



New Program Requests (NPRs) Made Easy

*View the presentation as Note Pages
in order to see additional instructions.*

Program Management

Log onto KMS

Hover cursor over **Application Support** and on the dropdown menu click **Program Management**

Next click **GO** on Program Management Application

The screenshot displays the TCSG Knowledge Management System interface. The header includes the TCSG logo and navigation tabs: DPR Home, Application Support, Planning & Policy Analysis, and Reports & Research. A left sidebar lists various application categories: Application Support, MIS Data Submission, and Applications. The 'Program Management' option is highlighted in red within the Applications list. The main content area is titled 'Program Management' and features a dropdown menu for selecting a college (currently set to 'Ogeechee') and a green 'GO' button. Below this, there are sections for 'View New Program Requests', 'The Program Management application provides an interactive interface...', 'New course requests are generally submitted...', and 'In addition to developing new programs and courses...'. At the bottom, there are sections for 'Search Semester Curriculum:' and 'College Catalog:' with corresponding dropdown menus and 'GO' buttons.

TECHNICAL COLLEGE
TCSG
SYSTEM OF GEORGIA

KNOWLEDGE MANAGEMENT SYSTEM

DPR Home Application Support Planning & Policy Analysis Reports & Research

Data, Planning, and Research

Application Support
Welcome to Application Support
Contact App Support

MIS Data Submission
Automated Report Requests
Banner Codes
Graduates/Leavers Exit Form
Reference Materials

Applications
Articulation Credit Databank
COC Faculty Module
CTD Drug Failure Hold
File Transfer
GALLS
GSFC Processing
GVTC
Program Cost Survey
Program Management
Program Offerings
TEAMS
Warranty Claims
Wait List
Driver Authorization
Event Registration
Program Cost Review

Program Management

Program Management Application Ogeechee GO

[View New Program Requests](#) being submitted for State Board approval.

The Program Management application provides an interactive interface for the TCSG colleges to request new programs and new courses and to manage program terminations. When a college submits a request for a new program to the state office, the application is then reviewed. Once the application has passed the review process it is recommended to the State Board.

New course requests are generally submitted when a new program is institutionally developed and a new course is needed as part of the program. Once submitted by the college, courses are reviewed by the state office.

In addition to developing new programs and courses, colleges can manage and request the termination of programs.

Search Semester Curriculum: GO

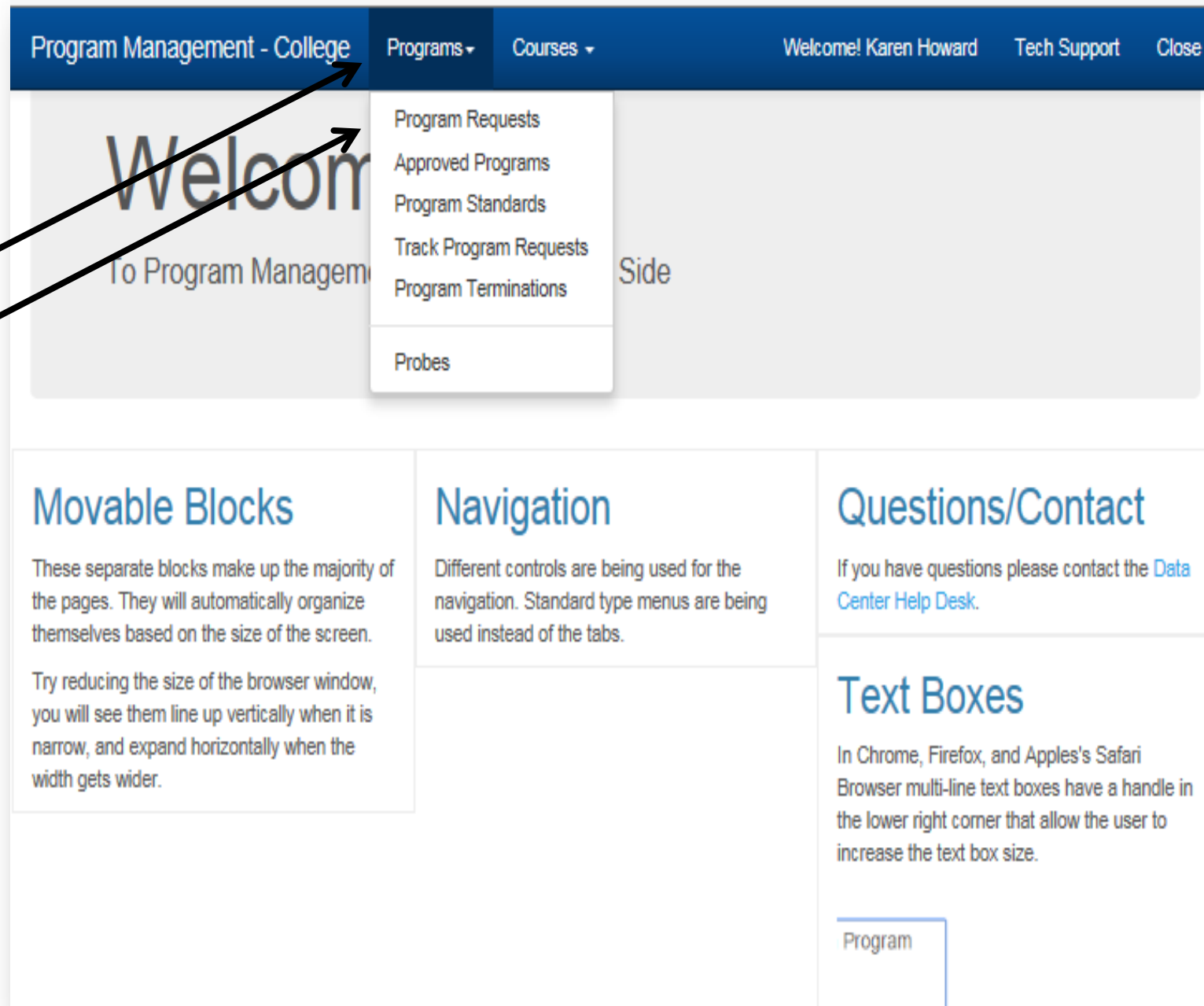
This application allows you to search the semester curriculum for all approved standards, all locked courses, and college-specific catalogs.

College Catalog: Albany GO

This application allows you to generate college-specific catalogs.

