital. There are no excused absences. The student is expected to be on time for class and labs. Students who absolutely must be absent are expected to assume responsibility for arranging to make up all time and work missed at the convenience of the instructor. Failure to make up the time missed due to absences by the end of the given semester will result in a grade of WF.

Students who desire to work in a salon while attending school must obtain an Apprentice License and work under a Master Cosmetologist who has been licensed for a minimum of 36 months. The salon should be a full-service salon. Hours obtained under this apprenticeship are not applicable to the required school hours.

Cosmetology graduates who have not taken the state board exam within a two year time frame of graduation, or graduates who have been unable to pass the state board exam within a two year time frame of graduation, will be required to retake cosmetology/hair designer courses before the state board examination eligibility form will be signed. Graduates will be responsible for all tuition and fees required to take the necessary courses.

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA PROGRAM **Major Code CJT2**

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek certification from the Peace Officer Standards and Training (P.O.S.T) Council.

EMPLOYMENT OPPORTUNITIES

Entry-level positions in corrections, security, investigation and police administration fields.

NOTE: PURSUANT TO STATE LAW, A CONVICTION FOR A FELONY OR MULTIPLE MISDEMEANOR OFFENSES COULD RESULT IN EXCLUSION FROM EMPLOYMENT IN THE CRIMINAL JUSTICE FIELD

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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

CRIMINAL JUSTICE TECHNOLOGY CURRICULUM

The standard curriculum for the Criminal Justice Technology diploma program is designed for the semester system. Students are accepted into the program every semester. The program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 51 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 (39 Hours Required)

| | | |
|-----------|---|----------------|
| COMP 1000 | Introduction to Computer Literacy | 3 Credit Hours |
| CRJU 1010 | Introduction to Criminal Justice | 3 Credit Hours |
| CRJU 1030 | Corrections | 3 Credit Hours |
| CRJU 1040 | Principles of Law Enforcement | 3 Credit Hours |
| CRJU 1068 | Criminal Law for Criminal Justice | 3 Credit Hours |
| CRJU 1400 | Ethics and Cultural Perspectives for Criminal Justice | 3 Credit Hours |
| CRJU 2020 | Constitutional Law for Criminal Justice | 3 Credit Hours |
| CRJU 2050 | Criminal Procedures | 3 Credit Hours |
| CRJU 2070 | Juvenile Justice | 3 Credit Hours |
| | Occupational Electives | 9 Credit Hours |

CHOOSE ONE:

| | | |
|-----------|--|----------------|
| CRJU 2090 | Criminal Justice Practicum | 3 Credit Hours |
| CRJU 2100 | Criminal Justice Internship/Externship | 3 Credit Hours |

Approved Electives: CRJU 1021, CRJU 1054, CRJU 1062, BUSN 1100, BUSN 1240, BUSN 1330, BUSN 1440, CIST 1001, CIST 1601, CIST 1122, CIST 2612, MGMT 1100, MGMT 1105, MGMT 1115

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,935

Books/Supplies: \$2,800

EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA PROGRAM **Major Code ECC2**

The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment.

The Early Childhood Care and Education diploma is a program with a planned sequence designed to be completed in consecutive semesters. The ECCE program adheres to the Technical College System of Georgia Program Standards utilizing off-campus, community-based internship sites, or on-campus laboratory preparation in the Child Care Center located at the Swainsboro campus. Students must have their own reliable transportation when traveling to off-campus internship sites.

EMPLOYMENT OPPORTUNITIES

Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students are accepted into the program each semester. Students can enter any semester. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 53 credit hours.

