Florence-Darlington Technical College

Catalog

2009 - 2010

www.fdtc.edu

Florence-Darlington Technical College 2009-2010 Catalog

This catalog is intended to be a detailed listing of our products and services. For information pertaining directly to the student, please refer to www.fdtc.edu.

The primary accreditor of Florence-Darlington Technical College is the Commission on the Colleges of the Southern Association of Colleges and Schools, located at 1866 Southern Lane, Decatur, GA 30033-4097. Phone: 404-679-4501. Inquiries to the Commission should relate only to the accreditation status of the College.

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Course Catalog

Policy on Non-Discrimination

Florence-Darlington Technical College is an equal opportunity institution and Florence-Darlington Technical College does not discriminate on the basis of race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Educational amendments of 1972 and section 504 of the Rehabilitation Act of 1973, Florence-Darlington Technical College offers access and equal opportunity in its admissions policies, its academic programs and services, and its employment to disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College's Title IX coordinator is the Vice President for Enrollment Management and Student Services (843.661.8110). The Section 504 Coordinator is the Director of Internal Relations (843.661.8321). They can be reached at the following location:

Florence-Darlington Technical College
2715 West Lucas Street
P. O. Box 100548
Florence, South Carolina 29502-0548
843.661.TECH (8324)

Florence-Darlington Technical College operates under an "open door" policy that welcomes all students without regard to race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age. Admission to the College, however, does not mean students will be admitted immediately to a program with specialized admission requirements.

This information is provided in compliance with the Student Right-to-Know and Campus Security Act of 1991 and the Crime Awareness and Campus Security Act of 1990.

Student Consumer Rights and Responsibilities

Postsecondary education or training requires your investment of money, time, and hopes for which you expect returns in the form of productive employment, social development, intellectual enrichment, or personal satisfaction. A postsecondary education is one of the largest investments you will make. As a consumer, it is your responsibility to carefully evaluate the product (education or training), and fully understand what it is you are about to purchase.

Before you make a final decision on your education and/or training, you should have information about the College's academic programs, facilities, completion rates, full cost of attendance, refund policy, financial aid programs, or any other information you will need to help make your decisions. Remember, the final choice is yours. Be sure you fully understand all your options and your responsibilities before you make your decision.

Disclaimer

Although every reasonable effort has been made to attain factual accuracy throughout this publication, no responsibility is assumed for editorial, clerical or publishing errors or errors occasioned by mistakes. In addition, this catalog does not constitute a contract between Florence-Darlington Technical College and its students, or applicants for admission or with any other person. Florence-Darlington Technical College reserves the right to add or to drop programs and courses, to increase fees, to change the calendar that has been published, and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students.

Academic Programs

Degree Programs

Degrees are academic programs that generally take two years to complete and require between 60 and 84 semester hours.

- Accounting
- Accounting (Evening Program)
- Administrative Office Technology
- Associate in Arts
- Associate in Science
- Automotive Technology
- Automotive Technology - Diesel Option (Day/Evening Program)
- Civil Engineering Technology - Civil Program of Study
- Civil Engineering Technology - Graphics Program of Study
- Computer Technology - Telecommunications Systems Management
- Criminal Justice Technology
- Criminal Justice Technology (Evening Program)
- Dental Hygiene
- Diesel Technology - Caterpillar Dealer Service Technician Program
- Electro-Mechanical Engineering Technology
- Electronics Engineering Technology - Electronic Program of Study
- Electronics Engineering Technology - Networking Program of Study
- General Technology
- Human Services
- Human Services (Evening Program)
- Human Services - Early Childhood Development Option
- Human Services - Early Childhood Development Option (Evening Program)
- HVAC - Heating, Ventilation and Air Conditioning Technology
- Machine Tool Technology
- Machine Tool Technology (Evening Program)
- Management
- Management (Evening Program)
- Marketing
- Marketing (Evening Program)
- Medical Laboratory Technology
- Nursing (Fall Admission)
- Nursing (Spring Admission)
- Nursing - LPN/ADN Transition - Advanced Placement for ADN
- Occupational Therapy Assistant
- Paralegal
- Paralegal (Evening Program)
- Physical Therapist Assistant - Full-time
- Radiologic Technology
- Respiratory Care

Diploma Programs

Diplomas are academic programs that generally take one year to complete and require between 41 and 52 semester hours.

- Administrative Support
- Early Childhood Development
- Expanded Duty Dental Assisting
- Machine Tool
- Machine Tool (Evening Program)
- Nursing - Practical Nursing (Fall Admission)
- Surgical Technology
- Welding
- Welding (Evening Program)

Certificate Programs

Certificates are academic programs that generally take one year to complete and require between 8 and 40 semester hours.

- Automotive Technology - Auto Body Repair
- Basic Automotive
- Civil Engineering Technology - Computer-Assisted Drafting
- Civil Engineering Technology - Engineering Graphics
- Cosmetology (Fall Admission)
- Cosmetology (Spring Admission)
- Diesel and Heavy Equipment (Evening Program)
- Early Childhood Development
- Early Childhood Development (Evening Program)
- Electro-Mechanical Engineering Technology - Industrial Maintenance
- Electronics Engineering Technology - Process Control
- General Studies (for High School Students Only)
- Health Information Management - Medical Coding (Fall Admission)
- Human Services - Early Childhood Development Option - Infant/ Toddler Certificate
- HVAC - Essentials of Heating, Ventilation and Air Conditioning
- HVAC - Essentials of Heating, Ventilation and Air Conditioning (Evening Program)
- International Business
- Machine Tool Technology - Computer Numerical Control
- Machine Tool Technology - Machine Operator
- Machine Tool Technology - Machine Operator (Evening Program)
- Medical Assisting
- Nail Technology (Fall Admissin)
- Phlebotomy Technician
- Retail Merchandising (Fall Admission)
- Retail Merchandising (Spring Admission)
- Welding
- Welding - MIG

Core of Study Programs

A Core of Study is a special track of courses within an existing program.

- Advanced Technological Education (ATE)

General Information

President's Message

Welcome to Florence-Darlington Technical College (FDTC). I would like to encourage you to discover the many opportunities that we have to offer students.

With more and more jobs requiring training beyond the high school level, FDTC stands ready to meet your higher educational needs by offering affordable, quality education in more than 75 fields of study - from business to allied health to machine tool to welding to nursing and more. In fact, the stellar job placement rate enjoyed by FDTC's recent graduating classes speaks to the relevance of our educational opportunities. Recentlyt, acknowledged as the fastest growing institution of higher education in South Carolina during the late 1990s, FDTC seeks to maximize student success through excellent customer service.

Florence-Darlington's main campus is located between the cities of Florence and Darlington on U.S. Hwy. 52 and near Interstates 95 and 20. The 100-acre campus has eight major buildings.

The college also operates remote sites in Hartsville, Lake City, Mullins, and in downtown Florence (Health Sciences Campus). The Cosmetology Center is located just down the road from the main campus in Darlington County.

Among the special programs and services located at the main campus are the Advanced Welding and Cutting Center, the Caterpillar Dealer Academy, and a CISCO Systems training laboratory. FDTC's Online College offers a host of courses and several entire degree programs via the Internet.

The first phase of the Southeastern Institute of Manufacturing and Technology (SiMT) has recently been completed on a 146-acre tract behind the main FDTC campus. An Advanced Manufacturing Center (AMC) is the centerpiece of this first phase of construction. It contains an 800-seat auditorium, a conference center, an advanced manufacturing lab, a rapid prototyping lab, a 3D/Virtual Reality Center, and the National Robotics Training Center of Excellence. The cutting-edge, strategic training and manufacturing technology solutions offered by the SiMT are designed to maximize workforce productivity in the Southeast.

Technical education is playing an increasingly prominent role in our society, and it is estimated that nearly 85 percent of all jobs, now and in the future, will require some college-level training. Whether you are a recent high school graduate pursuing a college education or a citizen dedicated to lifelong learning and personal enrichment, we are here to serve you. Let us help you start your future in a rewarding career now.

Dr. Charles W. Gould
FDTC President

Our History

Founded to attract industry to the state to provide employment for South Carolinians, the South Carolina Technical Education System began with legislation enacted in 1961 to create the South Carolina Advisory Committee for Technical Education. The Committee identified strategic locations throughout the state for technical education training centers to train people for industrial employment.

The Florence-Darlington Technical Education Center was established in 1963 and presently serves Florence, Darlington, and Marion counties. The College's initial enrollment of 250 students now exceeds 4,000 curriculum students. Its original campus of less than 10 acres has expanded to nearly 240 acres with a modern complex of eight major buildings totaling nearly 350,000 square feet.

The college is in the midst of planning and developing another 325,000 square feet of instructional space entirely devoted to the advanced technology required in today's sophisticated manufacturing environment. The college operates sites in Hartsville, Lake City, and Mullins. The college also operates a large health sciences complex in downtown Florence entirely devoted to careers in the health arena.

Our Vision

Florence-Darlington Technical College will be a preeminent technical college, leading the southeast region in comprehensive technical education and workforce development training.

Our Mission

The mission of Florence-Darlington Technical College is to provide comprehensive technical education, workforce development, and educational services to students, business and industry, and the markets it serves. Through instructional programs, business and industry partnerships, and community involvement, the college will play a major role in the economic development and quality of life of its constituents. The educational experience at Florence-Darlington Technical College will have an international perspective, which will enhance the student's marketability in today's global economy.

Our Goals

Customer Service

Florence-Darlington Technical College will provide high quality, efficient, customer-focused, affordable programs and services utilizing state of the art delivery systems that exceed customer expectations.

Learning Environment

Florence-Darlington Technical College will transform the traditional instructional approach into a flexible, customer-oriented learning environment emphasizing certifications, work experience credit, competency-based outcomes, self-paced, individualized instruction, and the infusion of technology in all programs of study.

Financial Environment

Florence-Darlington Technical College will continually strive to establish a fiscal base that enables the college to achieve its goals.

Product Development

Florence-Darlington Technical College will develop high quality, cost effective products and services that provide strategic value to its customers through ongoing market research.

Institutional Advancement

Florence-Darlington Technical College will build relationships and seek financial support from alumni, corporations, foundations, and friends.

Evening College

Florence-Darlington Technical College has a strong commitment to adult students who have limited time but who still want to pursue their educational goals. FDTC offers a wide selection of evening classes which begin at 6:00pm or later. Many of the traditional fifteen-week semester classes are offered as well as the popular eight-week classes.

FDTC's two eight-week terms allows students to complete courses in half the time of the traditional semester courses. In the eight-week terms students may take anywhere from one to four classes. A student may register for both evening terms at the regularly scheduled registration or register at the beginning of each term. Three semester hour classes will be held on Monday/Wednesday or Tuesday/Thursday evenings beginning at 6:00pm. Eight-week classes begin at 6:00pm and end at 8:55pm. The traditional fifteen-week classes are offered three periods each night: 6:00pm-7:15pm; 7:30pm-8:45pm; and 9:00pm-10:15pm (Summer Term - 10 weeks). Check the class schedules for courses offered other than three credit hour classes.

Our Evening College is committed to offering students a quality education at an affordable low cost and the opportunity to work full-time and meet family obligations while pursuing their educational goals. Come join the growing number of students at FDTC who have found evening classes to be the perfect solution to furthering their education!

Off-Campus Programs

Academic Programs for Business and Industry

FDTC provides academic courses for employees, on site at the business location, as well as on our campuses. The program has been developed to provide employees the opportunity to continue their education around a schedule which is appropriate to their work. The employee has the same privileges as a regular student on our campus.

Each employee, who wishes to enroll in a class, must complete an application for admission to FDTC and meet all requirements for acceptance to a program of study. A person who does not wish to enter a curriculum program may enter as an undeclared student and take up to, but no more than 15 credit hours in selected courses.

High School Dual Credit

FDTC provides academic courses on site at high schools and also on FDTC campuses for selected juniors and seniors. Online courses are also available. Any student under the age of 18 must submit a letter of permission from their high school principal or home-school principal on school letterhead to the Admissions Office prior to enrolling in the college. This program has been developed to provide students the opportunity to begin their college education, while still in high school. The student may be eligible to receive both college and high school credit for each course satisfactorily completed. In addition, high schools set the schedule which best suits the needs of their students. Each 3 credit hour course must be taught for a total of 45 instructional hours plus an exam. Students have the same privileges as any regular student on our campus.

Each student is required to complete an application for admission into the General Studies Certificate program via the FDTC college website at www.fdtc.edu. All high school students are required to pay for their textbook(s) and tuition; however, the college fees and the technology fees are waived. Lottery funds are also available for high school dual credit students to help offset the costs of tuition when an approved student is taking more than one course within a term.

Disclaimer

It is understood that FDTC does not guarantee the transfer of courses to any other school, college or university, except where articulation agreements have been developed. Furman University will not accept college courses taught on a high school campus. If a student is planning to attend a public or private college in SC or a college outside of SC, please contact that institution regarding transfer courses.