Welcome Screen

Navigate the cursor to the **Programs** drop down menu and select **Program Requests**



Program Requests

Click on the dropdown menu for **Create Program Request**

Then select the appropriate **Program Type**

Program Management - College
Programs
Courses
Welcome! Karen Howard
Tech Support
Close

Program Requests
Approved Programs
Track Requests
Program Standards
Program Terminations
Probes

Ogeechee Technical College

Program Request Management

Create Program Request

To begin a program request select the appropriate form:

Please select

2.) Existing TCSG Program Standard
3.) New institutionally developed program not offered at another TCSG college
4.) Institutionally developed program offered at another TCSG college
5.) Embedded TCC or Diploma existing in larger program (FT)
6.) New ID program using actively taught courses (FT)

Edit	View	Yes	Program Name	ID	Certificate	Standard	Award	Submitted	Fast Track	Pgm Origin	CPS Final	Exec Dir	Delete
Edit	View	Yes	Diesel Equipment Technology	DE14	Diploma	Standard	Diploma		No	2			Delete
Edit	View	Yes	Diesel Truck Maintenance Technician	DTM1	Certificate	Standard	Certificate		No	5			Delete
Edit	View		Dog Grooming	DG11	Certificate	Ogeechee	Certificate		No	3			Delete
Edit	View		Film Production - Grip & Rigging Technician II	FP41	Certificate	Standard	Certificate		No	2			Delete
Edit	View		Film Production - Grip & Rigging Technician I	FP31	Certificate	Standard	Certificate		No	2			Delete
Edit	View		Film Production - Scenic Technician I	FI21	Certificate	Standard	Certificate		No	2			Delete
Edit	View		Film Technology	FT23	Degree	Southern Crescent	Degree		No	4			Delete
Edit	View		Firefighter/EMSP	FI12	Diploma	Standard	Diploma		No	2			Delete
Edit	View		Technical Specialist	TC31	Certificate	Standard	Certificate		No	2			Delete
	View		AAS in Interdisciplinary Studies	AF53	Degree	Standard	Degree	05/02/2017	No	2	Yes		Delete
	View		Logistics and Supply Chain Management	LAS3	Degree	Standard	Degree	05/02/2017	No	2	Yes		Delete
	View		Surgical Technology	ST13	Degree	Standard	Degree	05/02/2017	Yes	2	Yes		Delete

Program Requests

(cont'd)

For #3 Program Type, the **Program Name**, **Institutionally Developed**, and the **Version** fields are already populated

Credit Hours for the program automatically fill in as courses are entered

Program Management - College Programs ▾ Courses ▾ Welcome! Karen Howard Tech Support Close

Program Data Program Notes Accreditation Justification Enrollment Course List Curriculum Admissions Faculty Resources

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
Dog Grooming

Program Request - Basic Data

Program Classification: New Institutionally Developed Program not Offered at Another TCSG College
Fast Track Application: No

*Create Program *Proposed Name of Program Dog Grooming	*Non-Occupational Program <input type="checkbox"/> Check if Non-Occupational	*Program Development <input type="radio"/> Standardized Program or <input checked="" type="radio"/> Institutionally Developed
*Version 201712	*Credit Hours 13	*Proposed Date of Implementation August ▾ Select Year ▾
*Start Term 201612 - Fall Semester 2015 ▾	* State Funds Do you want to begin the program if TCSG state improvement funds are not allocated? <input checked="" type="radio"/> Yes <input type="radio"/> No	

PAS Program Group 1100 ▾ Veterinary Technology (1100)	CIP Code 510808 ▾ Vet/Animal Hlth Tech+ Vet Asst (510808)
---	---

Award Level
☐ Associate Of Applied Science
☐ Associate Of Science
☐ Associate Degree In Nursing
☐ Associate Of Science In Nursing
☐ Diploma
☒ Technical Certificate Of Credit

Is this TCC program 30 credits or more? ☐ Yes ☒ No

If no, TCC is less than 30 credits, does this TCC (of less than one academic year) lead to an industry-recognized certification or licensure of proven economic value?
☒ Yes ☐ No

If yes, TCC leads to an industry-recognized certification, please specify whether the program leads to an industry certification or licensure:
☒ Certification ☐ Licensure

Certification or License Name:

Please Enter or Select:
Proposed Implementation Date

Save Changes Save & Continue

Program Requests

(cont'd)

Enter the **Start Term** and **Proposed Date of Implementation**

Click on dropdown menu for an **Existing PAS Code**

Select an **Award Level**

The screenshot shows a web form for program requests. It is divided into several sections. The top section contains fields for *Version (201712), *Credit Hours (13), and *Proposed Date of Implementation (August, Select Year). Below this is a section for *Start Term (201612 - Fall Semester 2015) and *State Funds (Do you want to begin the program if TCSG state improvement funds are not allocated? Yes No). The next section contains PAS Program Group (1100 Veterinary Technology (1100)) and CIP Code (510808 Vet/Animal Hlth Tech+ Vet Asst (510808)). The bottom section contains Award Level (Associate Of Applied Science, Associate Of Science, Associate Degree In Nursing, Associate Of Science In Nursing, Diploma, Technical Certificate Of Credit) and a question about TCC program credits (Is this TCC program 30 credits or more? Yes No). A red box highlights the *Proposed Date of Implementation field with the text 'Please Enter or Select: Proposed Implementation Date'. At the bottom right are two buttons: 'Save Changes' and 'Save & Continue'.

