



Catalog & Student Handbook **Addendum** 2017-2018

The following document represents additions, changes, and deletions to the 2017-2018 Coastal Pines Technical College Catalog and Student Handbook. These changes should replace any information that appeared in the 2017-2018 Coastal Pines Technical College Catalog and Student Handbook as addressed in this addendum.

| Section/ Program | Effective term | Action | Information |
|--|---------------------------|---|---|
| Programs of Study Horticulture EH12 | Spring 2018 | Addition and Correction to curriculum | Addition: Elective (3 hours) under Occupational Courses Update: Guided Elective to 15 hours under General Horticulture Specialization See Horticulture Curriculum page |
| General Education Core Courses | Spring 2018 | Revision | Addition of category: Degree Courses (not General Education) Courses to be moved into new category: ENGL 1105, PSYC 1150, PSYC 2103, PSYC 2205, BIOL 2213/L, BIOL 2214/L, BIOL 2217/L See General Education Core Courses page |
| Programs of Study Business Health Technology, Diploma BHT2 | Spring 2018 | Addition of program | Addition: Business Health Technology, Diploma See Business Health Technology diploma curriculum page |
| Programs of Study Healthcare Billing and Reimbursement Assistant, TCC | Spring 2018 | Addition of program | Addition: Healthcare Billing and Reimbursement Assistant, TCC See Healthcare Billing and Reimbursement Assistant curriculum page |
| Programs of Study Healthcare Billing and Coding Specialist, TCC | Spring 2018 | Addition of program | Addition: Healthcare Billing and Coding Specialist, TCC See Healthcare Billing and Coding Specialist curriculum page |
| Programs of Study Healthcare Office Assistant, TCC | Spring 2018 | Addition of program | Addition: Healthcare Office Assistant, TCC See Healthcare Office Assistant curriculum page |

Horticulture EH12, Diploma

Program Description

The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Admission Requirements

| | | | | | |
|--|---------|---------|------|---------|--|
| Minimum Required Age | NA | | | | |
| High School Diploma or GED Required | Yes | | | | |
| Placement Scores for Regular Admission (Accuplacer) | English | Reading | Math | Algebra | |
| | 60 | 55 | 34 | N/A | |

Basic Skills Courses

| | | |
|-----------|--|---|
| ENGL 1010 | Fundamentals of English I | 3 |
| MATH 1012 | Foundations of Mathematics | 3 |
| EMPL 1000 | Interpersonal Relations & Professional Development | 2 |

Occupational Courses

| | | |
|-----------|---------------------------------------|---|
| COMP 1000 | Introduction to Computer Literacy | 3 |
| HORT 1000 | Horticulture Science | 3 |
| HORT 1010 | Woody Ornamental Plant Identification | 3 |
| HORT 1020 | Herbaceous Plant Identification | 3 |
| HORT 1080 | Pest Management | 3 |
| | Elective | 3 |
| HORT 1150 | Horticulture Internship | 3 |
| | OR | |
| | Elective | 3 |

Choose One of the Following Specializations:

General Horticulture Specialization

| | |
|------------------|----|
| Guided Electives | 15 |
|------------------|----|

Landscape Management Specialization

| | | |
|-----------|-------------------------------|---|
| HORT 1120 | Landscape Management | 4 |
| HORT 1330 | Turfgrass Management | 4 |
| HORT 1310 | Irrigation & Water Management | 4 |
| | Guided Electives | 3 |

Minimum Credit Hours for Graduation: 44

General Education Core Courses

All degree and diploma programs contain a substantial general education component that is at the collegiate level, ensures breadth of knowledge, and is appropriate to the purpose of the program in supporting workforce development. All associate degree and diploma programs include specified general education courses.

Associate Degrees

Associate degree programs require at least 15 credits of general education courses. All degree programs require at least one course from each of the following areas: Area I (Language Arts/Communication), Area II (Social/Behavioral Sciences), Area III (Natural Sciences/Mathematics), and Area IV (Humanities/Fine Arts). Some program curricula may require specific courses in an area. The College offers at least one course in each of the areas. Other courses may be considered for transfer credit.

The Technical College System of Georgia and the University System of Georgia have an articulation agreement that recognizes general education courses that will be accepted by University System of Georgia institutions.