Hartsville Site - Hartsville, SC

FDTC Hartsville Site
225 Swift Creek Road
Hartsville, South Carolina 29550

843.676.8570 or 843.383.4500
FAX 843.383.4503

Jim Spencer, Director
Jim.Spencer@fdtc.edu

Adell McManus, Administrative Assistant
Rennie.McManus@fdtc.edu

FDTC's off-campus site in Hartsville provides post-secondary public education in various disciplines. The primary responsibility of the site is to service the surrounding communities with affordable, comprehensive and technical education emphasizing curriculum and continuing education courses.

The Hartsville Site was opened on June 13, 1990. It was moved to its current location in September 1996 when it purchased the building from CP&L. This Site provides regular lecture and distance learning classrooms, a computer lab with Internet accessibility, a resource lab, EMT labs, an Allied Health Lab, business and industry training, enrollment services, and a meeting space for conferences.

Lake City Site - Lake City, SC

FDTC Lake City Site
278 West Cole Road
Lake City, SC 29560

843.676.8591 or 843.394.7233
FAX 843.394.8191

Email - LakeCity@fdtc.edu

Paula McLaughlin, Director
Paula.Mclaughlin@fdtc.edu

Cynthia Cook, Administrative Assistant
Cindy.Cook@fdtc.edu

FDTC's off-campus site in Lake City provides post-secondary public education in various disciplines. The primary responsibility of the site is to service their surrounding communities with affordable, comprehensive and technical education emphasizing curriculum and continuing education courses.

The Lake City Site was officially opened on March 21, 1997 in a building constructed by the Lake City Development Corporation. The facility provides regular lecture and distance learning classrooms, a computer lab with Internet accessibility, a resource lab, an Allied Health Lab, SCETV, business and industry training, enrollment services, and a meeting space for conferences.

Mullins Technology Site - Mullins, SC

FDTC Mullins Site
109 South Main Street
Mullins, South Carolina 29574

843.676.8567 or 843.676.8568
FAX 843.464.6201

Marie Ferguson, Director
843.676.8558
Marie.Ferguson@fdtc.edu

Kashonta Blakeney, Evening Assistant
843.676.8567
Kashonta.Blakeney@ftdc.edu

FDTC's off-campus site in Mullins provides post-secondary public education in various disciplines. The primary responsibility of the site is to service the surrounding communities with affordable, comprehensive and technical education, emphasizing curriculum and continuing education courses.

The Mullins Technology Site was officially opened on November 7, 2003, in a building remodeled for FDTC, as part of the Mullins Downtown Revitalization Project. The building is a certified part of the City of Mullins Commercial-Historic District and offers a variety of curriculum and continuing education courses. Due to the growth of the Mullins Site, a new addition was opened on October 11, 2007 which provides four additional classrooms and adds over 4,000 square feet to the existing facility.

Continuing Education

For Whom?

Students, business, and industry

For What?

- To upgrade technical skills
- To enhance advancement opportunities
- To acquire new skills and interests

When?

Evening and day

Where?

FDTC campus, or satellite locations

How?

Just register...

- *In person...* SiMT
- *By fax...* 843.413.2717
- *By mail...*
- Continuing Education Division
  Florence Darlington Technical College
  P.O. Box 100549
  Florence, SC 29502

More?

Interested in a course or program that is not offered? Write or call us at 843.413.2715.

Continuing Education courses and programs are designed for students who want to upgrade their technical skills, enhance their advancement opportunities, or acquire new skills and interests. Course and program offerings are scheduled on the basis of periodic surveys of business, industry, commerce and the community-at-large.

Many of these courses and programs are conducted in the evening at the College, and may also be scheduled during the day or evening at off-campus locations. The number of hours of instruction varies with the specific needs that each course and program is designed to meet.

Advising services are available upon request. Registration for an announced course may be made in person at the College, by letter addressed to the Continuing Education Division, Florence-Darlington Technical College, P.O. Box 100549, Florence, SC 29502, or by fax (843.413.2717). If you are interested in a course or program that is not offered, write or call the Continuing Education Division at 843.413.2715. For detailed registration information, call the Continuing Education Division or visit their office in the SiMT. It is recommended you enroll several days prior to the start date of the class.

Fees

Course and program fees vary and are based on course expense. Some courses receive state support when other courses/programs do not. Community Interest programs are offered on a self-supporting basis.

Financial Assistance

Students enrolled in certificate programs or Continuing Education Courses may be eligible for low cost student loans. Further information about these loans and applications are available in the Continuing Education registration office. Loans may be applied for at any time during the year and funds for approved loans are available within ten (10) business days. To ensure that your loan will be processed promptly, be sure to file a hard copy of your application with the Continuing Education Financial Assistance Coordinator when you apply for funds.

Course Cancellations

When the enrollment of a course or program is below the required number, the course may be cancelled at the discretion of the Program Manager. Students affected by such cancellations are informed of the alternatives available.

Refunds

Requests for refunds will be accepted up to 48 hours (2 working days) before a course starts. Requests must be made directly to the Continuing Education office by telephone or in person. Automatic refunds will be processed on courses cancelled by the College.

Admissions

Counseling Services

Consisting of Recruitment and Admissions, Counseling, and Job Placement, the Admissions Office offers the following assistance:

1. Academic and Career Counseling
2. Personal Needs, Interests, and Values Assessment
3. Developmental Workshops and Seminars
4. College Policy on Alcohol & Drug Use / Referral Services

Recruiters are available to assist enrolled, prospective, and returning students in establishing educational and career goals. Recruiters provide information on occupations that are in demand and aid students in becoming more productive.

The following services are located in the Admissions Office:

- The Kuder Career Planning System is a comprehensive Internet-based, research approach to career exploration, planning and development. It is self-paced and self-interpreted. This system also produces a lifetime portfolio with a professional resume.

Admission Requirements & Procedures

Requirements

1. Students who are 18 years old and/or possess a high school diploma and/or GED certificate will be allowed to enroll at FDTC upon successful completion of the College's application process and entrance requirements.
   Exceptions to the above: An applicant who is a high school junior or senior or an applicant age 16 to 17 (who has dropped out of high school) must submit, prior to admission, written permission/ recommendation from the principal/guidance counselor of the school he/she is attending or last attended, as well as, parental/guardian permission to attend FDTC.
2. An applicant must have satisfactory scores on either the Scholastic Assessment Test (SAT), the American College Test (ACT), or the College's placement test, as required. (See each program for specific score requirements). There is a five-year time limit on all entrance test scores.

Procedures

1. Submit an online application for admissions.
2. Submit official high school transcripts and/or proof of GED.
3. Readmit students must resubmit high school and/or college

transcripts if they have not attended FDTC within the past two years.

4. Submit appropriate entrance test scores (RSAT, SAT, and/or ACT) or take the College's COMPASS Placement Test. Some programs may require additional tests.
5. Some programs require a placement interview with the department head.
6. Students seeking a degree from FDTC must meet the admissions requirements for their desired program.

Readmission Requirements

The student completes and submits the online application for admission.

If an accepted student is required to sit out for one or more semesters due to a lack of courses offered or lack of space, the College will readmit the student into the curriculum based on the entrance requirements from the previous acceptance.

If an accepted student elects not to enroll for reasons other than situations mentioned in "a" above, the student must readmit under the current curriculum requirements.

Students in a program who are normally out during summer term will not go through the readmit process for fall semester.

Readmit students must resubmit high school transcripts and/or GED certificate, if they have not attended FDTC within the past two years.

Home Schooled Applicants

1. Students who are 18 years old and/or possess a high school diploma approved by the South Carolina Association of Independent Home Schools (SCAIHS) or any legal alternate organization that provides a means of accountability and issues credible documentation of high school course work will be allowed to enroll at FDTC upon successful completion of the College's entrance requirements.
2. Students must have satisfactory scores on either the Scholastic Assessment Test (SAT), the American College Test (ACT), or the College's placement test as required for entrance into desired programs.
3. Students who have been home schooled and possess a credible high school diploma issued by the South Carolina Association of Independent Home Schools or any organization as described above are eligible for financial assistance.
4. Under some circumstances home schooled students may be asked to provide a GED certificate in order to meet the requirements of approving agencies or accreditation requirements for certain programs.

How To Transfer to FDTC

1. Applications will remain in active status for one year from the date of application.
2. FDTC admits transfer students regardless of standing or status at the previous institution. Students are admitted to our institution based on the entrance requirements for our specific programs.
3. Testing may be waived if transferable English and Math courses, have been completed with a "C" or better grade from an accredited U.S. college.
4. Transfer students with an associate or higher degree will be exempt from submitting a high school transcript unless it is necessary to provide proof of prerequisite courses or graduation for some majors.
5. Transfer credit will be awarded by the Registrar after acceptance and prior to the end of the first semester of enrollment.
6. At least 25 percent of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma.
7. A grade of "C" or better is required to receive transfer credit.

Student Categories

Purpose

To establish a procedure governing the categories of student status.

Procedure

Students will be admitted into their chosen programs with a proviso that they must meet test scores or take all necessary pre-requisite courses associated with the courses in their degree programs. Allied Health applicants will be admitted in the Associate in Science program until space is available in their desired program and they meet all pre-requisites necessary to begin the clinical portion of their chosen allied health field. Students will be admitted into the Allied Health fields by the Allied Health departments.

A student may also enter the College as an "undeclared" student. An undeclared student is one who wishes to take courses for self-improvement or to transfer to another institution, instead of entering a curriculum program. Undeclared students are not eligible for financial aid. An undeclared status student may take up to fifteen (15) credit hours. In order to exceed 15 credit hours, the student must sign a waiver form. Waiver forms are available in the Registrar's Office. Student with "undeclared" status must meet course pre-requisites and admissions test scores.

"Transient" students are those who are already enrolled in another institution and wish to take courses to transfer back to the parent institution. No testing will be required if written permission is provided from the parent institution.

GENERAL PROCEDURES:

1. The student takes the appropriate placement tests.

2. The student is accepted into his/her program and advised to take courses or pre-requisites to program courses, depending on the placement test scores.

3. An appropriate advisor will be assigned to all accepted students. Students who test into zero level reading or writing classes will be assigned an advisor with expertise to develop a plan to move students through their developmental courses into their program coursework.

A faculty advisor is assigned to all students.

Bridge Partnership Programs

Florence-Darlington Technical College has created partnerships with various four-year universities to provide Bridge Partnership Programs for our students. Bridge Programs allow the student to complete the first year at Florence-Darlington Technical College and transfer smoothly to the university. Current partnerships include: Coastal Carolina University, Coker College, Francis Marion University, Lander University and the University of South Carolina. Students interested in participating in the Bridge Program should contact the Admissions Office for additional information.

Placement and Advanced Standing

Placement Tests

1. COMPASS or ASSET is used for entry into all programs.
   a. COMPASS consists of the following tests:
      Reading Skills
      Writing Skills
      Pre-Algebra
      Algebra
   b. Students are required to meet the appropriate placement test scores in Reading, Writing, and Math in order to be accepted into their respective curricula. See specific programs for additional requirements.
   c. Transfer or Readmit students who have successfully completed ENG 101 at an accredited U.S. college iwill be exempt from the reading and writing placement test. Appropriate testing may be required prior to taking math courses.
   d. Students who do not meet the appropriate placement test scores to enter their curriculum will be placed in developmental courses. Additional placement testing may be required in some cases.
   e. Students may progress by completion of approved Reading, English, and Math courses with a "C" or better for all majors.
2. The Institutional Scholastic Aptitude Test - Recentered (ISATR) is given on campus by the Assessment Center for on-campus use only and is accepted for all programs as an alternate test.

3. Students who require special assistance or accommodations for testing should contact the Director of Community Outreach at 843.661.8029. Appropriate documentation must be submitted prior to testing.

All students must take the appropriate Placements Tests except:

1. An applicant with an associate, undergraduate or graduate degree from an accredited U.S. college or university. An official transcript is required before acceptance. Additional testing may be required if transfer courses are not equivalent to FDTC courses.
2. Transfer or re-admit students who have successfully completed ENG 101 with a grade of "C" or better. In addition, appropriate testing may be required prior to taking math courses.

   The Assessment Center is open Monday-Thursday from 8:30am to 7:00pm and Friday from 8:30am to 5:00pm during the fall and spring semesters; Monday-Thursday from 8:00am-7:00pm and Friday from 8:00am-11:30am during the summer semester.

Advanced Placement

Transfer of credits from an accredited secondary institution can place a student in advanced standing at FDTC. The Registrar will determine this decision.

Any student completing special training in military service may have their work evaluated for advanced standing, for possible transfer, by the Registrar.

Transfer of credits within one college, i.e., from one curriculum to another, are granted by the Registrar.

Proficiency Tests

Proficiency tests are given to award students college credit for formal and informal educational experiences. Proficiency tests must be completed prior to enrollment in that course. The student will pay a $15 testing fee to the business office. A student is allowed only one challenge attempt per course. The student should contact the Department Head responsible for the course for which he/she seeks credit.

High School Articulation

Agreements with many area career/technology centers allow selected students to enter FDTC with advanced standing at no charge for the college credit awarded. Articulation agreements have been developed in these areas:

- Automotive Technology
- Business Technologies
- Civil Engineering Technology
- Telecommunications Systems Management
- Machine Tool Technology
- Administrative Office Technology
- Welding

Students should contact their high school guidance counselor to complete the required paperwork for advanced standing. Credit for articulated courses is accepted for up to one year from the date of high school graduation until the student enrolls at FDTC.