*Version 201712	*Credit Hours 13	*Proposed Date of Implementation August Select Year
*Start Term 201612 - Fall Semester 2015	*State Funds Do you want to begin the program if TCSG state improvement funds are not allocated? <input checked="" type="radio"/> Yes <input type="radio"/> No	
PAS Program Group 1100 Veterinary Technology (1100)		CIP Code 510808 Vet/Animal Hlth Tech+ Vet Asst (510808)
Award Level <input type="radio"/> Associate Of Applied Science <input type="radio"/> Associate Of Science <input type="radio"/> Associate Degree In Nursing <input type="radio"/> Associate Of Science In Nursing <input type="radio"/> Diploma <input checked="" type="radio"/> Technical Certificate Of Credit		Is this TCC program 30 credits or more? <input type="radio"/> Yes <input checked="" type="radio"/> No If no, TCC is less than 30 credits, does this TCC (of less than one academic year) lead to an industry-recognized certification or licensure of proven economic value? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, TCC leads to an industry-recognized certification, please specify whether the program leads to an industry certification or licensure: <input checked="" type="radio"/> Certification <input type="radio"/> Licensure Certification or License Name: <input type="text"/>

Please Enter or Select: Proposed Implementation Date

Save Changes Save & Continue

Click on dropdown menu for a **CIP Code**

Accreditation

If program is accredited,
licensed, or certified
then check this box
and enter the following
data:

-Expected Accreditation Date

-Type of Accreditation,
License or Certification

-Accreditation Process

Press **Save & Continue**

Program Management - College Programs ▾ Courses ▾ Welcome! Karen Howard Tech Support Close

Program Data Program Notes **Accreditation** Justification Enrollment Course List Curriculum Admissions Faculty Resources

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Accreditation

<p>*Required Accreditation, License or Certification</p> <p><input type="checkbox"/> Check if required</p>	<p>*Expected Accreditation Date</p> <p>Select Month ▾ 2017</p>
<p>*Type Accreditation, License or Certification Required</p> <p></p>	<p>*Description of Accreditation Process</p> <p></p>

Save Accreditation Data Save & Continue

Justification

Under **Justification** enter the appropriate data in each text box for:

- Program Description
- Statement of Need
- Actual Job/Career

Program Data Program Notes Accreditation **Justification** Enrollment Course List Curriculum Admissions Faculty Resources

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Justification

Program Description
(Include description of occupation student is preparing for, if not commonly known.) (2000 characters)

A certificate program in dog grooming prepares individuals for entry-level grooming positions in veterinary offices, pet hospitals, kennels and grooming salons. The certificate is the terminal point in a groomer's education.

Statement of Need
Statement of Need for Program in the Service Area: (Examples of topics to be addressed include student interest, employment opportunities, demand for service, & trend analysis. If a survey was used to determine local need, include survey results. If a proposal is for a new diploma, degree or stand-alone TCC, a description of specific labor market needs to be based upon current data and surveys and projected salaries of graduates must be included.) (2000 characters)

54.5% of the local employers related to this field responded that they see a need for this program. 63.6% stated that when looking for these technical skills they do not find potential employees with the appropriate skill set.

The veterinary technician advisory committee felt the dog grooming certificate would be beneficial to students and the community and would fulfill the college's vision and mission.

Actual Job/Career
(In the college service area or region that a student would be capable of performing following completion of this sequence of courses: (2000 characters)

Dog Groomers Prospective groomers will face excellent opportunities as the companion dog population is expected to grow and services such as mobile grooming continue to grow in popularity. Dog grooming opportunities exist in grooming salons, vet practices, kennels and pet shops. Mobile pet grooming services is also an option for graduates to pursue.



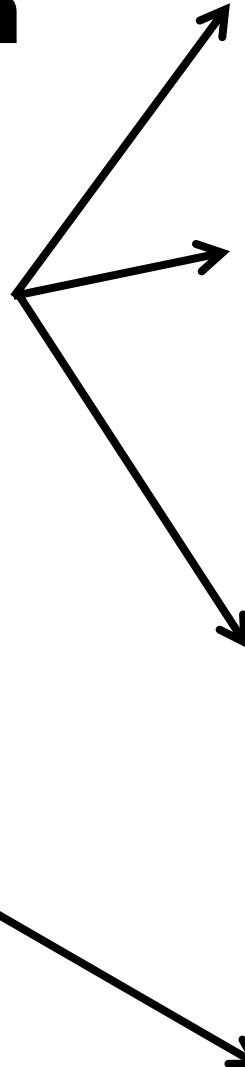
Justification

(cont'd)

Answer the three **questions** regarding the relationship of new program to other programs

If the program requires a **Clinical Site** then click **Yes** to **Question D** and then list the clinical sites

Press **Save & Continue** to advance to the next screen



Relationship to Programs at Your Institution

(2000 characters)

This certificate program is complementary to the veterinary assistant certificate and the veterinary technician degree program as all are animal-related programs.

Relationship to Programs in Your Service Area

Relationship to program offered by other public or private institutions in your service area
(2000 characters)

None

Adjacent Institutions

Relationship to Programs Non-TCSG

Relationship to programs offered by non-TCSG public or private institutions located in technical college service areas touching your service area
(2000 characters)

None

Clinical Sites

Does this program require Clinical Sites?

☐ Yes ☒ No *Clicking No will delete any saved Clinical Sites*

Save Justification Data

Save & Continue

Enrollment

Under **Enrollment**
enter anticipated
enrollment for 3 years

Enter the **process used**
to estimate the
anticipated enrollment

Press **Save & Continue**

Program Management - College Programs ▾ Courses ▾ Welcome! Karen Howard Tech Support Close

[Program Data](#) [Program Notes](#) [Accreditation](#) [Justification](#) **Enrollment** [Course List](#) [Curriculum](#) [Admissions](#)

[Faculty](#) [Resources](#) [Costs](#) [Exec. Summary](#) [Std Justification](#) [Std Occupational](#) [Std Pgm Outcomes](#)

[Std External Stds](#) [Std Faculty](#) [Submit](#)

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Enrollment

Day Year 1	Day Year 2	Day Year 3	Evening Year 1	Evening Year 2	Evening Year 3
<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Describe the process for estimating enrollment: (2000 characters)

The college will plan on developing a grooming salon setting that will provide 12 stations for each student enrolled.

[Save Enrollment Data](#) [Save & Continue](#)

Course List

Press **Add Course**

Select **Prefix** for course

Select appropriate **Course**
and **Version**

Verify (or change) the
Course Sequence

Click **Save Course**

Repeat above steps for each
course

The screenshot shows a web application interface for managing a course list. At the top is a navigation bar with tabs: Program Data, Program Notes, Accreditation, Justification, Enrollment, **Course List**, Curriculum, Admissions, Faculty, and Resources. Below this is a secondary bar with links: Costs, Exec. Summary, Std Justification, Std Occupational, Std Pgm Outcomes, Std External Stds, Std Faculty, and Submit. The main content area has a blue 'Add Course' button. Below it are three steps: 1. Select Subject Code (with a dropdown list showing options like UEQT, VAST, VETT, WELD, WELL, WLET, and WLDH), 2. Select Existing Course Number (with a dropdown list showing VETT 1000 through VETT 1070), and 3. Select Course Sequence (with a dropdown showing '1'). At the bottom right of the form are buttons for 'Save Course', 'Save & Continue', and 'Cancel'. Below the form is a table of existing courses.