CURRICULUM OUTLINE

GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)

| | | |
|-----------|--|----------------|
| COLL 1040 | College Foundations (Institutional Credit Only) | 3 Credit Hours |
| EMPL 1000 | Interpersonal Relations and Professional Development | 2 Credit Hours |
| ENGL 1010 | Fundamentals of English I | 3 Credit Hours |
| MATH 1012 | Foundations of Mathematics | 3 Credit Hours |

OCCUPATIONAL COURSES and CREDIT HOURS (42 Hours Required)

| | | |
|-----------|--|----------------|
| ECCE 1101 | Introduction to Early Childhood Care and Education | 3 Credit Hours |
| ECCE 1103 | Child Growth and Development | 3 Credit Hours |
| ECCE 1105 | Health, Safety, and Nutrition | 3 Credit Hours |
| ECCE 1112 | Curriculum and Assessment | 3 Credit Hours |
| ECCE 1113 | Creative Activities for Children | 3 Credit Hours |
| ECCE 1121 | Early Childhood Care and Education Practicum I | 3 Credit Hours |
| ECCE 2115 | Language and Literacy | 3 Credit Hours |
| ECCE 2116 | Math and Science | 3 Credit Hours |
| ECCE 2202 | Social Issues and Family Involvement | 3 Credit Hours |
| ECCE 2203 | Guidance and Classroom Management | 3 Credit Hours |
| ECCE 2245 | Early Childhood Care/Education Internship I | 6 Credit Hours |
| ECCE 2246 | Early Childhood Care/Education Internship II | 6 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,490

Books/Supplies: \$2,170

Course Supply Fees: \$30

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Fingerprint Records Check from a Cogent Systems kiosk (approximately \$50), and \$15 Liability Insurance. Hepatitis B Vaccination (Optional): Approximately \$260. Note: Some internship/practicum sites may require students to get the Hepatitis B Vaccination. Students are responsible for the cost of the vaccine if it is required.

INTRODUCTION TO CRIMINAL JUSTICE **Major Code IT51**

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Introduction to Criminal Justice Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES

Entry-level peace officers positions at municipal and county law enforcement agencies, entry-level correctional officer positions at state and private prisons and entry-level jail officer positions at local jails.

NOTE: PURSUANT TO STATE LAW, A CONVICTION FOR A FELONY OR MULTIPLE MISDEMEANOR OFFENSES COULD RESULT IN EXCLUSION FROM EMPLOYMENT IN THE CRIMINAL JUSTICE FIELD

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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

INTRODUCTION TO CRIMINAL JUSTICE CURRICULUM

The standard curriculum for the Introduction to Criminal Justice certificate program is designed for the semester system. Students are accepted into the program every semester. The program generally takes 2 semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

CURRICULUM OUTLINE

OCCUPATIONAL COURSES and CREDIT HOURS (12 Hours Required)

| | | |
|-----------|----------------------------------|----------------|
| CRJU 1010 | Introduction to Criminal Justice | 3 Credit Hours |
| CRJU 1030 | Corrections | 3 Credit Hours |
| CRJU 1040 | Principles of Law Enforcement | 3 Credit Hours |
| CRJU 2050 | Criminal Procedures | 3 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,706

Books/Supplies: \$800

EARLY CHILDHOOD CARE AND EDUCATION BASICS

Major Code EC31

The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course.

EMPLOYMENT OPPORTUNITIES

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

EARLY CHILDHOOD CARE AND EDUCATION BASICS

The standard curriculum for the Early Childhood Care and Education Basics certificate program is designed for the semester system. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 9 credit hours.

CURRICULUM OUTLINE

OCCUPATIONAL COURSES and CREDIT HOURS (9 Hours Required)

| | | |
|-----------|--|----------------|
| ECCE 1101 | Introduction to Early Childhood Care and Education | 3 Credit Hours |
| ECCE 1103 | Child Growth and Development | 3 Credit Hours |
| ECCE 1105 | Health, Safety, and Nutrition | 3 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,120

Books/Supplies: \$445

Course Supply Fee: \$10

SWAINSBORO CAMPUS - EARLY CHILDHOOD PROGRAM ADMINISTRATION **Major Code ECP1**

The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center.