College Level Exam Program (CLEP)

College Level Exam Program (CLEP) credit is accepted. Contact the Registrar's Office for more information. FDTC does not offer CLEP testing.

Service Member Opportunity Colleges (SOC)

FDTC is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Transfer Credit Policy

Credit for work previously completed at another college will be granted to transfer students under certain conditions. Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in FDTC's own degree, diploma, or certificate programs. In assessing and documenting equivalent learning and qualified faculty, FDTC will use recognized guides, which aid in the evaluation for credit. Such guides include but are not limited to those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. Students must have a "C" or better at the previous institution, the course must be required in the student's specified curriculum and must be within the time limits established for certain courses. A list of time limits on courses is available from the Registrar.

Only students who have been accepted by the College and have submitted official transcripts from each school previously attended will be awarded transfer credit. The Registrar will evaluate transfer credit, confer with faculty and departments when necessary, and award credit. The Registrar will award transfer credit after acceptance and prior to the end of the first semester of enrollment. Transfer credit appears in the "Earned Hours" portion of the transcript and grade points are not transferable from previous institutions.

Residency

Residency Requirements for Admission

Residents of South Carolina as defined by state law are independent persons who have been domiciled in South Carolina for a period of no less than 12 months who have full-time employment in the state and the dependents of such person. Payment of South Carolina property taxes or living with relatives other than parents except under court decree is not a factor in determining legal state residence. If there is any question, contact the Registrar at 661-8351 or the Financial Aid Office at 661-8085.

The SC Illegal Immigration Reform Act requires that all students currently attending FDTC provide proof of residency in order to remain in school.

Financial Info

For tuition and fee purposes, a resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the term for which resident status is sought. Students who have not resided in South Carolina or in either Florence or Darlington counties for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of country tuition.

Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the state for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the term for which payment of in-state fees is requested.

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. The military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12-month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported colleges and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled, and are employed full-time in the State and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state. The dependents of such persons are also eligible.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

The initial determination of residency status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent term until the determination is successfully challenged. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Inquiries regarding residency requirements and determinations should be directed to the director of enrollment management. International students are not considered residents of the state until they gain permanent resident status from Immigration and Naturalization Service.

Additional information regarding residency may be found on the South Carolina Commission on Higher Education's website at http://www.che.sc.gov/studentServices/Residency/Residency.htm

Off-Campus Housing

Dormitories are not provided at FDTC. All students commute to and from class daily. Financial arrangements for rooms and apartments are on an individual basis between the student and the landlord. Students desiring any information on housing should contact the Student Activities Office.

International Students

Admissions

Under federal law of the United States, FDTC is authorized to enroll non-immigrant international students on F-1 and M-1 student visas. Admission is subject to the requirements stated below and approval by the Vice President for Enrollment Management and Student Services. An international student interested in applying should write to the Admissions Office for application materials. Application and all supporting documents must be received in the Office of Admissions at least three months prior to the day of registration for the term of entry.

All transcripts (submitted in English translation if the original is in another language), test scores, and other credentials become the property of the College and will not be returned or transferred to another institution.

All F-1 and M-1 visa students must provide official immunization records and related documentation to verify condition of good health. Additionally, visa students must carry health and accident insurance.

All F-1 and M-1 visa students are subject to an out-of-country tuition as set by the County Commission. Current tuition rates may be obtained from the Office of Admissions. In addition to the College's general admission requirements, international students must fulfill certain requirements.

General Info

1. An applicant must have English language ability adequate to enable the student to profit from instruction at the college level. A student is not admitted solely for special training in English. Adequacy of English proficiency is determined by a minimum 500 score on the Test of English as a Foreign Language (TOEFL), administered worldwide by the Educational Testing Service, Box 6155, Princeton, New Jersey 08541-6155; if the test is not available in the applicant's area, results of a standardized test administered at a U. S. consulate or other authorized test center may be substituted.
2. An applicant must offer evidence of academic achievement equivalent to an American high school education with a B (above average) record in secondary school subjects and meet the minimum SAT and/or TOEFL score required for the program of his/her choice. It is the student's responsibility to submit all transcripts translated into English if the originals are in another language. The SAT and/or TOEFL should be taken prior to coming to the United States.
3. All applicants must present an affidavit of support for him/herself and for all members of his/her family who will accompany him/her to Florence during the period of attendance at the College. Estimated costs include: the out-of-country tuition fee; living expenses; textbooks and supplies; transportation to, from, and in the United States; and miscellaneous expenses. An applicant should anticipate tuition and living cost increases in subsequent years.
4. At the opening of a semester, an applicant must be at least 18 years of age. An exception to this is a graduate of an accredited United States high school.
5. All international students who are accepted must take the College's placement tests. Placement into the appropriate level of courses will be determined by the tests. International students must arrange to be on campus approximately one week prior to registration for the proposed term of entry. Failure to complete placement tests may result in denial of acceptance into programs.

Limitations & Exceptions

1. An international student accepted by another college in the United States must attend that institution for at least one year before applying for transfer to FDTC. Transfer students from other colleges must have completed at least a "C" average and have approval for transfer from the institution of attendance.
2. A foreign national in the United States as a visitor or tourist will be considered for admission in F-1 or M-1 visa status upon completion of the application for change of status. If admitted, he/she cannot enroll until he/she provides proof of approval of status change from visitor status to F-1 or M-1 by the Immigration and Naturalization Service.

Employment

An international student must attend the College full-time for at least a year before a request for employment is allowed. You must document urgency of financial need with extenuating circumstances. The Immigration and Naturalization Service grant approval of authorization to work.

International Student Housing

International students must make arrangements for their own housing within the FDTC area. The College does not provide living accommodations.

Maximum Period of Enrollment

An international student is expected to complete a program in the most expeditious manner possible, generally in two years. Three years of post-secondary enrollment is the maximum permitted.

Regulations for International Students

International students should become familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with test regulations as well as college regulations on student conduct and enrollment and comply with those regulations. A student who drops below full-time enrollment is subject to removal from the College. The Immigration and Naturalization Service will be notified in such cases.

Types of Visas

Students with visas other than F-1 and M-1 status may be eligible for admission subject to approval of the Vice President for Enrollment Management and Student Services. If admitted, such students will be subject to out-of-country tuition.

International Student Services

The Admissions Office is responsible for all immigration related matters, as well as programming for the international community. In addition, advisors are available to counsel and direct students in a wide variety of personal and academic areas. We promote multi-cultural awareness through a wide variety of activities. Students are encouraged to visit the Admissions Office on a regular basis and get to know the staff. We would like all international students to feel comfortable about discussing their problems with the advisors in a confidential and positive atmosphere.

Financial Information

Tuition & Fees

Student Tuition

Student	In-County*	Out-Of-County**	Out-Of-State	Out-Of-Country
Full-Time per Semester (12 hours or more)	$1,566	$1,697	$2,614	$3,662
Part-Time per Credit Hour	($130.50)	($141.50)	($217.50)	($304.50)
Technology Fee	$50	$50	$50	$50
Activity Fee	$35	$35	$35	$35
Total Tuition	$1,651	$1,782	$2,699	$3,747

* Florence and Darlington County legal tax paying residents.
** Based on residence at time of application

Part-Time Technology Fees

Hour(s)	Fee
1	$ 4.20
2	$ 8.40
3	$12.60
4	$16.80
5	$21.00
6	$25.20
7	$29.40
8	$33.60
9	$37.80
10	$42.00
11	$46.20

Additional Fees

- Activity Fee ($35/semester)
- Late Fee* ($50)
  * - A $50 late fee will be charged to all students who have not paid their tuition and fees by the published due date each term.

Part-time Status

- 3/4 time (9 to 11.5 hours)
- 1/2 time (6 to 8.5 hours)

PLEASE NOTE The College reserves the right to change tuition and fee rates each term without prior notice.

Fees for auditing a course is the same as taking a course for credit. Minimum of 50 cents per contact hour is charged for any continuing education student. Additional Allied Health Science Fees may consist of a malpractice fee of $2.00 per clinical course, Nursing Test Fees ranging from $79 to $121 and SLED background check $18.00 (one time fee for clinical students).

By South Carolina law, persons sixty and over may be allowed free tuition and application fees on a space available basis. However, these persons must meet admission standards and not receive compensation as full-time employees.

The above fees do not include the cost of books, shop coats, uniform purchases, equipment, tools and material purchases, and graduation fee, which may be required. Fees are subject to change in accordance with policies established by the State Board for Technical and Comprehensive Education. All tuition fees must be paid or charged to financial aid, sponsor, scholarship or other source before attending class. Tuition, fees and book charges are the responsibility of the student. All institutional charges not paid by financial aid, sponsors, scholarships, loans, or other sources, must be paid by the student.

All tuition must be paid by the published due date each term. During the term, circumstances may occur which results in a student's financial aid or scholarship being reduced or rescinded or other transactions occur which causes the student's tuition and/or books to be unpaid. At this time, the student should pay the balance in full. If the account is not paid, it will be placed in our billing cycle and the student's record will be frozen to any further activity. All future registrations will be cancelled and all transcripts will be held. After the student has received three bills, the account will be placed with a collection agency and the SC Tax Commission for collection. The debtor will be assessed the cost of collection incurred in addition to the already outstanding amount.

Policy for Students With Outstanding Obligations

Any student who has an outstanding obligation (financial or other) to FDTC will not be allowed to register for an additional term. The student is responsible for clearing the obligation. All academic records will be frozen and will not be completed or released until all obligations are fulfilled.

Methods of Tuition Payment

Cash or Check

The College accepts cash and check payments at the Business Office located in the 5000 building and at our satellite sites in Lake City, Hartsville and Mullins. Cash and checks are also generally accepted during stated arena registration times. Checks may also be mailed to the Business Office.

Credit Card (VISA, MasterCard, Discover) and Debit Card

Credit card payments are accepted at the Business Office located in Building 5000 and at our satellite sites in Lake City, Hartsville and Mullins. Credit card payments may also be made via the Internet on WebAdvisor or by telephone .

Tuition Payment Plan

FDTC's payment plan requires a $30.00 non-refundable handling fee in advance. The payment plan balance is payable in two equal payments on dates determined according to the academic calendar and included in the contract by the Business Office.

A $25.00 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current and any future registrations will be cancelled and all transcripts will be held.

Sponsorships

Tuition may be paid by sponsoring businesses and/or individuals. These arrangements vary according to the sponsor. Generally the student will deliver a letter of guarantee from the sponsor to the FDTC Business Office.

Financial Aid

Awarded financial aid may be applied to the tuition cost. In the event there is not enough financial aid to cover the tuition cost, the student must pay the balance by the due date. Any balance of award not used for tuition may be used in the FDTC bookstore to purchase books and supplies. Funds not used to offset book and tuition charges will be disbursed to the student by check by mid-term. The check will be mailed.

Free Tuition Available for Senior Citizens

By South Carolina law, state-supported colleges and universities are authorized to permit legal residents of South Carolina who are 60 years of age or older, if such persons do not receive compensation as full-time employees, to attend classes for credit or non-credit on a space available basis without the required payment of tuition.

Returned Checks

All returned checks will have a $30.00 return check fee added to the student account. Any returned checks not paid within the specified 10 day time period will be turned over to the authorities for legal action. Payments are due in full. No partial payments will be accepted.

Purge of Unpaid Classes

At a date determined by the administration, a purge will be done to drop all students who have unpaid classes from the class rolls. Any student who is attending class during this time and is dropped from the class rolls will be asked to go to the Business Office to resolve the problem. Payment will be due immediately and a late fee penalty will be imposed at this time.

Refund Policy

I. It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring agencies receive a fair and equitable refund of tuition and other institutional charges upon the student's withdrawal from the College or net reduction of hours below 12 credit hours. Institutional charges are defined as tuition; room and/or board; equipment and/or books and supplies, if costs are separately identified or the College requires students to purchase items from a college affiliated vendor; and fees, required of all students, or categories of students, and are related to the student's program of study, excluding items of a pass through nature. See VA Refunds.

II. Except as provided in Section I, institutional charges for a semester term will be refunded at the following rates:

Withdrawal or Net Reduction of Credit Hours	**Refund**
15-Week and 16-Week Sessions	
Before the first date in term that classes are offered (start of term)	100%
1st - 5th Calendar Day of the Term	100%
After 5th Calendar Day of the Term	0%
8-Week Session	
Before the first date in term that classes are offered (start of term)	100%
1st - 3rd Calendar Day of the Term	100%
After 3rd Calendar Day of the Term	0%
Summer Term - (10-Week Session)	
Before the first date in term that classes are offered (start of term)	100%
1st - 5th Calendar Day of the Term	100%
After 5th Calendar Day of the Term	0%
Summer Term - (8-Week Session)	
Before the first date in term that classes are offered (start of term)	100%
1st - 3rd Calendar Day of the Term	100%
After 3rd Calendar Day of the Term	0%
Summer Term - (5-Week Session)	
Before the first date in term that classes are offered (start of term)	100%
1st - 3rd Calendar Day of the Term	100%
After 3rd Calendar Day of the Term	0%

Students who never attend a class for which they are enrolled will be considered to have constructively withdrawn before the start of term.