	Subject	Crs Num	Title	Version	Lect Min	Lab 2 Min	Lab 3 Min	Intern Min	Clin Min	Cont Min	Sem Hrs	Crse Seq	
Select	VETT	2310	Basic Pet Grooming	201512	1500	1500	0	0	0	3000	3	-1	Delete
Select	VETT	2311	Intermediate Pet Grooming	201512	0	2500	3000	0	0	5500	3	1	Delete

Continue



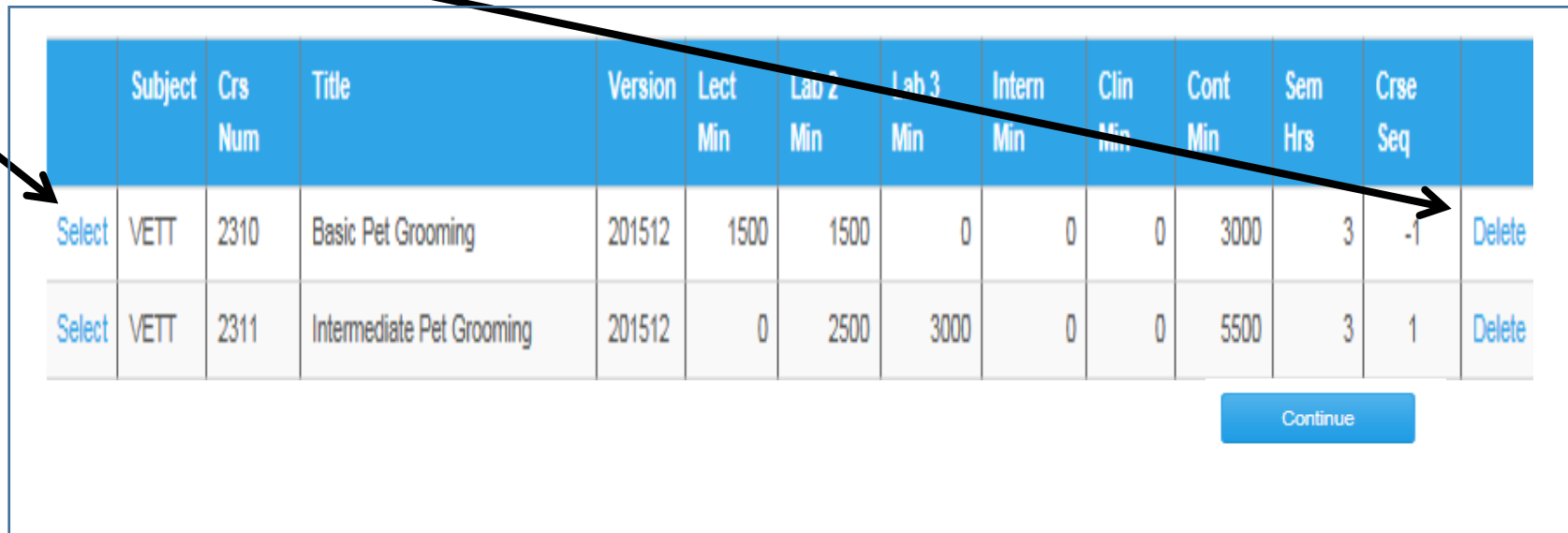
Course List

(cont'd)

As **Courses** are added they appear at the bottom of the screen.

Press **Select** to edit a course or **Delete** to remove it from the program

Press **Continue**
after all courses
are entered



	Subject	Crs Num	Title	Version	Lect Min	Lab 2 Min	Lab 3 Min	Intern Min	Clin Min	Cont Min	Sem Hrs	Crse Seq	
Select	VETT	2310	Basic Pet Grooming	201512	1500	1500	0	0	0	3000	3	-1	Delete
Select	VETT	2311	Intermediate Pet Grooming	201512	0	2500	3000	0	0	5500	3	1	Delete

Continue

Curriculum

Courses must be added one at a time

To add a course to a program:

1. Click on the appropriate folder
2. Click on the course (under Available Resources)
3. Click on **Add**

Program Curriculum

Manage Curriculum Item

Save Changes Delete Cancel

Program Curriculum

DG11 Dog Grooming (version 201512)

- VETT 2310 - Basic Pet Grooming (201512)
- VETT 2311 - Intermediate Pet Grooming (201512) 3 hrs
- VETT 2312 - Advanced Pet Grooming (201512) 4 hrs

Available Resources

Add

- ☐ Course Cluster
- ☐ Elective
- ☐ Occupational Specializations
- ☐ VETT 2310 - Basic Pet Grooming (201512) 3 hrs
- ☐ VETT 2311 - Intermediate Pet Grooming (201512) 3 hrs
- ☐ VETT 2312 - Advanced Pet Grooming (201512) 4 hrs
- ☒ VETT 2313 - Clinical Techniques of Pet Grooming (201512) 3 hrs

Continue

Curriculum

(cont'd)

As each Course is added, a pop up screen appears at the top of the screen

Verify and/or update the **Item Order** and **Semester Sequence**

Repeat all steps for each course

Program Curriculum

Manage Curriculum Item

Selected Program
DG11 Dog Grooming (version 201512)

Add Course
VETT 2313 - Clinical Techniques of Pet Grooming (201512) 3 hrs

And / Or
AND

Semester Sequence
2

Item Order
4

Save Changes Delete Cancel

Program Curriculum

DG11 Dog Grooming (version 201512)

VETT 2310 - Basic Pet Grooming (201512)

VETT 2311 - Intermediate Pet Grooming (201512) 3 hrs

VETT 2312 - Advanced Pet Grooming (201512) 4 hrs

Available Resources

Add

Course Cluster

Elective

Occupational Specializations

VETT 2310 - Basic Pet Grooming (201512) 3 hrs

VETT 2311 - Intermediate Pet Grooming (201512) 3 hrs

VETT 2312 - Advanced Pet Grooming (201512) 4 hrs

VETT 2313 - Clinical Techniques of Pet Grooming (201512) 3 hrs


No Last Update Information Available.

