



February 14, 2018

Dr. Ray Perren
President
Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566

Dear Dr. Perren:

Thank you for your letter of October 24, 2017, notifying the Commission of the intent to offer the Medical Administrative Assistant technical certificate of credit program at each of the institution's five campuses beginning January 2018. All courses in the 24-credit hour certificate are currently offered within the Medical Assisting diploma program. Your letter also included copies of the curriculum plans for the Medical Assisting diploma and the technical certificate. One or two adjunct faculty may be hired dependent on enrollment, but no additional instructional resources or services are required for implementation of the certificate.

The certificate is a repackaging of existing courses requiring no additional resources and is not considered a substantive change requiring approval.

We acknowledge the information and will add it to our files.

Best regards,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler", is written over a horizontal line.

Kevin W. Sightler, Ph.D.
Director of Substantive Change

KWS/MAC:efk

cc: Dr. Joanne Tolleson, Vice President, Institutional Effectiveness
and Operations at Forsyth Campus
Dr. Denise Y. Young