A student's official withdrawal date is the date the student initiates the withdrawal process.

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated in I and II.

Refund Policy for Veterans and Eligible Non-Degree Persons Under Title 38 U.S. Code

Advance payment of fees and other charges by eligible persons under Title 38 U. S. Code who fail to enter, withdraw, or who are discontinued prior to completion of the course, will be refunded in an amount which does not vary more than 10% from the exact pro-rata portion of such fees and other charges that the length of the completed portion of the course bears to its total length. The exact pro-rata will be determined by the ratio of number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payments have been made.

Financial Aid

Student Financial Aid

Students must be accepted for admission to the college before any action can be taken on their application for financial assistance, including scholarships, student employment, grants, or loans. Students must have a high school diploma or GED or meet federally approved ability to benefit guidelines and be accepted for enrollment in an eligible program of study. Students enrolled in certificate programs of less than 16 semester credit hours, or Continuing Education Courses do not qualify to receive Federal financial aid.

Applications for financial assistance must be completed annually. The Free Application for Federal Student Aid (FAFSA) is used to apply for all forms of Federal financial aid awarded by the college. Priority for any available funds is given to students with complete applications received in the Financial Aid Center by April 1st. Applications received after that date are awarded on a continuing basis as long as funds are available. Students with completed applications will receive an official award letter in the mail. When registered, the student is allowed to charge tuition, fees, books, and supplies against the financial aid that they have been awarded. Checks for any remaining funds will be mailed to the student's home address approximately three weeks after classes begin. Students must take a minimum of 12 semester hours to be considered a full-time student. Federal Pell Grant awards will be adjusted to the students enrollment status, if the student enrolls for fewer hours. Students must maintain satisfactory academic progress in order to continue receiving financial assistance.

Applicants for employment, SEOG and loans received after April 1st will be considered according to the date received as long as funds are still available. Pell Grants are awarded continuously throughout the year. There are several federally funded programs that are available to students at FDTC. All of these programs are contingent upon the funding of the programs by the U.S. Congress.

IMPORTANT NOTICE: Tuition, fee, and book charges are the responsibility of the student. All institutional charges not paid by financial aid, sponsors, scholarships, loans, or other sources, must be paid by the student.

Financial Aid Responsibilities

It is your responsibility to:

- Review and consider all information about the College's program before you enroll.
- Complete all application forms accurately and submit them on time and to the appropriate office.
- Pay special attention to accurately complete your application for student financial aid.
- Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform the work that is agreed upon in accepting a Federal College Work-Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the College's refund procedures.

Quick Steps - How to Apply

All applications for financial aid are completed online.

First...

1. Get PIN needed to apply at www.pin.ed.gov
2. Apply online at www.fafsa.ed.gov

Application is processed...

3. Response is sent to student via email within 1-3 weeks
4. If no response is received within 4-6 weeks, check status.

After application has been processed...

5. Check Student Aid Report for accuracy of data processed.
6. Check award amount.

-- OR --

Transferring Financial Aid

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college. Students transferring to FDTC must request a duplicate Student Aid Report (SAR) if

the results of the FAFSA have not been released to FDTC. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school.

Scholarship Application Procedures

Scholarships are made available to students through donations from individuals, businesses, industry, foundations, and private sources. Applicants must have a minimum 2.50 cumulative grade point average to apply for a scholarship. Students enrolled in Transitional Studies are not eligible to apply. All applicants must submit an FDTC Scholarship Application online at www.fdtc.edu/admissions/Financial Aid/Scholarships/Login.asp no later than the deadline dates for priority consideration.

Scholarship recipients must complete all admissions requirements to FDTC. Students must be pursuing a certificate, degree, or diploma unless otherwise specified by the donor. Each semester, students enrolled for less-than 6 credit hours receive 1/2 of the scholarship amount. Students enrolled in 6 or more credit hours receive the full scholarship amount. Scholarship recipients that withdraw from the College, or transfer to another college, and decide not to return, will not have their scholarship automatically reinstated.

Scholarship deadlines are as follows:

- Fall Semester -- The first working day after April 15th
- Spring Semester -- October 31st

To be considered for scholarships administered by the FDTC Foundation, students must have appropriate test scores, high school records, and show potential academic and personal growth. Recipients of scholarships are requested to respond in writing to the donor of the scholarship. The FDTC Foundation will provide each recipient a FDTC Thank You Card, and the name and address of the donor of the scholarship.

The Drs. Bruce and Lee Allied Health Scholarship award is no longer automatically awarded for the 2nd year of study. Students wishing to be considered for their 2nd year of study must submit a new scholarship application, provided the student maintains a minimum 2.5 cumulative GPA in their Allied Health program for the terms since the scholarship was awarded.

Types of Financial Aid

Need-based

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Academic Competitiveness Grant
- Federal Work-Study
- Federal Perkins Loan
- South Carolina Need-Based Grants
- Federal Stafford Loan (subsidized)

Other

- Federal Stafford Loan (unsubsidized)
- Federal Parent Loans for Undergraduate Students (PLUS)
- Student Loan Marketing Association (SLMA) Career Loans
- National and State Agencies
- Legislative Incentives for Future Excellence (LIFE) Scholarships
- LIFE Scholarship Enhancement
- Lottery Tuition Assistance
- Academic Scholarships
- WIA Tuition Vouchers
- Tuition Payment Plan
- SC National Guard College Assistance Program

Ability To Benefit

The Ability to Benefit regulation provides entrance test criteria as required by the U.S. Department of Education for an applicant who does not possess a high school diploma or a General Education Development (GED) credential but who wishes to (1) enroll at FDTC, and (2) apply for federal financial aid. The U.S. Department of Education issued "Ability-to-Benefit" (ATB) regulations in the Federal Register on December 1, 1995, pages 618-61844, and on October 25, 1996, pages 55542-55543.

Veterans Program

Veterans Tuition Assistance Program

FDTC is approved for training under Title of the U.S. Code; Chapter 30 and Chapter 106 under the Montgomery GI Bill for Active Duty Educational Assistance Program/Selected Reserve; Chapter 31, Disabled Veterans; Chapter 32, Veterans Education Assistance Program (VEAP); Chapter 35, Children and Widows of Totally Disabled or Deceased Veterans of Service Connected Condition. In order to register for classes, all veterans must provide the school with complete admission information. The veteran assumes full responsibility when registering for courses which he or she may have previously taken. The student will be responsible for reimbursing the Veterans Administration if an overpayment situation occurs. To determine eligibility, call the VA Regional Office at 1-888-442-4551, or additional information may be found at the VA website, http://www.gibill.va.gov, then contact FDTC's VA Certifying Official in Registrar Services at 843.661.8157 to obtain the appropriate forms for certification.

Registration and Student Records

Registration Process

NOTE: Application and acceptance to the College is required before a student is allowed to register for classes.

Students should complete the following list of activities for registration:

Review the list of required program courses in the FDTC Catalog. Review course offerings either on our website via WebAdvisor's Schedule of Classes or in the printed Class Schedule, which is made available in the Admissions and Registrar Services offices approximately two weeks before pre-registration begins.

Make an appointment with his/her academic advisor each semester to discuss a schedule of classes for the next semester. Faculty advisors' office hours are posted on their office doors.

Have selected courses entered into the College's computer system during published registration dates in one of the following ways:

- Register online with WebAdvisor/Students/ Register for Classes.
- Make an appointment with his/her academic advisor for advisement and registration.
- Present a registration form signed by the advisor to the Registrar Services office in the 100 Building for data entry.

Check printed copy of registration schedule immediately after registering to confirm courses, days, times and campus locations. Any necessary corrections can then be made before leaving the advisor's office or the registration area.

Pay tuition by published deadline dates each semester. The College does not send out tuition bills. Account information can be accessed through WebAdvisor/Student Account Summary. If tuition and fees are not paid by payment deadlines, a $50.00 late fee will be charged and/or all classes will be dropped for nonpayment.

Obtain a parking decal from the Security office located at the entrance to the College.

Obtain a student identification card from the Student Activities office on the first floor of the 5000 Building.

Student Records

The Office of Registrar Services maintains student records on all actively enrolled students. These records consist of, but are not limited to the following documents:

- Admissions and/or Readmit Applications;
- High School Transcripts (if applicable), College Transcripts (if applicable), Placement Test Scores;
- Change of Curriculum Forms, Change of Name and Address Forms, Change of Grade Forms;

- Transfer Credit Evaluations for Academic Advanced Standing (if applicable); and
- General Admissions and Registrar Services Correspondence.

The responsibility for the protection of the privacy of student educational records rests primarily with the Registrar. Florence-Darlington Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and coordinates the disposition of student records with the South Carolina Department of Archives and History.

Information retained in the student's permanent academic record housed in the vault located in the Registrar Services Office may include the following:

- academic transcripts from high school or GED certificate
- placement test scores
- acceptance letter
- transcript requests
- add/drop withdrawal form
- change of curriculum form
- proficiency test scores
- change of grade form
- progress checklists

Florence-Darlington Technical College must maintain a master academic record (transcript) for all former and current students for 75 years as noted in the Records Retention Schedule regarding this procedure.

The Registrar Services and Admissions personnel are the only staff authorized to access student records in the vault. Once a file has entered the vault from the Admissions acceptance files, it becomes a permanent student record. A file is only removed from the vault when appropriate written requests are filed with the Registrar or for the purpose of re-admitting a student to the College.

Drop/Add

A student may add a course during the first three (3) days and drop a course during the first five (5) days of the term. This drop and add period may be adjusted under exceptional circumstances including open-entry, mini-term, evening and summer courses. Exceptions will be made only by the Academic Department Heads.

- Drop/Add dates and deadlines are published in the Catalog and the printed Course Schedule. Courses may not be added or sections changed after the Drop/Add period.
- Drop/Add forms are available in the Academic Advisor's office or Registrar Services Office located in the 100 building.
- It is the student's responsibility to initiate the proper paperwork to drop or withdraw from courses. Failure to attend a course does not constitute proper procedure for dropping or withdrawing from a course. However, you will be dropped from a course if you have never attended. Also, if you fail to pay for a course you will be removed from the class. Contact the Register Services Office for additional information.
-
- See College Procedure for Attendance and Withdrawal from Course(s).

Class Cancellations

A course may be cancelled if a minimum of ten students do not enroll in a section. If one of your courses is cancelled, you will be notified so that you can add another section or course during the Drop/Add period.

Online College

FDTC was the first college in South Carolina to offer complete programs via the Internet. If your personal situation, such as your job, health, or family obligations, prevent you from attending college on campus, the Online College provides you the opportunity to receive a certificate or degree and reach your educational goals. Remember, you may also take online courses even if you attend on-campus classes in other curriculums.

Current Online Programs

- Associate in Arts
- Associate in Criminal Justice Technology
- Associate in Marketing
- Associate in Management
- Certificate in International Business

Benefits and Points of Interest

Online classes require almost no regular class attendance. (Students will be required, at a minimum, to come to FDTC or other approved location for a supervised final exam.) Students register for online classes just as they would for on-campus classes. However, students "attend" by logging into their courses from a computer at home or work. Assignments are displayed on the web, as are instructor's lectures, study notes, and other course materials, such as multimedia and self-assessments. Students submit assignments via e-mail or file transfer, and they participate in online discussion groups. Although students must follow a schedule of assignment submission, they work at a time and a place convenient to them. Generally, students attend campus only for supervised testing or labs. Students living out of the area may obtain a proctor for their supervised testing. **You must have a GPA of 2.0 or better in order to take online classes.**

Distance Learning

Mission: To make higher education and training more accessible to the citizens and industries served by Florence-Darlington Technical College. Delivery of programs via the Internet, ITV, and other distance learning methods enables students to take curriculum and continuing education courses; to complete degrees and certificates; and to upgrade their job skills without attending traditionally scheduled, on-campus classes.

FDTC offers numerous distance learning opportunities. In addition to Internet courses, many classes are offered via Interactive Television (ITV). Instead of having to come to the main campus, students participate in live classes via two-way audio/video from the Health Sciences, Hartsville, Lake City, and Mullins campuses. FDTC also receives classes via satellite from other colleges.

Distance Learning is the transmission of learning opportunities to remote locations. Distance Learning will allow FDTC to deal with barriers preventing students from attending daily classes at a campus-based location. The college intends to extend learning through audio, visual and data transmission to satellite sites, other public institutions, and business and industry via:

- Telecourses
- Teleclasses
- Teleconferencing
- Satellite Downlink Classes
- Internet - via Online College
- ETV Classes - schedule

Academic Information

Academic Programs of Study Instructional Organization

The role of Florence-Darlington Technical College is to offer one and two-year programs to a community of diverse needs. An associate degree, a diploma, or a certificate denoting satisfactory completion of work is awarded, depending upon the course of study chosen.

I. Division of Health and Sciences

The Health and Sciences Division offers the Associate in Science degree along with comprehensive training in allied health and nursing programs which lead to certification and/or professional licensure.