Continue

Curriculum


(cont'd)


Credit Hours for a program are calculated by how courses are added

To view and verify total Credit Hours click on the  icon

A new window appears with the linked information - the sequence of **Courses** and **Credit Hours**

Program Curriculum

 Program Curriculum

 DG11 Dog Grooming (version 201512)


Available Resources

« Add

☐ Course Cluster

Program Management

Tech SupportClose

 DG11 Dog Grooming (version 201512)

Name	Relation	Lect Min	Lab2 Min	Lab3 Min	Intern Min	Clin Min	Cont Min	Cont Hrs	Snst Hrs
VETT 2310 - Basic Pet Grooming (201512) 3 hrs	NA	1500	1500	0	0	0	3000	60	3
VETT 2311 - Intermediate Pet Grooming (201512) 3 hrs	NA	0	2500	8000	0	0	5500	110	3
VETT 2312 - Advanced Pet Grooming (201512) 4 hrs	NA	3000	0	0	0	0	3000	60	4
VETT 2313 - Clinical Techniques of Pet Grooming (201512) 3 hrs	NA	0	0	6750	0	0	6750	135	3

Total Program Hours: 13

Color Legend:

Level 1

Level 2

Level 3

Level 4

Level 5

Admissions

Enter **Admissions** requirements:

- ❑ **Minimum Age**
- ❑ **Diploma/GED**
- ❑ **Min Test Scores**
- ❑ **Adm Conditions**
- ❑ **Background Check**

Press **Save Adm Data** to remain on this screen or **Save & Continue** to advance to the next screen

Program Management - College Programs Courses Welcome! Karen Howard Tech Support Close

Program Data Program Notes Accreditation Justification Enrollment Course List Curriculum Admissions Faculty Resources

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Admission

Requirements Minimum Required Age: 17	High School Diploma or GED Required For Admission <input checked="" type="checkbox"/> For Graduation <input checked="" type="checkbox"/>	Minimum Test Scores Accuplacer Reading Comp.: 55 Accuplacer Sentence Skills: 60 Accuplacer Arithmetic: 34 Accuplacer Elementary Algebra: N/A
---	---	---

Other Admission Conditions Explain other conditions for admission, if any: <div></div>	Background Check If required, explain background check required: (limit 1000 characters) <div></div>
---	---

Save Admission Data Save & Continue

No Last Update Information Available

Faculty

Enter **Faculty Requirements** to teach courses in this program

Press **Add Faculty**, enter required data, and press **Add Faculty** to save information

Completed Positions appear at the top of the screen

Press **Save & Continue** after all positions entered

The screenshot displays the 'Program Management - College' interface. The top navigation bar includes 'Programs' and 'Courses' dropdowns, and a user welcome message 'Welcome! Karen Howard'. The main menu has tabs for 'Program Data', 'Program Notes', 'Accreditation', 'Justification', 'Enrollment', 'Course List', 'Curriculum', 'Admissions', 'Faculty', and 'Resources'. The 'Faculty' tab is selected, and a sub-menu shows 'Costs', 'Exec. Summary', 'Std Justification', 'Std Occupational', 'Std Pgm Outcomes', 'Std External Stds', 'Std Faculty', and 'Submit'. The main content area is titled 'Ogeechee Technical College DG11 Dog Grooming (version 201512) - TCC Institutionally Developed: Ogeechee'. A pop-up window titled 'Program Faculty/Administration' is open, showing a description field and an 'Add Faculty/Administration' button. The main form is titled 'Required Program Faculty Positions' and contains the following fields: 'Name: Dog Grooming Instructor', 'Position: New', 'Quantity: 1', 'Qualifications: Certification by the National Dog Groomer's Association of America and a High School Diploma or GED. College Diploma or Associates Degree preferred. 2 years experience as a professional dog groomer.', 'Courses to be taught: VETT 2310, 2311, 2312, and 2313', 'Administrative Duties: As a full time instructor will be responsible for advisement of students, attendance at all required college meetings and events, program scheduling, marketing, and reporting.', 'Changes in Current Assignment: Number of New Positions:1, Number of Existing Positions:0, Total Number of Program Positions:1'. At the bottom, there are two buttons: 'Add Faculty' and 'Save & Continue'.

Program Management - College Programs ▾ Courses ▾ Welcome! Karen Howard Tech Support Close

Program Data Program Notes Accreditation Justification Enrollment Course List Curriculum Admissions **Faculty** Resources

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Faculty/Administration

Describe the minimum program faculty and administration needs for this program.

Add Faculty/Administration

No Faculty/Administration Positions entered for this Program

Required Program Faculty Positions

Name: Dog Grooming Instructor
Position: New
Quantity: 1
Qualifications: Certification by the National Dog Groomer's Association of America and a High School Diploma or GED. College Diploma or Associates Degree preferred. 2 years experience as a professional dog groomer.
Courses to be taught: VETT 2310, 2311, 2312, and 2313
Administrative Duties: As a full time instructor will be responsible for advisement of students, attendance at all required college meetings and events, program scheduling, marketing, and reporting.
Changes in Current Assignment:
Number of New Positions:1
Number of Existing Positions:0
Total Number of Program Positions:1

Edit Delete

*Position Name (50 characters) *Position Type ☐ Existing ☒ New *Quantity

*Qualifications/Credentials (2000 characters) *Courses to be taught (500 characters)

*Administrative Duties (2000 characters) *Current Assignment Changes (for existing positions 2000 characters)

Add Faculty Save & Continue

Resources

Enter **Resources**
and **Equipment**
required for the
courses in the
program

Press **Save &
Continue**

The screenshot shows a web application interface for 'Program Management - College'. The top navigation bar includes 'Programs' and 'Courses' dropdowns, a user greeting 'Welcome! Karen Howard', and links for 'Tech Support' and 'Close'. A secondary navigation bar contains various program-related links, with 'Resources' highlighted. Below this, a third bar lists specific resource categories like 'Costs', 'Exec. Summary', etc. The main content area is titled 'Ogeechee Technical College' and 'DG11 Dog Grooming (version 201512) - TCC', noting it was 'Institutionally Developed: Ogeechee'. A 'Program Resources' section header is followed by a sub-header 'Resources/Equipment/Facilities'. A text input area with a character limit of 4000 contains a detailed list of required equipment for a grooming salon. At the bottom right, there are two buttons: 'Save Resource Data' and 'Save & Continue'.