Area I: Language Arts/Communication

| | | |
|-----------|----------------------------|---|
| ENGL 1101 | Composition and Rhetoric | 3 |
| SPCH 1101 | Public Speaking | 3 |
| ENGL 1102 | Literature and Composition | 3 |
| COMM 1109 | Human Communication | 3 |

ENGL 1101: Required of all degree students

Area II: Social/Behavioral Sciences

| | | |
|-----------|---------------------------|---|
| ECON 1101 | Principles of Economics | 3 |
| ECON 2105 | Macroeconomics | 3 |
| ECON 2106 | Microeconomics | 3 |
| HIST 1111 | World History I | 3 |
| HIST 1112 | World History II | 3 |
| HIST 2111 | U.S. History I | 3 |
| HIST 2112 | U.S. History II | 3 |
| POLS 1101 | American Government | 3 |
| PSYC 1101 | Introductory Psychology | 3 |
| SOCI 1101 | Introduction to Sociology | 3 |

Area III: Natural Sciences/Mathematics

Mathematics Courses (Mathematics course is required of all degree students)

| | | |
|-----------|---------------------------------|---|
| MATH 1100 | Quantitative Skills & Reason | 3 |
| MATH 1101 | Mathematical Modeling | 3 |
| MATH 1103 | Quantitative Skills & Reasoning | 3 |
| MATH 1111 | College Algebra | 3 |
| MATH 1112 | College Trigonometry | 3 |
| MATH 1113 | Precalculus | 3 |
| MATH 1127 | Introduction to Statistics | 3 |
| MATH 1131 | Calculus I | 4 |
| MATH 1132 | Calculus II | 4 |
| MATH 1133 | Calculus III | 4 |

Natural Sciences Courses

| | | |
|------------|------------------------------------|---|
| BIOL 1111 | Biology I | 3 |
| BIOL 1111L | Biology Lab I | 1 |
| BIOL 1112 | Biology II | 3 |
| BIOL 1112L | Biology Lab II | 1 |
| BIOL 2107 | Biological Principles I | 3 |
| BIOL 2107L | Biological Principles I Lab | 1 |
| CHEM 1151 | Survey of Inorganic Chemistry Lab | 3 |
| CHEM 1151L | Survey of Inorganic Chemistry Lab | 1 |
| CHEM 1152 | Survey of Organic Biochemistry | 3 |
| CHEM 1152L | Survey of Organic Biochemistry Lab | 1 |
| CHEM 1211 | Chemistry I | 3 |
| CHEM 1211L | Chemistry Lab I | 1 |
| CHEM 1212 | Chemistry II | 3 |
| CHEM 1212L | Chemistry Lab II | 1 |
| PHYS 1110 | Conceptual Physics | 3 |
| PHYS 1110L | Conceptual Physics Lab | 1 |
| PHYS 1111 | Introductory Physics I | 3 |
| PHYS 1111L | Introductory Physics I Lab | 1 |
| PHYS 1112 | Introductory Physics II | 3 |
| PHYS 1112L | Introductory Physics Lab | 1 |

Area IV Humanities/Fine Arts

| | | |
|-----------|----------------------------|---|
| ARTS 1101 | Art Appreciation | 3 |
| ENGL 2110 | World Literature | 3 |
| ENGL 2130 | American Literature | 3 |
| HUMN 1101 | Introduction to Humanities | 3 |
| MUSC 1101 | Music Appreciation | 3 |

| | | |
|--|-------------------------------|---|
| THEA 1101 | Theater Appreciation | 3 |
| Degree Core - Not General Education | | |
| ENGL 1105 | Technical Communications | 3 |
| BIOL 2113 | Anatomy and Physiology I | 3 |
| BIOL 2113L | Anatomy & Physiology Lab I | 1 |
| BIOL 2114 | Anatomy and Physiology II | 3 |
| BIOL 2114L | Anatomy & Physiology Lab II | 1 |
| BIOL 2117 | Introductory Microbiology | 3 |
| BIOL 2117L | Introductory Microbiology Lab | 1 |

Degree level students must successfully demonstrate General Education competencies.

Diploma and Technical Certificate Programs

Diploma programs require a minimum of 6 credit hours in English and mathematics, with some programs requiring courses in Interpersonal Relations or Psychology.