II. Division of Technical and General Education

The Technical and General Education Division provides curricula through which students master the technical, business, communication, and interpersonal skills required by area employers. Certificate, diploma, and degree programs are developed and offered in response to the employment needs of the college service area and of the State of South Carolina. General education core courses are offered to support college-wide degree, diploma, certificate, and college transfer programs. Developmental courses are also offered through this division.

III. Division of Online College and Information Technology

The Online College and Information Technology Division provides college-wide educational and administrative services in the following areas: Online College; Distance Learning; Information Technology; College website; Instructional Support; Training.

Academic Advising

Students are assigned advisors when they enter FDTC. Students should see their advisor each semester to plan a schedule of classes for the next semester, or register through WebAdvisor. Each student is responsible for completion of all requirements in their program. Students are encouraged to consult with their advisor or the Enrollment Management staff in the 100 building whenever questions about academics arise.

Student Course Loads

Students who wish to enroll in nineteen (19) credit hours or more must have the approval of their appropriate Associate Vice President.

Students who wish to enroll in a lower level course that is not required by their declared curriculum or is below the level that they have achieved must have approval of their academic advisor and their appropriate Associate Vice President.

Auditing of Courses

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A student enrolled in a course for credit cannot change to audit after the add/drop period. Students are expected to pay normal tuition per credit hour to enroll in audited courses.

Federal regulations will not allow students to receive financial aid for the courses being audited.

Course Substitution

Curriculum department heads have the right to authorize course substitutions for those prescribed in the standard course outlines. Such substitutions may be necessary because:

- program courses change
- content of another course is deemed equivalent
- curriculum department head determines that it will meet the student's educational objective

Prerequisites

Many courses require prerequisite courses and/or test scores. FDTC's computer system will automatically block registration when a prerequisite course and/or placement test score is required for enrollment in the course and if FDTC records do not show that you have met the prerequisite(s).

Prerequisite Course Regulation

Students who fail any course that is a prerequisite to another course will not be allowed to take that class until the prerequisite course has been repeated and passed or otherwise satisfactorily made up. Special approval may be granted jointly by the appropriate Associate Vice President and the student's advisor.

Agency Requirements

Students in health majors must meet published clinical agency requirements when participating in assigned labs. Requirements include immunizations, criminal background checks, and sometimes random drug testing. To be in compliance with Article 23, Section 44-7-2920 of the S.C. Code of Law, all students enrolled in AHS 141, DAT 154, DHG 154, HIM 102, MED 102, MLT 110, NUR 102, NUR 160, PNR 110, RAD 101, RES 101, and SUR 101 must complete a criminal background check prior to being assigned to any direct care entity. Results of the criminal background check could affect the student's ability to complete required clinical rotations and/or become credentialed. For example, a felony conviction could make a student ineligible to take the licensing exam(s) required by the profession or prevent the student from participating in the clinical training component.

Grade Policy

Assignment of Grades, Grade Changes, Grades for Repeated Courses

See College Procedure for Change of Grade and Repeating Courses.

Grade Reports

Grade reports are available to students with an active Student ID and Password online through WebAdvisor. Students who require a copy of their grades (via an FDTC Transcript) may print one from the College's WebAdvisor or request an official or student copy from the Registrar Services Office, either in person or by mail.

Standard Grading System

The following is the official FDTC grading system.

Grade	Description	Detailed Description
A	Excellent	indicates outstanding achievement and carries 4 quality points per semester hour.
B	Above Average	indicates excellent achievement and carries 3 quality points per semester hour.
C	Average	indicates average achievement and carries 2 quality points per semester hour.
D	Below Average	indicates below average achievement, and carries 1 quality point per semester hour.
F	Failure	indicates failure of a course and no quality points are earned. The grade "F" becomes a record and cannot be deleted from a student's transcript. When the course is repeated with a higher grade, the higher grade will be used to compute the grade point average.
I	Incomplete	indicates incomplete work and is assigned at the discretion of the instructor when a student who is otherwise passing has not completed all the work required in a given term. A student with an "I" has until the beginning of exams for the subsequent semester to satisfactorily complete the course requirements. If after this date, the work has not been satisfactorily completed, the grade will be changed to an "F."
E	Examination	indicates credit earned by examination. The credit is indicated on the transcript but the grade is neither assigned quality points nor computed in the grade point average.
W	Withdrew	indicates that a course was officially (after filing appropriate form) dropped no later than the last designated instructional day of the term with a passing grade. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] No quality points are earned and it is not included as semester hours taken in computing the grade point average.
WF	Withdrew Failing	assigned at the discretion of the instructor, indicates a student withdrew after the designated instructional day of the term. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] The semester hours attempted will be used in computing the grade point average.
AU	Audit	indicates a course was audited and not taken for credit. A student cannot change from audit status to credit status after the drop/add period, or from credit status to audit status after the drop/add period. Credit for such courses cannot be established at a late date. Permission to audit a course must be obtained from the instructor. The semester hours audited are not computed in the grade point average.
TR	Transfer	indicates credit for a course was granted by FDTC from another accredited college. Semester hours for a transfer course are not computed in the grade point average.

For more information see College Procedure for Attendance and Withdrawal from Course(s) and Change of Grade and Repeating Courses.

Developmental Course Grading System

The following is the official FDTC grading system for developmental courses. The grade symbols with an asterisk (*) do not earn quality points and are not included in the GPA calculation.

Grade	Description	Detailed Description
A*	Outstanding	indicates outstanding achievement, but does not carry quality points per semester hour.
B*	Excellent	indicates excellent achievement, but does not carry quality points per semester hour.
C*	Average	indicates average achievement, but does not carry quality points per semester hour.
D*	Below Average	indicates below average achievement, but does not carry quality points per semester hour.
F*	Failure	indicates failure of a course and no quality points are earned.
SC*	Satisfactorily Completed	indicates completion in reading, English, and/or mathematics, but does not carry quality points per semester hour.
W*	Withdrew	
WF*	Withdrew failing	assigned at the discretion of the instructor, indicates a student withdrew after the designated instructional day of the term. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] The semester hours attempted will not be used in computing the grade point average.

Attendance Policy

It is the responsibility of the student to attend all scheduled classes in each of the courses that he/she is enrolled. A student is considered in attendance until he/she withdraws or is absent more than 10% of the total hours that a course usually meets in a semester. When a student is absent more than 10% of the class time, the student may be administratively withdrawn from class and is subject to a failing grade. Exceptions to this policy can be made only by the appropriate Associate Vice President.

See College Procedure for Attendance and Withdrawal from Course(s).

Attendance Policy For Internet Students

To provide you the benefits of a focused, disciplined learning experience, online courses are structured within the framework of a 16-week semester, 8-week semester or 10-week summer session. Although some courses may require that you come to campus or arrange a proctor for supervised tests and/or labs, there will be no regularly scheduled campus class attendance requirements. While there is more flexibility than in on-campus instruction, online courses do require regular participation; for example, observing assignment due dates, regularly logging in, and responding to your teacher's and classmates' correspondence, including discussion board postings. Unless instructed otherwise by your teacher, you are required to login to the course every 48 hours. If you fail to maintain regular participation, you will be withdrawn from the course with a "WF." In order to withdraw from the course with a "W," you must contact your teacher prior to the withdrawal deadline, which is published in the college calendar. The withdrawal policy in the FDTC Catalog will be observed. Contact your instructor concerning his/her specific participation requirements.

Attendance Policy For Veterans

This attendance policy is required for institutions offering courses for veterans or other eligible persons enrolled in non-college degree (NCD) programs approved under Title 38, United States Code, 3676.

This policy is established to set minimum standards of attendance for student(s) enrolled in non-college degree programs receiving veteran education benefits. Wherever the word "veteran" is used, it is intended to include all persons receiving veteran education benefits.

Veterans enrolled in non-degree programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed ten (10) percent of class contact hours. * The interruption will be reported to the Veterans Administration within 30 days of the last date of attendance (use VA Form 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed.

Students interrupted a second time for unsatisfactory attendance will not be allowed to re-enroll for benefits in the absence of mitigating circumstances.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

1. Serious illness of the veteran.
2. Serious illness or death in the veteran's immediate family.
3. Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course.
4. Active duty military service, including active duty for training.

For institutions that have a published "Leave of Absence" Policy: Student(s) receiving VA education benefits will have their benefits discontinued while on an "official leave of absence."

* NOTE: If the institution's existing policy is more restrictive, that policy will be used.

Graduation

Requirements

All candidates for graduation must meet the following requirements:

1. Complete all required courses specified in the curriculum.
2. Fulfill all financial obligations to the College.
3. Achieve a Graduation GPA of 2.0 for all courses presented as meeting a program's course requirements.
4. Earn at least 25 percent of the total credit hours of his/her curriculum at FDTC. Exceptions can be made only by the Vice President for Academic Affairs.

Candidates for graduation must file an application for graduation with the Registrar's Office at the beginning of the semester in which curriculum requirements will be completed. A $25 fee is required when the application is filed. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application must be filed for each.

Exercises

Commencement exercises are held at the end of each Spring Semester. A rehearsal is scheduled prior to the Graduation Ceremony. All candidates for graduation are expected to attend both the rehearsal and the commencement ceremony. The Registrar Services Office should be notified if a student does not plan to attend Commencement.

Invitations, Caps and Gowns

Graduation invitations can be ordered through the College Bookstore. Although the cost of a cap and gown is included in the graduation fee, students must report to the bookstore to be fitted during the month of February.

College Rings

Information for ordering College rings may be obtained through the bookstore at anytime. Twice a year (generally October and February) a ring vendor representative is on campus to show rings and take orders. A deposit is required to order a ring, and a payment plan may be offered. Rings will be delivered to the students' home, C.O.D., within 10-12 weeks after the order is placed.

English Fluency Requirements for Faculty

It is the policy of FDTC to employ means to ensure that faculty members possess adequate proficiency in writing and speaking the English language. Provisions are made for grievance procedures for students regarding the English fluency of an instructor.

Academic Probation

Any student who fails to achieve a cumulative GPA of 2.0 shall be placed on academic probation. Once on academic probation, a student shall remain on academic probation until the student has a cumulative GPA of 2.0.

During this probationary period, the student's advisor counsels the student to repeat those courses in which the student earned less than a "C" in order to

improve the student's grade point average and to enroll in COL 103, provided that the student has not previously completed COL 103 successfully. Academic advising, individualized career counseling and referrals to appropriate educational services will also be provided to help the student succeed.

Repeating a Course: A student may repeat any course. The complete academic record including all grades is reflected on the transcript, but only the highest grade earned in a course taken more than once is calculated in the GPA.

The Veteran's Administration, federal student assistance and SC Need Based Grant will not pay educational benefits for repeating a course for which the student previously received credit with an exception to programs that require a minimum grade to successfully complete the program being sought.

In addition to the term and cumulative GPA requirements, certain academic programs may have additional academic standards that must be met. Program probation is determined by the particular program. Support programs such as Financial Aid, Workforce Investment Act (WIA)/One-Stop, and Veterans' benefits require the student to meet specific academic standards to continue receiving benefits.

Academic Suspension

If a cumulative GPA of 2.0 is not achieved for two consecutive semesters (excluding Summer Term), after having been placed on academic probation, the student shall then be academically suspended from the College for a period of one full semester (excluding Summer Term). Upon readmission to the College, the student shall remain on academic probation until that student achieves a cumulative GPA of 2.0. Upon readmission to the College, the cumulative GPA of 2.0 must be achieved within two semesters (excluding Summer Term).

If a student is not removed from academic probation after readmission and two semesters (excluding Summer Term), the student shall be academically suspended from the College for a period of two full semesters (excluding Summer Term).

Students placed on Academic Suspension are automatically placed on Federal Financial Aid suspension.

Appeal of Academic Suspension

An academic suspension of one semester may not be appealed.

A student who disagrees with the second academic suspension may request a hearing by submitting an appeal in writing to the Registrar within two weeks of grades being posted to WebAdvisor.

The Student Appeals Committee will hear the appeal. A student who disagrees with the decision of the Appeals Committee may appeal to the Vice President for Academic Affairs by submitting an appeal in writing to the Registrar within two weeks of notification of the committee's findings.

Academic Support Services

Computer Labs

Students may gain access to computers in the Open Computer Labs located in 7105. Students must have appropriate identification, valid FDTC ID card, to utilize services.

Hours of Operation

Normal		**Summer**	
Monday-Thursday	8:00am - 9:30pm	Monday-Thursday	8:00am - 9:30pm
Friday	8:00am - 3:00pm	Friday	8:00am-11:00am
Sunday	2:00pm - 6:00pm	Sunday	:00pm - 6:00pm

Child Care

FDTC's Child Development Center is located in the 900 Building at the rear of the campus. The Center is accredited by the National Association for the Education of Young Children (NAEYC) and offers childcare services to FDTC faculty, staff, and students for their children ages 2 - 12. Students must be enrolled in a minimum of 6 credit hours to take advantage of this service. For those who are not eligible for free services, fees are assessed by the week, day, or hour.

Childcare services are also available in the evening from 5:00pm - 11:00pm for children ages 2 - 12.