EMPLOYMENT OPPORTUNITIES

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

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:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

EARLY CHILDHOOD PROGRAM ADMINISTRATION CURRICULUM

The standard curriculum for the Early Childhood Program Administration certificate program is designed for the semester system. The certificate generally takes 1 semester to complete. To graduate, students must earn a minimum of 9 credit hours.

CURRICULUM OUTLINE

OCCUPATIONAL COURSES and CREDIT HOURS (9 Hours Required)

| | | |
|-----------|--|----------------|
| ECCE 1103 | Child Growth and Development | 3 Credit Hours |
| ECCE 2320 | Program Administration and Facility Management | 3 Credit Hours |
| ECCE 2322 | Personnel Management | 3 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,439

Books/Supplies: \$445

HAIR DESIGNER **Major Code HD21**

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology and Barbers.

EMPLOYMENT OPPORTUNITIES

Prepares individuals to cut, trim, style, chemically alter the texture, color, lighten, treat, and add extensions to the hair, along with sales, salon management, reception duties, work ethics and sanitation and disinfection of equipment and decontamination of salon environment.

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;
- Meet the following assessment requirements:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 55 | 60 | 34 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

HAIR DESIGNER CURRICULUM

The standard curriculum for the Hair Designer certificate program is designed for the semester system. The certificate generally takes 3 semesters to complete. To graduate, students must earn a minimum of 36 credit hours.

CURRICULUM OUTLINE

OCCUPATIONAL COURSES and CREDIT HOURS (36 Hours Required)

| | |
|--|----------------|
| COSM 1000 Introduction to Cosmetology Theory | 4 Credit Hours |
| COSM 1010 Chemical Texture Services | 3 Credit Hours |
| COSM 1020 Hair Care & Treatment | 3 Credit Hours |
| COSM 1030 Haircutting | 3 Credit Hours |
| COSM 1040 Styling | 3 Credit Hours |
| COSM 1050 Hair Color | 3 Credit Hours |
| COSM 1080 Physical Hair Services Practicum | 3 Credit Hours |
| COSM 1090 Hair Services Practicum I | 3 Credit Hours |
| COSM 1100 Hair Services Practicum II | 3 Credit Hours |
| COSM 1110 Hair Services Practicum III | 3 Credit Hours |
| COSM 1115 Hair Services Practicum IV | 2 Credit Hours |
| COSM 1120 Salon Management | 3 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,161

Books/Supplies: \$850

Kit/Supplies: \$1,100

Uniform/Lab Coat/Shoes: \$175

Licensure/Certification Exam: \$144

Hepatitis B Vaccination (Optional): Approximately \$260

TB Test: \$40

Liability Insurance: \$30

Course Supply Fee: \$120

SHAMPOO TECHNICIAN **Major Code ST11**

The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

EMPLOYMENT OPPORTUNITIES

Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as Shampoo Technicians in a cosmetology salon.

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:

| Test | Reading | Writing | Numerical | Algebra |
|-------------|----------------|----------------|------------------|----------------|
| ACCUPLACER | 36 | 30 | 23 | |
| ASSET | 38 | 37 | 32 | |
| COMPASS | 70 | 32 | 26 | |
| SAT | 24 | 25 | 22 | |
| ACT | 13 | 12 | 17 | |
| GAHSGT | 235 | 235 | | |

SHAMPOO TECHNICIAN CURRICULUM

The standard curriculum for the Shampoo Technician certificate program is designed for the semester system. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

CURRICULUM OUTLINE

OCCUPATIONAL COURSES and CREDIT HOURS (12 Hours Required)

| | |
|--|----------------|
| COSM 1000 Introduction to Cosmetology Theory | 4 Credit Hours |
| COSM 1020 Hair Care and Treatment | 3 Credit Hours |
| COSM 1120 Salon Management | 3 Credit Hours |
| EMPL 1000 Interpersonal Relations and Professional Development | 2 Credit Hours |

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,439

Books/Supplies: \$415

Uniform/Lab Coat/Shoes: \$175