Program Management - College Programs ▾ Courses ▾ Welcome! Karen Howard Tech Support Close

Program Data Program Notes Accreditation Justification Enrollment Course List Curriculum Admissions Faculty **Resources**

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Resources

Resources/Equipment/Facilities

Describe any required equipment, resources, and/or facilities: (4000 Characters)

12 stations will need to be formed creating a grooming salon environment that would be appropriate for 12 students. Each station would included:

- Grooming Table
- Quick Link Set
- Starter Noose Set
- Hammock Supports
- Support Straps
- Belly Chest Support
- Wide Strap Hip Support
- Lip System (Linked Interval Positioning System)

Save Resource Data Save & Continue

Costs

Under **Costs** enter amounts for program expenses

For **First Year** enter **Costs, Funding Source(s)** and **Percentages**

Click **First Year Totals**

Repeat above steps for **Years 2 and 3**

Press **Save & Continue**

Program Data Program Needs Accreditation Certification Enrollment Course List Certification Permissions Faculty Resources

Costs Exec. Summary Std Justification Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Cost

Enter whole numbers only

First Year

	Additional Costs	Funding Source				Other Funding	
		Perkins	State	Tuition & Fees	Other	Total	Source (30 characters)
Salaries: \$	45000	0	% 0	% 100	% 0	% 100%	
Fringe Benefits: \$	20250	0	% 0	% 100	% 0	% 100%	
Equipment: \$	0	0	% 0	% 0	% 0	% 0%	
Supplies: \$	0	0	% 0	% 0	% 0	% 0%	
Travel: \$	1000	0	% 0	% 100	% 0	% 100%	
Library: \$	500	0	% 0	% 100	% 0	% 100%	
Physical Plant: \$	0	0	% 0	% 0	% 0	% 0%	
Utilities: \$	0	0	% 0	% 0	% 0	% 0%	
Other: \$	0	0	% 0	% 0	% 0	% 0%	
Total First Year Costs: \$66,750.00							
First Year Totals							

Second Year

	Additional Costs	Funding Source				Other Funding	
		Perkins	State	Tuition & Fees	Other	Total	Source
Salaries: \$	45000	0	% 0	% 100	% 0	% 100	
Fringe Benefits: \$	20250	0	% 0	% 100	% 0	% 100	
Equipment: \$	0	0	% 0	% 0	% 0	% 0	
Supplies: \$	0	0	% 0	% 0	% 0	% 0	
Travel: \$	1000	0	% 0	% 100	% 0	% 100	
Library: \$	500	0	% 0	% 100	% 0	% 100	
Physical Plant: \$	0	0	% 0	% 0	% 0	% 0	
Utilities: \$	0	0	% 0	% 0	% 0	% 0	
Other: \$	0	0	% 0	% 0	% 0	% 0	
Total Second Year Costs: \$66,750.00							
Second Year Totals							

THIRD YEAR

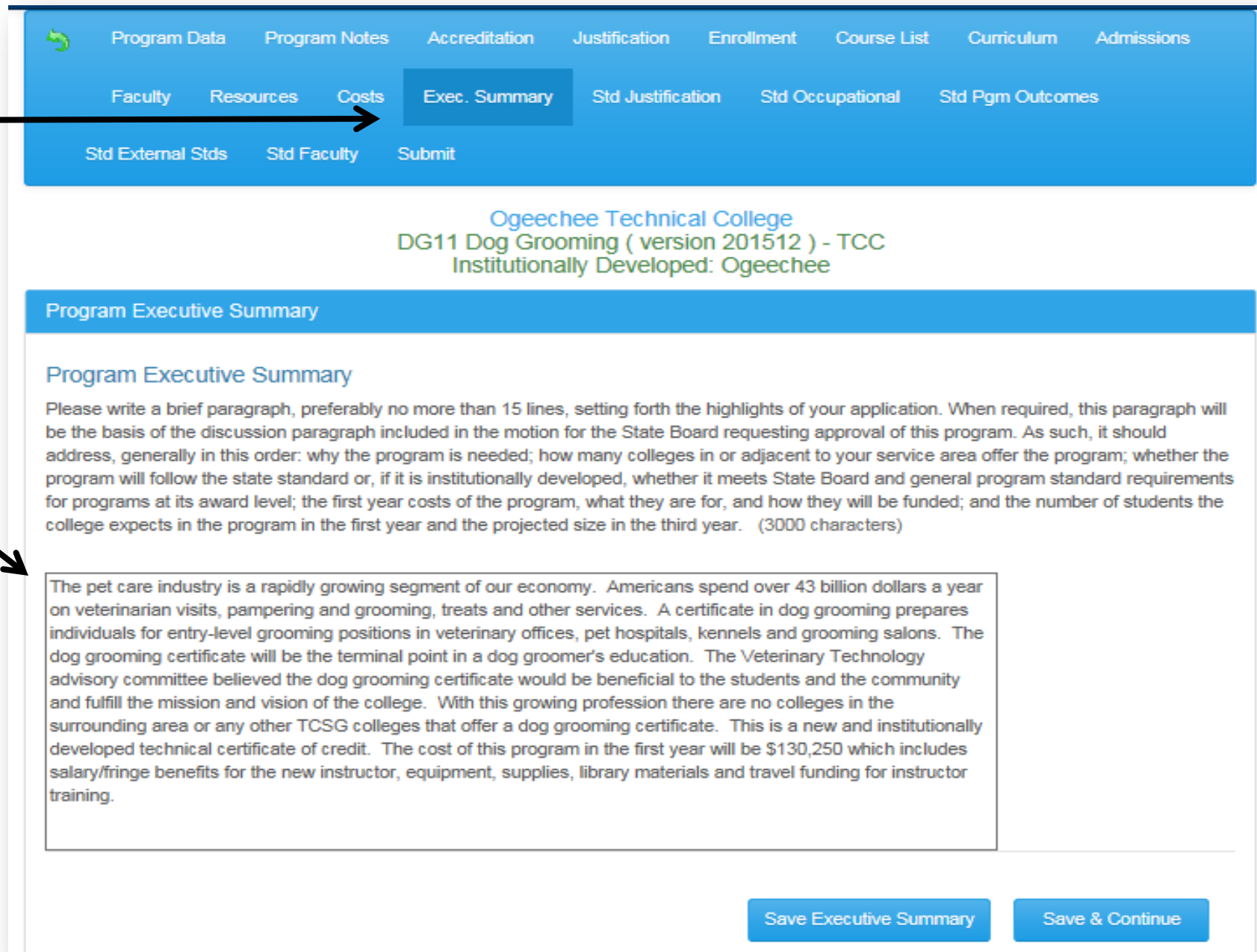
	Additional Costs	Funding Source				Other Funding	
		Perkins	State	Tuition & Fees	Other	Total	Source
Salaries: \$	45000	0	% 0	% 100	% 0	% 100	
Fringe Benefits: \$	20250	0	% 0	% 100	% 0	% 100	
Equipment: \$	0	0	% 0	% 0	% 0	% 0	
Supplies: \$	0	0	% 0	% 0	% 0	% 0	
Travel: \$	1000	0	% 0	% 100	% 0	% 100	
Library: \$	500	0	% 0	% 100	% 0	% 100	
Physical Plant: \$	0	0	% 0	% 0	% 0	% 0	
Utilities: \$	0	0	% 0	% 0	% 0	% 0	
Other: \$	0	0	% 0	% 0	% 0	% 0	
Total Third Year Costs: \$66,750.00							
Third Year Totals							