The Head Start Program, also located in the Child Development Center, is for children ages 3 - 4. Eligibility for Head Start is based on income guidelines. For more information on the Head Start Program, contact the program director at 843.676.8520 or 843.676.8522.

All children must have the following documentation submitted before being approved to receive childcare services on campus: birth certificate, social security card, SC immunization certificate, proof of family income, proof of insurance, and birthdates/social security numbers of all household members.

Student Employment Services

The Student Activities Office at Florence-Darlington Technical College assists students in securing employment upon graduation from their certificate, diploma or degree program, as well as assists employers in their search for new and qualified employees. If you are a graduate of FDTC and would like to request employment assistance, please contact the Student Activities Office at 843.661.8282 or 843.661.8081.

Procedure

The Student Activities Office assists graduates and currently enrolled students in the following order of priority:

1. First priority is given to those most recently completing a degree, diploma, or certificate program to the satisfaction of the institution.
2. Second priority is given to graduates of the institution who are unemployed or are seeking a change in employment.

Students presently enrolled and interested in part-time jobs are assisted in obtaining employment as long as they remain enrolled and are making satisfactory progress towards a certificate, diploma or degree. General employment opportunities are posted on the college website. For program specific employment, the student and/or graduate would contact the Student Life Office at 843.661.8081.

Services offered to graduating diploma, degree and certificate students include:

1. Placement Credential File includes application for placement, release form, resume and confidential student appraisals. The student is responsible for filing the necessary credentials with the Student Activities Office when seeking full-time employment assistance.
2. Job Notifications for full-time employment opportunities are placed on the college website. Employment opportunities are listed by major. The student must register with the Student Activities Office in order to be referred to a job opening.
3. On-Campus Interviews are arranged for representatives of government, industry and business. Students that have registered for student employment assistance will be notified of on-campus interviews.
4. Resume, Cover Letter Preparation, and Interview Techniques are available to students at the Student Activities Office.
5. Job Fair is held during the fall and spring of each year. All graduates registered to receive employment assistance, as well as students currently attending Florence-Darlington Technical College, are invited to attend.
6. Reciprocal Agreement is extended to graduates of any credited program from any South Carolina Technical College. Applicants must abide by the regulations of the receiving college and meet eligibility requirements and/or proof of graduation.

Although employment cannot be guaranteed, efforts are made to assist students in obtaining employment and helping to make their search for employment a success. It is the responsibility of the prospective graduate to see that credentials are filed with the Student Activities Office, if the prospective graduate desires employment assistance.

Services for Students with Disabilities

FDTC will make every effort to meet the needs of disabled students. Students who need assistance should contact the Director of Student Support and Grant Program, who is the coordinator for Section 504 of the Rehabilitation Act of 1973.

Services include special parking permits, temporary parking permits for injuries,

etc. Students who need parking assistance should contact the Office of Registrar Services.

Collegiate Sports

Florence-Darlington Technical College fields two Junior College Athletic Association Teams, men's baseball and women's fast pitch softball. Both will play an abbreviated fall scrimmage schedule as well as a full spring season. Tryout participation is open to all students through regularly scheduled tryout camps usually held in the late spring and summer months. Both teams compete in Division I, District X of the NJCAA.

The NJCAA has some 503 member schools in 42 states and is the national governing body of 15 men's and 12 women's sports over three divisions. Approximately 45,300 athletes compete in one of 24 regions and every year the NJCAA hosts 50 national championships. Their purpose is to promote and foster junior college athletics on intersectional and national levels so that results will be consistent with the total educational program of its members.

Florence-Darlington Technical College is committed to the development of our student athletes both in the classroom and on the field. For further information about FDTC Athletics visit www.stingerathletics.com, or contact the Athletics Office, 843.661.8292 for softball and 843.661.8291 for baseball.

General Education

General Education Competencies

All associate degree programs at the College contain a basic core of general education courses that require a minimum of fifteen semester hours. Each associate degree program contains a minimum of one course in English, one course in communication and at least one three semester hour course from each of the following areas: humanities/fine arts; social/behavioral sciences and natural sciences/mathematics. The general education core courses prepare students for life-long learning in pursuit of professional and personal development. These courses provide the foundation for students to increase their ability to express themselves effectively in oral and written communications and to apply logical, creative and analytical thinking to a range of learning experiences. Core general education competencies for all associate degree graduates are outlined below. See Courses.

- Computer Literacy: Students will demonstrate proficiency in the use of computer technology in the integration of microcomputer applications software including word processing, data bases, spreadsheets, graphs, presentation methodologies and applications specific to their discipline of study.
- Mathematics: Students will use appropriate mathematical skills for the purpose of solving practical problems as well as discipline specific math problems.
- Oral and Written Communications: Students will deliver information in a clear and effective manner, demonstrate effective listening skills in communication with others, target the information presented to the audience's needs, and use media to support presentations. Additionally, they will produce unified, coherent, well-developed written communication using standard written English.
- Reading: Students will apply critical reading strategies to evaluate, interpret and analyze academic, technical, and other professional readings.
- Applied Technology: Students will be able to apply general technology as well as discipline specific technical at the entry job level within their chosen field of study.
- Problem-Solving Skills: Students will be able to demonstrate effective problem-solving skills in practical situations as well as in their specific career field.

General Education Core Courses

Associate degree programs must contain a basic core of general education courses. A minimum of 15 semester hours for associate degree programs are required for degree completion. See General Education Competencies.

The core must include at least one course from each of the following areas: humanities,/fine arts, social/behavioral sciences, natural sciences/mathematics, and oral/written communications.

Required prerequisite courses must be completed with a minimum grade of "C" or better.

Fine Arts

Art (ART)
*ART 101 Art History and Appreciation

Music (MUS)
*MUS 105 Music Appreciation

Theater (THE)
*THE 101 Introduction to Theatre

Humanities

Visual Arts (ARV)
ARV 123 Composition And Color

English (ENG)
*ENG 201 American Literature I
*ENG 202 American Literature II
*ENG 205 English Literature I
*ENG 206 English Literature II
*ENG 208 World Literature I
*ENG 209 World Literature II
*ENG 214 Fiction
*ENG 218 Drama
*ENG 222 Poetry
*ENG 230 Women in Literature
*ENG 236 African American Literature
ENG 238 Creative Writing

French (FRE)
*FRE 101 Elementary French I
*FRE 102 Elementary French II

Humanities and Social Sciences (HSS)
HSS 205 Technology and Society

Philosophy (PHI)
*PHI 101 Introduction to Philosophy
*PHI 110 Ethics

Spanish (SPA)
*SPA 101 Elementary Spanish I
*SPA 102 Elementary Spanish II

Natural Sciences & Mathematics

Biology (BIO)
*BIO 101 Biological Science I
*BIO 102 Biological Science II
*BIO 210 Anatomy And Physiology I
*BIO 211 Anatomy And Physiology II

Chemistry (CHM)
*CHM 110 College Chemistry I

Mathematics (MAT)
*MAT 110 College Algebra
MAT 155 Contemporary Mathematics
MAT 160 Math For Business And Finance
MAT 170 Algebra, Geometry, And Trigonometry I

Physical Science (PHS)
PHS 101 Physical Science I
PHS 102 Physical Science II

Physics (PHY)

*PHY 201 Physics I
*PHY 202 Physics II

Oral & Written Communication

English (ENG)
*ENG 101 English Composition I
*ENG 102 English Composition II
ENG 238 Creative Writing
*ENG 260 Advanced Technical Communications

Speech (SPC)
*SPC 205 Public Speaking
SPC 209 Interpersonal Communication

Social & Behavioral Sciences

Economics (ECO)
ECO 201 Economic Concepts
*ECO 210 Macroeconomics
*ECO 211 Microeconomics

Geography (GEO)
*GEO 101 Introduction To Geography
*GEO 102 World Geography

History (HIS)
*HIS 101 Western Civilization To 1689
*HIS 102 Western Civilization Post 1689
HIS 115 African-American History
*HIS 201 American History: Discovery To 1877
*HIS 202 American History: 1877 to Present
HIS 222 Global Women's History

Political Science (PSC)
*PSC 201 American Government
*PSC 215 State and Local Government

Psychology (PSY)
PSY 105 Personal/interpersonal Psychology
*PSY 201 General Psychology
*PSY 203 Human Growth and Development

Sociology (SOC)
*SOC 101 Introduction to Sociology
*SOC 205 Social Problems
*SOC 220 Sociology of The Family
*SOC 235 Thanatology

* These courses are on the Statewide Articulation Agreement for transfer to all South Carolina Public Colleges/Universities. Other courses may be on an articulation agreement with an individual college/university. Check with the college/university where you plan to transfer regarding transferability of courses not marked with an asterisk (*).

College Transfer and Co-op Programs

Students interested in any transfer or co-op program listed in this section should discuss transferring to a four-year institution with a representative of that institution early in the students' academic career at Florence-Darlington Technical College (FDTC). Furthermore, students are expected to discuss transferring to a four-year institution with an academic advisor to plan a program of study to meet the requirements of the college to which the student expects to transfer. The student's course of study will be planned and scheduled accordingly. Entrance requirements for transfer/co-op students vary widely among senior colleges and universities. Transfer of credits is a privilege granted by the institution to which the student plans to transfer and all applicants and requests for transfer of credits are evaluated individually. Each student must complete courses with grades acceptable to the college to which the student seeks to transfer.

Associate in Arts or Associate in Science to Bachelor Degree

Senior colleges and universities in South Carolina will accept students graduating from Florence-Darlington Technical College with a degree of Associate in Arts or Associate in Science and usually award them up to 65 hours of credit toward a baccalaureate degree.

Associate in Arts
Degree: Associate in Arts

See Degrees.

Associate in Science
Degree: Associate in Science

See Degrees.

Coastal Carolina University Transfer Agreement

Paralegal
FDTC Degree: Associate in Applied Science with a major in Paralegal

Coastal Carolina University agrees to accept students graduating from Florence-Darlington Technical College with the degree of Associate in Public Service-Paralegal and may accept up to seventy-six (76) credits toward the baccalaureate degree in Interdisciplinary Studies. This credit includes all hours required to meet Coastal Carolina University's Interdisciplinary Studies requirements for graduation.

FDTC	Coastal Carolina University	
Course Number	**Course Number**	**Course Equivalent**
ENG 101	ENG 101	Composition
ENG 102	ENG 105	Composition and Literature
SPC 205	Communication requirement	
SPA 101	Foreign Language	
SPA 102		
PSC 201	POLI 201	American Government
ONE OF:		
ART 101	ART 101	Introduction to Art
MUS 105	MUS 110	Introduction to Music
PHI 101	PHIL 101	Intro. to Philosophy
PHI 110	PHIL 311	Ethics
ONE OF:		
ENG 201	ENGL 287	American Literature
ENG 205	ENGL 288	British Literature
ONE OF:		
ECO 201	ECON 101	Survey of Economics
ECO 210	ECON 221	Principles of Economics II
ECO 211	ECON 222	Principles of Economics I
ONE OF:		
SOC 101	SOC 101	Intro. Sociology
PSY 201	PSY 201	General Psychology
TWO OF:		
HIS 101	HIST 101	Fond. Euro. Civ. to 1648
HIS 102	HIST 102	Intro. Euro Civ. to 1648
HIS 201	HIST 201	Am. His. Discovery - Recon.
HIS 202	HIST 202	Am. His. Recon. - present

Related Electives Accepted by Coastal Carolina University

Course Number	Course Title
ACC 111	Accounting Concepts
CPT 170	Microcomputer Applications
LEG 121	Business Law
LEG 135	Introduction to Law and Ethics
LEG 213	Family Law

LEG 233	Wills, Trusts, and Probate

Electives Accepted by Coastal Carolina University

Course Number	Course Title
LEG 132	Legal Bibliography
LEG 201	Civil Litigation
LEG 231	Criminal Law
LEG 230	Legal Writing
LEG 234	Title Examination Procedures
LEG 120	Torts
LEG 242	Law Practice Workshop
LEG 244	Special Projects for Paralegals