Required Courses:

| | | |
|-----------|--|---|
| EMPL 1000 | Interpersonal Relations & Professional Development | 2 |
| ENGL 1010 | Fundamentals of English I | 3 |
| ENGL 1012 | Fundamentals of English II | 3 |
| MATH 1011 | Business Math | 3 |
| MATH 1012 | Foundations of Mathematics | 3 |
| MATH 1013 | Algebraic Concepts | 3 |
| MATH 1015 | Geometry and Trigonometry | 3 |
| MATH 1017 | Trigonometry | 3 |
| PSYC 1010 | Basic Psychology | 3 |

Business Healthcare Technology BHT3, Associate of Applied Science

Program Description

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Associate of Applied Science degree.

Admission Requirements

| | | | | |
|---|---------|---------|------|---------|
| Minimum Required Age | NA | | | |
| High School Diploma or GED Required | Yes | | | |
| Placement Scores for Regular Admission (Accuplacer) | English | Reading | Math | Algebra |
| | 70 | 64 | N/A | 57 |

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communications (3 hrs)

| | | |
|-----------|--------------------------|---|
| ENGL 1101 | Composition and Rhetoric | 3 |
|-----------|--------------------------|---|

Area II - Social/Behavioral Sciences (3 hrs)

Area III - Natural Sciences/Mathematics (3 hrs)

| | | |
|-----------|---------------------------------|---|
| MATH 1100 | Quantitative Skills & Reason | 3 |
| MATH 1101 | Mathematical Modeling | 3 |
| MATH 1103 | Quantitative Skills & Reasoning | 3 |
| MATH 1111 | College Algebra | 3 |

Area IV - Humanities/Fine Arts (3 hrs)

General Education Core Elective (3 hrs)

One additional course from Area I, II, III, or IV

For a complete listing of General Education courses and electives select the following link: [General Education Courses](#)

Occupational Courses

| | | |
|-----------|--|---|
| COMP 1000 | Introduction to Computer Literacy | 3 |
| BUSN 1015 | BUSN 1015 - Introduction to Healthcare Reimbursement | 3 |
| BUSN 1440 | Document Production | 4 |
| BUSN 2190 | Business Document Proofreading & Editing | 4 |
| BUSN 2340 | Medical Administrative Procedures | 4 |
| BUSN 2350 | BUSN 2350 - Electronic Health Records | 3 |
| BUSN 2375 | BUSN 2375 - Healthcare Coding | 3 |

Accounting Course

Choose one of the following:

| | | |
|-----------|------------------------|---|
| ACCT 1100 | Financial Accounting I | 4 |
| BUSN 2200 | Office Accounting | 4 |

Medical Terminology and Anatomy Courses

BUSN 1010 or choose an Anatomy and Medical Terminology course

| | | |
|-----------|---|---|
| BUSN 1010 | BUSN 1010 - Medical Terminology, Anatomy, and Diseases for Business | 6 |
|-----------|---|---|

Anatomy Courses

Select one of the following:

| | | |
|-------------|--|---|
| ALHS 1010 | Introduction to Anatomy & Physiology | 4 |
| ALHS 1011 | Structure & Function of the Human Body | 5 |
| BUSN 2310 | Anatomy & Physiology for Medical Administrative Assistants | 3 |
| BIOL 2113/L | Anatomy and Physiology I + Lab | 4 |

Medical Terminology courses

Choose one of the following:

| | | |
|-----------|-----------------------------|---|
| ALHS 1090 | Medical Terminology for AHS | 2 |
| BUSN 2300 | Medical Terminology | 2 |

Business Healthcare Specialization 8BH3

Courses for a total of 15-16 hours

Minimum Credit Hours for Graduation: 61

Business Healthcare Technology BHT2, Diploma

Program Description

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and

healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Diploma.