Save Cost Data Save & Continue

Executive Summary

Enter the **Executive Summary** in the displayed box

Press **Save & Continue**



Program Data Program Notes Accreditation Justification Enrollment Course List Curriculum Admissions

Faculty Resources Costs **Exec. Summary** Std Justification Std Occupational Std Pgm Outcomes

Std External Stds Std Faculty Submit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Executive Summary

Program Executive Summary

Please write a brief paragraph, preferably no more than 15 lines, setting forth the highlights of your application. When required, this paragraph will be the basis of the discussion paragraph included in the motion for the State Board requesting approval of this program. As such, it should address, generally in this order: why the program is needed; how many colleges in or adjacent to your service area offer the program; whether the program will follow the state standard or, if it is institutionally developed, whether it meets State Board and general program standard requirements for programs at its award level; the first year costs of the program, what they are for, and how they will be funded; and the number of students the college expects in the program in the first year and the projected size in the third year. (3000 characters)

The pet care industry is a rapidly growing segment of our economy. Americans spend over 43 billion dollars a year on veterinarian visits, pampering and grooming, treats and other services. A certificate in dog grooming prepares individuals for entry-level grooming positions in veterinary offices, pet hospitals, kennels and grooming salons. The dog grooming certificate will be the terminal point in a dog groomer's education. The Veterinary Technology advisory committee believed the dog grooming certificate would be beneficial to the students and the community and fulfill the mission and vision of the college. With this growing profession there are no colleges in the surrounding area or any other TCSG colleges that offer a dog grooming certificate. This is a new and institutionally developed technical certificate of credit. The cost of this program in the first year will be \$130,250 which includes salary/fringe benefits for the new instructor, equipment, supplies, library materials and travel funding for instructor training.

Save Executive Summary Save & Continue

Std Justification

Add missing data (as needed):

Program Description

Occupational Outlook

Educational Program

Actual Job/Career

Salary

Press Save & Continue

Program Data Program Notes Accreditation Justification Enrollment Course List Curriculum Admissions Faculty Resources

Costs Exec. Summary **Std Justification** Std Occupational Std Pgm Outcomes Std External Stds Std Faculty Submit

Ogeechee Technical College DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed:

Program Justification

Program Description 🌐

A certificate program in dog grooming prepares individuals for entry-level grooming positions in veterinary offices, pet hospitals, kennels and grooming salons. The certificate is the terminal point in a groomer's education.

Occupational Outlook

List trends in the program and employment areas.

Prospective dog groomers will face excellent opportunities as the companion dog population is expected to grow and services such as mobile grooming continue to grow in popularity. The 2020 estimated nonfarm animal caretaker projection for employment in Georgia is 4,611,001 with an employment change number of 483,108 between 2010 and 2020.

Educational Programs

List typical types of programs. Review programs globally for comparison of the trends in curriculum.

Dog grooming certificate programs are often the terminal point in a groomer's education. Graduates receive considerable on the job training. Trade organizations such as the National Dog Groomers Association of America (NDGAA) offer grooming seminars and workshops that compliment training programs/certificates.

Describe Actual Job/Career

Dog Groomers Prospective groomers will face excellent opportunities as the companion dog population is expected to grow and services as mobile grooming continue to grow in popularity. Dog grooming opportunities exist in grooming salons, vet practices, kennels and pet s Mobile pet grooming services is also an option for graduates to pursue.

Salary Trends - Hourly Salary

Enter either hourly or annual - as related to the occupation.

Salary Trends - Annual Salary

Enter either hourly or annual - as related to the occupation.

Continue

Std Occupational

Click on **Add Duty**

Type the first **Job Duty**

Press **Save Duty** button

The saved Duties appear at the bottom of the screen

Repeat above steps for each Duty

The screenshot shows the 'Std Occupational' web application interface. At the top is a navigation bar with links: Program Data, Program Notes, Accreditation, Justification, Enrollment, Course List, Curriculum, Admissions, Faculty, Resources, Costs, Exec. Summary, Std Justification, Std Occupational (highlighted), Std Pgm Outcomes, Std External Stds, Std Faculty, and Submit. Below the navigation bar is a header section for 'Ogeechee Technical College DG11 Dog Grooming (version 201512) - TCC Institutionally Developed: Ogeechee'. The main content area is titled 'Program Occupational Analysis' and contains links for 'Add Duty' and 'View Printable Occupational Analysis'. Below this is a 'Manage Duties' section with a form for adding a new duty. The form has a 'Description' field, an 'Order' field with a dropdown menu (currently showing '(Leave blank to add at end)'), and 'Save Duty' and 'Cancel' buttons. At the bottom of the screen is a table showing the list of saved duties. The table has columns for 'Duty Order' and 'Duty Description'. The first row shows '1' and 'Prepare client/dog for grooming.' There is a 'Continue' button at the bottom right of the page.

Duty Order	Duty Description
1	Prepare client/dog for grooming.