Coker College Transfer Agreement

FDTC		Coker College Liberal Arts Studies
General Education Requirements:		**Program Requirements:**
SPC 205		COM 101 - Speech Communication Skills
ENG 101		ENG 101 - English Composition & Rhetoric I
ENG 102		ENG 102 - English Composition & Rhetoric II
		Math/Computer Science - 1 course from:
MAT 120		MAT 203 - Introduction to Statistics
MAT 140		MAT 222 - Calculus I
MAT 110, MAT 111, MAT 122, MAT 130		General LASP Math/CS
		Non-Native Language - 1 course from:
SPA 102		SPA 102 - Elementary Spanish
FRE 102		FRE 102 - Elementary French
		Arts - 6 hours with no 2 courses from the same group:
ART 101	Group 1	ART 180 - Understanding Art
MUS 105	Group 2	MUS 230 - Intro to Western Classical Music
THE 105	Group 3	THE 156 - Acting I
THE 101	Group 3	General LASP Arts (Theatre)
		Behavioral Science - 6 hours with no 2 courses from the same group:
ECO 210	Group 1	BA 222 - Principles of Macroeconomics
PSC 215	Group 2	General LASP Behavioral Science (Political Science)
PSY 201	Group 3	PSY 101 - General Psychology
CRJ 125	Group 4	CRIM/SOC 200 - Introduction to Criminology
SOC 101	Group 4	SOC 101 - Introduction to Sociology
		Humanities - 6 hours with no 2 courses from the same group:
ENG 205, ENG 206, ENG 214, ENG 218, ENG 222	Group 1	General LASP Humanities (English)
HIS 101	Group 2	HIS 210 - Western Civilization I
HIS 102	Group 3	HIS 211 - Western Civilization II
PHI 101	Group 4	PHI 205 - Survey of Western Philosophy
		Natural Sciences - 1 course from each group:
BIO 101	Group 1	BIO 101 - Principles of Biology
BIO 102	Group 1	BIO 102 - Biology of Whole Organisms
CHM 110	Group 2	CHE 101 - General Chemistry I
PHY 201	Group 2	PHY 201 - General Physics I
PHY 221	Group 2	PHY 203 - Calculus Physics I
		Knowledge of the United States - 1 course from:
ENG 201 + ENG 202		ENG 231 - American Literature + English Elective
HIS 201		HIS 201 - United States from Discovery to 1865
HIS 202		HIS 202 - United States since 1865
PSC 201		POL 201 - American Government & Politics
SOC 205		SOC 102 - American Social Problems
ENG 201, ENG 202, ENG 236		General LASP Knowledge of the US
		Knowledge of the Wider World - 1 course from:
ENG 208		ENG 201 - World Literature I
ENG 209		ENG 202 - World Literature II
GEO 102		GPY 201 - World Regional Geography
REL 103		General LASP Wider World

Business Administration Major Requirements

FDTC	Coker College
ACC 101 and ACC 102	BA 212 + BA Elective
ACC 115	BA 213
ECO 210	BA 222
ECO 211	BA 223
MGT 101	BA 340
MKT 101	BA 330

Business Administration Upper Level Electives

FDTC	Coker College
BUS 250	BA 343
MKT 250	BA 333

Students should contact Coker College regarding transferability of courses.

Pre-Psychology and Sociology

This program is for students who wish to earn a Bachelor's Degree in Psychology or Sociology. Coker College offers the Bachelor of Science in Psychology or Bachelor of Science in Sociology, with an optional concentration in Social Work. Interested students should contact Florence-Darlington Technical College's Department of Human and Public Services Department Head, 843.661.8136, or Coker College, 843.383.8050.

Fayetteville Technical Community College Transfer Agreement

Pre-Funeral Services

This is a program for students who wish to earn an Associate's Degree in Funeral Services from Fayetteville Technical Community College (FTCC). A special articulation agreement between FTCC and FDTC provides an opportunity for students to transfer credits. FTCC will accept from Florence-Darlington Technical College students, the following courses with a grade of "C" or better.

Entrance Requirements

1. Completion of HS courses with a grade of "C" or better in Algebra I and Biology.
2. SAT score of 870 (430 Verbal/400 Math)
   OR
   minimum ACT composite score of 18
   OR
   CPT scores of Reading - 85; Sentence Skills - 88; and Math - 75, and Algebra - 65.

Students who do not meet transfer curriculum entrance requirements will be placed in Developmental courses to improve basic skills.

Transfer Courses for Pre-Funeral Services

Course Number	Course Title	HOURS		
		Class	Lab	Credit
ACC 101	Principles of Accounting I	3	0	3
BUS 121	Business Law I	3	0	3
CPT 170	Microcomputer Applications	3	0	3
ENG 101	English Composition I	3	0	3
MAT 102	Intermediate Algebra	3	0	3
MGT 120	Small Business Management	3	0	3
PSY 201	General Psychology	3	0	3
SOC 101	Introduction to Sociology	3	0	3
SPC 205	Public Speaking	3	0	3
	Humanities/Fine Arts Elective	3	0	3

Limestone College Transfer Agreement

Limestone College and Florence-Darlington Technical College agree to the following policy for transfer of graduates of Associate Degree in college parallel or transfer program. This agreement shall being during the current academic year and will continue until such time as it is modified by mutual consent or cancelled by either college.

1. Coursework covered within this agreement shall be transferable if the student has completed the course work with a "C" grade (2.0 on a 4.0

scale) or above, but transfer of grades does not relieve the student of the obligation to meet the 2.00 GPA requirement or the other admissions requirements of Limestone College.

2. Florence-Darlington Technical College Associate Degree graduates in a transfer or college parallel program are eligible for transfer to Limestone College. Limestone College will accept up to 66 semester hours for graduates of the following programs. Florence-Darlington Technical College transfer or college parallel program graduates will have satisfied all General Education requirements at Limestone. All other general education courses accepted for transfer will be based on the Statewide Articulation Agreement. (See Statewide Transferable course list.)
   a. Associate in Arts
   b. Associate in Science
3. Limestone College will guarantee a minimum of 66 and maximum of *69 semester hours credit to a student who has earned from Florence-Darlington Technical College one of the following degrees.
   c. Associate in Applied Science with a major in Accounting
   d. Associate in Applied Science with a major in Marketing
   e. Associate in Applied Science with a major in Management
   f. Associate in Applied Science with a major in Human Services - (*into a Bachelor of Social Work)
4. Limestone College will accept Florence-Darlington courses to satisfy Limestone College degree requirements for the following degree plans: (Please see your academic advisor for complete program outline and transfer credit evaluation.)
   g. Bachelor of Arts - Criminal Justice
   h. Bachelor of Science - Business Administration/Accounting
   i. Bachelor of Science - Business Administration/General
   j. Bachelor of Science - Business Administration/Management
   k. Bachelor of Social Work - Social Work
5. Limestone College will accept maximum of 66 semester hours credits from Florence-Darlington Technical college whether or not an Associate's Degree has been earned.
6. Courses not covered by 2 or 3 above shall be evaluated on an individual basis. Students must complete a minimum of 31 semester hours including 15 semester hours within the major field with Limestone College for the baccalaureate degree.

Accounting
FDTC Degree: Associate in Applied Science with a major in Accounting

Course Requirements

General Education Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ECO 201	Economic Concepts	3	EC 100
ENG 101	English Composition I	3	EN 101
MAT 155	Contemporary Mathematics	3	MA 110
SPC 205	Public Speaking	3	EN 105
Elective: Humanities/Fine Arts from the following:			
ART 101, MUS 105, THE 101, FRE 101, 102, SPA 101, 102		3	AR 240, MU 205, TH 101, FR 101/02, SP 101/02

Required Major Core Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ACC 101	Accounting Principles I	3	BA 207
ACC 102	Accounting Principles II	3	BA 208*
ACC 201	Intermediate Accounting I	3	BA 330
BUS 123	Business Law	3	BA 316
AOT 162 (previously OST 162)	Basic Information Processing	3	Elective

Other Hours Required for Graduation

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ACC 111	Accounting Concepts	3	Elective
ACC 112	Organizational Accounting	3	Elective
ACC 115	Managerial Accounting	3	Elective
ACC 150	Payroll Accounting	3	Elective
ACC 124	Individual Tax Procedures	3	Elective
ACC 230	Cost Accounting I	3	BA 337
ACC 231	Cost Accounting II	3	Elective
ACC 240	Computerized Accounting	3	BA 221
ACC 265	Not-For-Profit Accounting	3	BA 305
BUS 240	Business Statistics	3	BA 200
BUS 250	Introduction to International Business	3	BA 360
MGT 280	Executive Development	3	Elective

Minimum Total Credit Hours: 66

*unless more than ten (10) years old
**unless more than five (5) years old

Marketing
FDTC Degree: Associate in Applied Science with a major in Marketing

Course Requirements

General Education Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ECO 201	Economic Concepts	3	EC 100
ENG 101	English composition I	3	EN 101
MAT 155	Contemporary Mathematics	3	MA 110
SPC 205	Public Speaking	3	EN 105
Elective: Humanities/Fine Arts from the following:			
ART 101, MUS 105, THE 101, FRE 101, 102, SPA 101, 102		3	AR 240, MU 205, TH 101, FR 101/02, SP 101/02

Required Major Core Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ACC 111	Accounting Concepts	3	Elective
BUS 123	Business Law	3	BA 316
MGT 101	Principles of Management	3	BA 300
MKT 101	Marketing	3	BA 341
AOT 162 (previously OST 162)	Basic Information Processing	3	Elective

Other Hours Required for Graduation

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ACC 112	Organizational Accounting	3	Elective
ACC 124	Individual Tax Procedures	3	Elective
ACC 240	Computerized Accounting	3	BA 221
BUS 176	International Marketing	3	Elective
BUS 240	Business Statistics	3	BA 200
BUS 250	Introduction to International Business	3	BA 360
MGT 280	Executive Development	3	Elective
MKT 110	Retailing	3	BA 344
MGT 120	Small Business Management	3	BA 318
MKT 240	Advertising	3	BA 343
MKT 250	Consumer Behavior	3	BA 345
AOT 261 (previously OST 261)	Office Spreadsheet Applications	3	Elective

Minimum Total Credit Hours: 66

*unless more than five (5) years old

Management

FDTC Degree: Associate in Applied Science with a major in Management

Course Requirements

General Education Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ECO 201	Economic Concepts	3	EC 100
ENG 101	English composition I	3	EN 101
MAT 155	Contemporary Mathematics	3	MA 110
SPC 205	Public Speaking	3	EN 105
Elective: Humanities/Fine Arts from the following:			
ART 101, MUS 105, THE 101, FRE 101, 102, SPA 101, 102		3	AR 240, MU 205, TH 101, FR 101/02, SP 101/02

Required Major Core Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ACC 111	Accounting Concepts	3	Elective
BUS 123	Business Law	3	BA 316
MGT 101	Principles of Management	3	BA 300
MKT 101	Marketing	3	BA 341
AOT 162 (previously OST 162)	Basic Information Processing	3	Elective

Other Hours Required for Graduation

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ACC 112	Organizational Accounting	3	Elective
ACC 115	Managerial Accounting	3	Elective
ACC 124	Individual Tax Procedures	3	Elective
ACC 240	Computerized Accounting	3	BA 221
BUS 240	Business Statistics	3	BA 200
BUS 250	Introduction to International Business	3	BA 360
BUS 268	Special Projects in Business	3	Elective
MGT 120	Small Business Management	3	BA 318
MGT 121	Small Business Operations	3	Elective
MGT 280	Executive Development	3	Elective
MKT 240	Advertising	3	BA 343
MKT 250	Consumer Behavior	3	BA 345

Minimum Total Credit Hours: 66

*unless more than five (5) years old

Human Services

FDTC Degree: Associate Applied Science with a major in Human Services

Course Requirements

General Education Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
ENG 101*	English Composition I	3	EN 101
MATH 155	Contemporary Mathematics	3	MA 110
SOC 101*	Introduction to Sociology	3	SO 201
SPC 205*	Public Speaking	3	EN 105
Elective: Humanities/Fine Arts from the following:			
ART 101, MUS 105, THE 101, FRE 101, 102, SPA 101, 102		3	AR 240, MU 205, TH 101, FR 101/02, SP 101/02

Required Major Core Courses

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
HUS 101*	Introduction to Human Services	3	SW 203
PSY 105*	Personal/Interpersonal Psych	3	Elective
PSY 201*	General Psychology	3	PS 101
PSY 203*	Human Growth and Development	3	PS 204
PSY 230	Interviewing Techniques	3	Elective

Other Hours Required for Graduation

FDTC			Limestone College
Course	**Class**	**Credits**	**Course**
CPT 170*	Microcomputer Applications	3	CST 102**
HUS 110*	Orientation to Human Services	1	Elective
HUS 205	Gerontology	3	SW 207
HUS 208*	Alcohol and Drug Abuse	3	Elective
HUS 251*	Supervised Field Placement II	4	Elective
HUS 255*	Supervised Field Placement III	4	Elective
PSY 212	Abnormal Psychology	3	PS 306
PSY 215*	Psych of the Mentally Retarded	3	Elective
PSY 218*	Behavior Modification	3	Elective
PSY 231*	Counseling Techniques	3	PS 301
PSY 235*	Group Dynamics	3	PS 213
PSY 237*	Crisis Management	3	Elective
SOC 205*	Social Problems	3	SO 202

Minimum Total Credit Hours: 69

*A grade of "C" or better required

**unless more than five (5) years old

South University

Paralegal

FDTC Degree: Associate in Applied Science with a major in Paralegal

South University agrees to accept students graduating from Florence-Darlington Technical College with the degree of Associate in Public Service-Paralegal and may accept up to eighty-one (81) credits towards the Bachelor of Science Legal Studies. This credit includes hours required for partial fulfillment of South University's Paralegal Studies requirements for graduation.

AREA I -- General Education

FDTC		South University	
MAT 110	College Algebra	MAT 1001	Intermediate Algebra
SPC 205	Public Speaking	SPC 1026	Public Speaking
ENG 101	English Composition I	ENG 1001	Composition I
ENG 102	English Composition II	ENG 1002	Composition II/Lit.
PHI 110	Ethics	PHI 2081	Introduction to Philosophy/Logic
PSY 201	General Psychology	PSY 1001	General Psychology
SOC 101	Introduction to Sociology	SOC 1001	Introduction to Sociology
COL 103	College Skills	UVC 1000	Strategies for Success

Area II -- Core Curriculum

FDTC		South University	
LEG 121	Business Law I	BUS 1038	Business Law I
CPT 170	Microcomputer Applications	ITS 1000	Computer & Internet Lit.