Admission Requirements

| | | | | |
|---|---------|---------|------|---------|
| Minimum Required Age | NA | | | |
| High School Diploma or GED Required | Yes | | | |
| Placement Scores for Regular Admission (Accuplacer) | English | Reading | Math | Algebra |
| | 60 | 55 | 34 | N/A |

Basic Skills Courses

| | | | | |
|------------------------------|--|--|--|---|
| ENGL 1010 | Fundamentals of English I | | | 3 |
| Choose one of the following: | | | | |
| EMPL 1000 | Interpersonal Relations & Professional Development | | | 2 |
| PSYC 1010 | Basic Psychology | | | 3 |
| Choose one of the following: | | | | |
| MATH 1011 | Business Math | | | 3 |
| MATH 1012 | Foundations of Mathematics | | | 3 |

Occupational Courses

| | | | | |
|-----------|--|--|--|---|
| COMP 1000 | Introduction to Computer Literacy | | | 3 |
| BUSN 1015 | Introduction to Healthcare Reimbursement | | | 3 |
| BUSN 1440 | Document Production | | | 4 |
| BUSN 2190 | Business Document Proofreading & Editing | | | 4 |
| BUSN 2340 | Medical Administrative Procedures | | | 4 |
| BUSN 2350 | Electronic Health Records | | | 3 |
| BUSN 2375 | Healthcare Coding | | | 3 |
| | Occupational Guided Electives - 7 | | | 7 |

Medical Terminology and Anatomy Courses

| | | | | |
|---|---|--|--|---|
| BUSN 1010 or choose an Anatomy and Medical Terminology course | | | | |
| BUSN 1010 | Medical Terminology, Anatomy, and Diseases for Business | | | 6 |

Anatomy Courses

| | | | | |
|------------------------------|--|--|--|---|
| Select one of the following: | | | | |
| ALHS 1010 | Introduction to Anatomy & Physiology | | | 4 |
| ALHS 1011 | Structure & Function of the Human Body | | | 5 |
| BUSN 2310 | Anatomy & Physiology for Medical Administrative Assistants | | | 3 |
| BIOL 2113/L | Anatomy and Physiology I + Lab | | | 4 |

Medical Terminology courses

| | | | | |
|------------------------------|-----------------------------|--|--|---|
| Choose one of the following: | | | | |
| ALHS 1090 | Medical Terminology for AHS | | | 2 |
| BUSN 2300 | Medical Terminology | | | 2 |

Choose one of the following Accounting courses:

| | | | | |
|-----------|------------------------|--|--|---|
| BUSN 2200 | Office Accounting | | | 4 |
| ACCT 1100 | Financial Accounting I | | | 4 |

Minimum Credit Hours for Graduation: 46

Healthcare Office Assistant HFA1, Technical Certificate of Credit

Program Description

Healthcare Billing and Coding Specialist program provides a basic short-term academic credential with the potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Healthcare Billing and Coding Specialist program provides basic training in anatomy, medical terminology, human pathology, insurance reimbursement, and diagnostic and procedural coding skills.

Admission Requirements

| | | | | |
|--|---------|---------|------|---------|
| Minimum Required Age | NA | | | |
| High School Diploma or GED Required | Yes | | | |
| Placement Scores for Regular Admission (COMPASS) | English | Reading | Math | Algebra |
| | 60 | 55 | 34 | N/A |

Required Courses:

| | | |
|-----------|--|---|
| ENGL 1010 | Fundamentals of English I | 3 |
| COMP 1000 | Introduction to Computer Literacy | 3 |
| BUSN 1015 | Introduction to Healthcare Reimbursement | 3 |
| BUSN 1440 | Document Production | 4 |
| BUSN 2350 | Electronic Health Records | 3 |
| BUSN 2375 | Healthcare Coding | 3 |
| BUSN 2400 | Healthcare Procedural Coding | 3 |
| BUSN 2410 | ICD Coding | 3 |
| BUSN 2420 | Advanced Medical Coding | 3 |

Medical Terminology and Anatomy Courses

| | | |
|---|---|---|
| BUSN 1010 or choose an Anatomy and Medical Terminology course | | |
| BUSN 1010 | Medical Terminology, Anatomy, and Diseases for Business | 6 |

Anatomy Courses

Select one of the following:

| | | |
|-------------|--|---|
| ALHS 1010 | Introduction to Anatomy & Physiology | 4 |
| ALHS 1011 | Structure & Function of the Human Body | 5 |
| BUSN 2310 | Anatomy & Physiology for Medical Administrative Assistants | 3 |
| BIOL 2113/L | Anatomy and Physiology I + Lab | 4 |

Medical Terminology courses

Choose one of the following:

| | | |
|-----------|-----------------------------|---|
| ALHS 1090 | Medical Terminology for AHS | 2 |
| BUSN 2300 | Medical Terminology | 2 |

Minimum Credit Hours for Graduation: 26

Healthcare Billing and Coding Specialist HBC1, Technical Certificate of Credit

Program Description

Healthcare Billing and Coding Specialist program provides a basic short-term academic credential with the potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Healthcare Billing and Coding Specialist program provides basic training in anatomy, medical terminology, human pathology, insurance reimbursement, and diagnostic and procedural coding skills.