Std Program Outcomes

Click on **Add Outcome**

Type the first **Program Outcome**

Press **Add Outcome**

Repeat above steps for each Program Outcome

The saved Outcomes appear at the bottom of the screen

Press **Continue**

Program Data

Program Notes

Accreditation

Justification

Enrollment

Course List

Curriculum

Admissions

Faculty

Costs

Exec. Summary

Std Justification

Std Occupational

Std Pgm Outcomes

Std External Stds

Std Faculty

Submit

Ogeechee Technical College DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Outcomes

Add Outcome

Manage Outcome

Description

Order

(Leave Blank to add at end)

Add Outcome

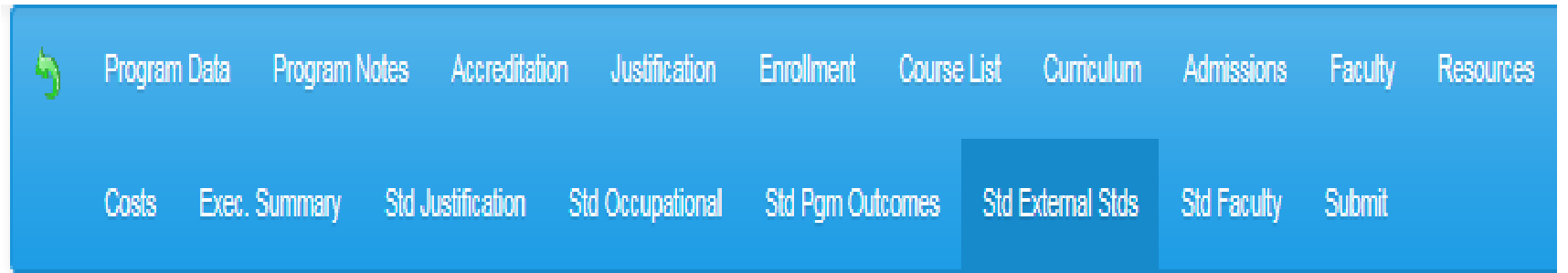
Cancel

	Order	Description
Select	1	Learn to properly prepare a dog for grooming.
Select	2	Demonstrate the use and understanding of equipment needed in the dog grooming industry.
Select	3	Demonstrate the ability to bath, brush, process.

Continue



Std External Standards



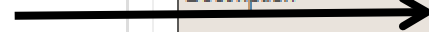
This screen is generally not needed.

Ogeechee Technical College DG11 Dog Grooming (version 201512) - TCC
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Press **Add External Standard** if an accreditation, governing, or regulatory condition exists



Describe each Standard in a separate box



Press **Add** after each entry



Then press **Continue**

Program External Standards

External Standards - Government regulations, State and National guidelines or accreditation.

[Add External Standard](#)

Manage External Standard	
Description	<input type="text"/>
Order	<input type="text"/>
Add Cancel	

[Continue](#)

Std Admissions

Press **Save & Continue**

Program Data	Initiatives/Notes	Accreditation	Justification	Enrollment	Course List	Curriculum	Admissions
--------------	-------------------	---------------	---------------	------------	-------------	------------	------------

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Admission Requirements

Minimum Required Age: 17 ▼

High School Diploma or GED Required: ☒ Yes ☐ No

Minimum Test Scores:

Test: COMPASS

Reading: 70

English: 32

Mathematics: 26

Algebra: N/A

Other conditions for Admission (if any):
If required, explain other conditions for admission: (limit 1000 characters)

Background Check Required for completion and employment in field:
If required, explain background check required: (limit 1000 characters)

Save

Save & Continue

Std Faculty

This screen expands on previous Faculty/Admin screen

Select **Add Faculty**

Select **Position**

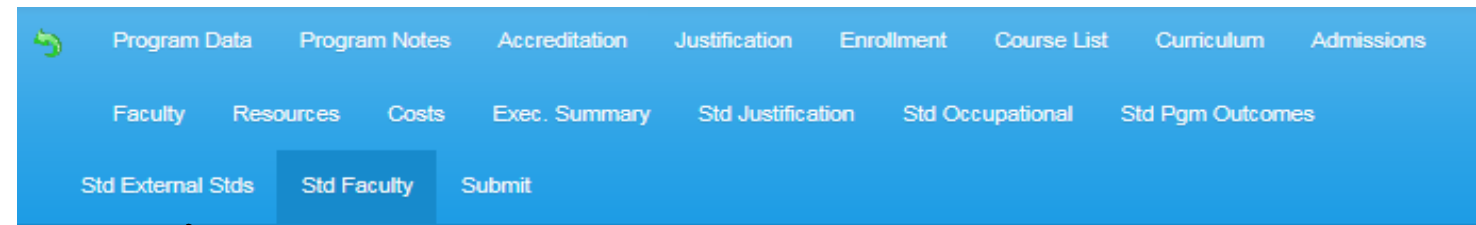
Select **Part-Time** or **Full Time**

Enter **Number of Positions**

Select **Min Degree** required

If **Other Staff Resources** needed then describe

Press **Continue**



Ogeechee Technical College DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Faculty/Administration

Describe the minimum program faculty and administration needed for this program.

[Add Faculty/Administration](#)

Mange Faculty Position

Description

Select an existing position name here ▼

Or enter a position name if it is not listed her

Type

☒ Part time

☐ Full time

Quantity

Minimum Degree

High School Diploma/GED ▼

Order

[Add](#) [Cancel](#)


No Faculty/Administration Positions entered for this Program.

[Describe any other specific staff resources](#)

[Save Other Staff Resources](#)



Submit

Program DataProgram NotesAccreditationJustificationEnrollmentCourse ListCurriculumAdmissionsFacultyResources

CostsExec. SummaryStd JustificationStd OccupationalStd Pgm OutcomesStd External StdsStd FacultySubmit

Ogeechee Technical College
DG11 Dog Grooming (version 201512) - TCC
Institutionally Developed: Ogeechee

Program Submission

This is the final step in submitting the New Program Request. Once the button is clicked, the request will be submitted to TCSG for review and will no longer be available. To track the request's progress, use the Request Tracking page.

If problems are encountered during the review process, the comments will show on the tracker page and the VPI of your school will be notified by email. You will have the opportunity to revise those sections so that the review process can continue.

Please make certain that you have saved all of the data you wish to submit before completing the application process by clicking the button below.

**Press Submit
Program Request**

Submit Program Request

For NPR Assistance

Call or email Steve Conway whenever in doubt.

404-679-1669

sconway@tcsg.edu