Admission Requirements

| | | | | |
|--|---------|---------|------|---------|
| Minimum Required Age | NA | | | |
| High School Diploma or GED Required | Yes | | | |
| Placement Scores for Regular Admission (COMPASS) | English | Reading | Math | Algebra |
| | 60 | 55 | 34 | N/A |

Required Courses:

| | | |
|-----------|--|---|
| ENGL 1010 | Fundamentals of English I | 3 |
| COMP 1000 | Introduction to Computer Literacy | 3 |
| BUSN 1015 | BUSN 1015 - Introduction to Healthcare Reimbursement | 3 |
| BUSN 1440 | Document Production | 4 |
| BUSN 2350 | Electronic Health Records | 3 |
| BUSN 2375 | Healthcare Coding | 3 |
| BUSN 2400 | Healthcare Procedural Coding | 3 |
| BUSN 2410 | ICD Coding | 3 |
| BUSN 2420 | Advanced Medical Coding | 3 |

Medical Terminology and Anatomy Courses

| | | |
|---|---|---|
| BUSN 1010 or choose an Anatomy and Medical Terminology course | | |
| BUSN 1010 | Medical Terminology, Anatomy, and Diseases for Business | 6 |

Anatomy Courses

Select one of the following:

| | | |
|-------------|--|---|
| ALHS 1010 | Introduction to Anatomy & Physiology | 4 |
| ALHS 1011 | Structure & Function of the Human Body | 5 |
| BUSN 2310 | Anatomy & Physiology for Medical Administrative Assistants | 3 |
| BIOL 2113/L | Anatomy and Physiology I + Lab | 4 |

Medical Terminology courses

Choose one of the following:

| | | |
|-----------|-----------------------------|---|
| ALHS 1090 | Medical Terminology for AHS | 2 |
| BUSN 2300 | Medical Terminology | 2 |

Minimum Credit Hours for Graduation: 30

Healthcare Billing and Reimbursement Assistant HBA1, Technical Certificate of Credit

Program Description

The program provides instruction in medical facility reimbursement and compliance regulations. .

Admission Requirements

| | | | | |
|--|---------|---------|------|---------|
| Minimum Required Age | NA | | | |
| High School Diploma or GED Required | Yes | | | |
| Placement Scores for Regular Admission (COMPASS) | English | Reading | Math | Algebra |
| | 60 | 55 | 34 | N/A |

Required Courses:

| | | |
|-----------|--|---|
| COMP 1000 | Introduction to Computer Literacy | 3 |
| BUSN 1015 | Introduction to Healthcare Reimbursement | 3 |
| BUSN 2350 | Electronic Health Records | 3 |
| BUSN 2375 | Healthcare Coding | 3 |

Medical Terminology and Anatomy Courses

| | | |
|---|---|---|
| BUSN 1010 or choose an Anatomy and Medical Terminology course | | |
| BUSN 1010 | Medical Terminology, Anatomy, and Diseases for Business | 6 |

Anatomy Courses

Select one of the following:

| | | |
|-------------|--|---|
| ALHS 1010 | Introduction to Anatomy & Physiology | 4 |
| ALHS 1011 | Structure & Function of the Human Body | 5 |
| BUSN 2310 | Anatomy & Physiology for Medical Administrative Assistants | 3 |
| BIOL 2113/L | Anatomy and Physiology I + Lab | 4 |

Medical Terminology courses

Choose one of the following:

| | | |
|-----------|-----------------------------|---|
| ALHS 1090 | Medical Terminology for AHS | 2 |
| BUSN 2300 | Medical Terminology | 2 |

Minimum Credit Hours for Graduation: 17



The Technical College System of Georgia (TCSG) and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, and educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

Coastal Pines Technical College is a unit of the Technical College System of Georgia.

www.coastalpines.edu