Area III -- Major Curriculum

FDTC		South University	
LEG 135	Intro to Law & Ethics	LGS 1001	Intro to Paralegalism
LEG 120	Torts	LGS 1004	Torts & Remedies

LEG 132	Legal Bibliography	LGS 1005	Legal Res. & Writing I
LEG 230	Legal Writing	LGS 1006	Legal Res. & Writing II
LEG 201	Civil Litigation	LGS 2001	Civil Litigation
LEG 213	Family Law	LGS 2002	Domestic Relations
LEG 233	Wills, Trusts & Probate	LGS 2003	Estate Planning
LEG 231	Criminal Law	LGS 2004	Criminal Law
LEG 234	Title Examination	LGS 2005	Real Estate Law
LEG 232	Law Office Management	LGS 2007	Computers in the Law
LEG 242	Law Practice Workshop	LGS 2099	Legal Externship
LEG 216	Administrative Law	LGS 3030	Administrative Law

Students may take up to 4 additional general education courses. Students my transfer 110 total credit hours.

MAT 122	Finite Math	MAT 1002	College Math
PSC 201	American Government	POL 2076	American Government
ACC 111	Accounting I	ACC 1001	Accounting I
BUS 123	Business Law II	BUS 2038	Business Law II

Transfer: State Policies and Procedures

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principle outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
   a. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
   b. Limitations placed by the institution or its program for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
   c. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
   d. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
   e. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
   f. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
   g. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
   h. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
   i. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4. 0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
   a. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0. scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
   b. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a validation examination, placement examination/ instrument, verification instrument, or any other structure, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
   - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
   - Business Administration : Established curriculum block of 46-51 semester hours
   - Engineering: Established curriculum block of 33 semester hours

- Science and Mathematics: Established curriculum block of 51-53 semester hours
- Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
- Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four -year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN) , provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science /Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. - and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions will place the following materials on the Internet websites:
    a. A copy of this entire document
    b. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its Internet website:
    a. A copy of this entire document
    b. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
    a. Publish these procedures in their entirety (except Appendices)
    b. Designate a chief Transfer Officer at the institution who will:
        - provide information and other appropriate support for students considering transfer and recent transfers
        - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
        - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
        - work closely with feeder institutions to assure ease in transfer for their students
    c. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
    d. Refer interested parties to the institutional Transfer Guide<
    e. Refer interested parties to the institutional and the Commission on Higher Education's websites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes. (A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

Technical College Courses Transferable to Public Senior Institutions

Course Number	Course Title	Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History and Appreciation of Art	3
ART 105	Film as Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4

CHM 111	College Chemistry II	4
CHM 112	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
ENG 260	Adv. Tech. Communication	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Intro to Geography	3
GEO 102	World Geography	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	Am. History Discovery to 1877	3
HIS 202	Am. History 1877 to Pres.	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geo. and Calc. I	4
MAT 141	Analytical Geo. and Calc. II	4
MAT 240	Analytical Geo. and Calc. III	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 106	Logic II Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemp. Moral Issues	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth & Development	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interp. of Literature	3
THE 101	Introduction to Theatre	3

Transfer Block Compliance

Arts, Humanities, and Social Sciences Majors

Composition

Course Number	Course Title	Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3

Fine Arts

Course Number	Course Title	Hours
ART 101	Art History and Appreciation	3
OR		
ART 108	History of Western Art	3
OR		
MUS 105	Music Appreciation	3
OR		
THE 101	Introduction to Theatre	3

Foreign Languages

Course Number	Course Title	Hours
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
OR		
GER 101	Elementary German I	4
GER 102	Elementary German II	4
OR		
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

History

Course Number	Course Title	Hours
HIS 101	Western Civilization to 1689	3
OR		
HIS 102	Western Civilization Post-1689	3

Humanities

Course Number	Course Title	Hours
ENG 201	American Literature II	3
OR		
ENG 202	American Literature II	3
OR		
ENG 205	English Literature I	3
OR		
ENG 206	English Literature II	3
OR		
ENG 208	World Literature I	3
OR		
ENG 209	World Literature II	3
OR		
PHI 101	Introduction to Philosophy	3
OR		
PHI 110	Ethics	3
OR		
PHI 201	History of Philosophy	3

Mathematics

Course Number	Course Title	Hours
MAT 120	Finite Probability and Statistics	3
MAT 130	Elementary Calculus	3
OR		
MAT 140	Analytical Geometry and Calculus I	4
MAT 141	Analytical Geometry and Calculus II	4

Natural Sciences

Course Number	Course Title	Hours
BIO 101	Biological Sciences I	4
BIO 102	Biological Sciences II	4
OR		
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
OR		
PHY 201	Physics I	4

PHY 202	Physics II	4
OR		
PHY 221	University Physics I	4

Social and Behavioral Sciences

Course Number	Course Title	Hours
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
AND ONE OF THE FOLLOWING:		
PSY 201	General Psychology	3
OR		
SOC 101	Introduction to Sociology	3
OR		
PSC 201	American Government	3
OR		
GEO 102	World Geography	3

General Education and Business Foundations

Accounting

Course Number	Course Title	Hours
ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3

Composition

Course Number	Course Title	Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3

Foreign Languages

Course Number	Course Title	Hours
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
OR		
GER 101	Elementary German I	4
GER 102	Elementary German II	4
OR		
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3

Humanities

Course Number	Course Title	Hours
Choose 1 course from 2 of the following 3 areas:		
Literature:		
ENG 205	English Literature I	3
OR		
ENG 206	English Literature II	3
History:		
HIS 101	Western Civilization to 1689	3
OR		
HIS 102	Western Civilization Post 1689	3
Fine Arts:		
ART 101	Art History and Appreciation	3
OR		
MUS 105	Music Appreciation	3

Mathematics

Course Number	Course Title	Hours
MAT 130	Elementary Calculus	3
OR		
MAT 140	Analytical Geometry and Calculus I	4
MAT 141	Analytical Geometry and Calculus II	4

Natural Sciences

Course Number	Course Title	Hours
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
OR		
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
OR		
PHY 221	University Physics I	4

Social and Behavioral Sciences

Course Number	Course Title	Hours
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
AND ONE OF THE FOLLOWING:		
PSY 201	General Psychology	3
OR		
SOC 101	Introduction to Sociology	3
OR		
PSC 201	American Government	3

Engineering

Course Number	Course Title	Hours
English Composition		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
Engineering		
EGR XXX		4
Humanities		
HIS 101	Western Civ. To 1689	3
Mathematics		
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
Natural Science		
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
PHY 221	University Physics I	4

Sciences and Mathematics

Composition

Course Number	Course Title	Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3

Fine Arts

Course Number	Course Title	Hours
ART 101	Art History and Appreciation	3
OR		
MUS 105	Music Appreciation	3

Foreign Languages

Course Number	Course Title	Hours
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
OR		
GER 101	Elementary German I	4
GER 102	Elementary German II	4

Humanities

Course Number	Course Title	Hours
HIS 101	Western Civ to 1689	3
OR		
HIS 102	Western Civ Post-1689	3
AND		
ENG 201	American Literature I	3
OR		
ENG 202	American Literature II	3
OR		
ENG 205	English Literature I	3
OR		
ENG 206	English Literature I	3
OR		
ENG 208	World Literature I	3
OR		
ENG 209	World Literature II	3

Mathematics

Course Number	Course Title	Hours

MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4

Natural Sciences

Course Number	Course Title	Hours
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
PHY 221	University Physics I	4

Social and Behavioral Sciences

Course Number	Course Title	Hours
*One Course from Each of Two of the Following Disciplines:		
ECO 210	Macroeconomics	3
OR		
ECO 211	Microeconomics	3
OR		
PSY 201	General Psychology	3
OR		
SOC 101	Introduction to Sociology	3
OR		
PSC 201	American Government	3

Early Childhood, Elementary, and Special Education

Composition

Course Number	Course Title	Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3

Fine Arts

Course Number	Course Title	Hours
ART 101	Art History and Appreciation	3
OR		
MUS 105	Music Appreciation	3

Humanities

Course Number	Course Title	Hours
ENG 208	World Literature I	3
OR		
ENG 209	World Literature II	3
AND		
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3

Mathematics

Course Number	Course Title	Hours
MAT 130	Elementary Calculus	3
OR		
MAT 140	Analytical Geometry and Calculus I	4

Natural Sciences

Course Number	Course Title	Hours
BIO 101	Biological Science I	4
AND		
CHM 110	College Chemistry I	4
OR		
PHY 201	Physics I	4

Social and Behavioral Sciences

Course Number	Course Title	Hours
Choose 2 of 3:		
PSC 201	American Government	3
OR		
PSY 201	General Psychology	3
OR		
SOC 101	Introduction to Sociology	3

Contact Information

Robert Indrihovic
Transfer Officer, Associate in Arts Program

David Saleeby
Transfer Officer, Associate in Science Program

For further information on The Commission on Higher Education you may visit their Home Page at http://www.che400.state.sc.us/

Agency Requirements

Students in health majors must meet the published clinical agency requirements when participating in assigned labs. Requirements include immunizations, background checks, and drug testing. To be in compliance with Article, 23, Section 44-7-2920 of the S.C. Code of Law, all students enrolled in AHS 141, DAT 154, DHG 154, EDT 110, HIM 102, MED 102, MLT 110, NUR 160, NUR 201, PNR 110, RAD 101, RES 101, and SUR 101 must complete the requirements listed above prior to being assigned to any direct care entity. Results of the background check could affect the student's to complete required clinical rotations and/or become credentialed. For example, a felony conviction could make a student ineligible to take the licensing exam(s) required by the profession or prevent the student from participating in the clinical training component.

Online Catalog

A complete, detailed reference is located on our website at www.fdtc.edu

Degrees

ACCOUNTING

DEGREE: Associate in Applied Science with a major in Accounting

Students who obtain an Associate in Business - Accounting are prepared for a variety of career opportunities. These include general accounting, financial accounting, cost accounting assistant, accounts payable clerk, payroll clerk, and purchasing agent. All businesses need to keep financial records and there are many possibilities for varied and exciting careers in fields from movie production to government accounting.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ACC
2. Any course with one of the following prefixes may not be attempted more than twice: ACC

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
ACC	102	Accounting Principles II	3	0	3
ACC	201	Intermediate Accounting I	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
ACC	112	Organizational Accounting	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	230	Cost Accounting I	3	0	3
ACC	231	Cost Accounting II	3	0	3
ACC	240	Computerized Accounting	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	280	Executive Development	3	0	3
			36	**0**	**36**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	280	Executive Development	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**0**	**18**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	230	Cost Accounting I	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
			15	**0**	**15**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ACC	102	Accounting Principles II	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	201	Intermediate Accounting I	3	0	3
ACC	231	Cost Accounting II	3	0	3
ACC	240	Computerized Accounting	3	0	3
ECO	201	Economic Concepts	3	0	3
			18	**0**	**18**

Minimum Total Credit Hours: 66

ACCOUNTING (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Accounting

Students who obtain an Associate in Business - Accounting are prepared for a variety of career opportunities. These include general accounting, financial accounting, cost accounting assistant, accounts payable clerk, payroll clerk, and purchasing agent. All businesses need to keep financial records and there are

many possibilities for varied and exciting careers in fields from movie production to government accounting.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ACC
2. Any course with one of the following prefixes may not be attempted more than twice: ACC

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
ACC	102	Accounting Principles II	3	0	3
ACC	201	Intermediate Accounting I	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
ACC	112	Organizational Accounting	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	230	Cost Accounting I	3	0	3
ACC	231	Cost Accounting II	3	0	3
ACC	240	Computerized Accounting	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	280	Executive Development	3	0	3
			36	**0**	**36**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ECO	201	Economic Concepts	3	0	3
MGT	280	Executive Development	3	0	3
SPC	205	Public Speaking	3	0	3
			12	**0**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ACC	240	Computerized Accounting	3	0	3
BUS	250	Introduction to International Business	3	0	3
ENG	101	English Composition I	3	0	3
			9	**0**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
ACC	230	Cost Accounting I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**0**	**12**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ACC	102	Accounting Principles II	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	231	Cost Accounting II	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
			12	**0**	**12**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
ACC	150	Payroll Accounting	3	0	3
ACC	201	Intermediate Accounting I	3	0	3
BUS	240	Business Statistics	3	0	3
			9	**0**	**9**

Minimum Total Credit Hours: 66

ADMINISTRATIVE OFFICE TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Administrative Office Technology

The Administrative Office program provides training in administrative office procedures, customer service, keyboarding, machine transcription, and word processing. It covers all aspects of the office professional and incorporates hands-on, in-depth training on various software packages that will prepare students for office careers such as administrative assistants, administrative support personnel, and executive secretaries.

Administrative Office graduates are employed by facilities of various sizes from an office with one assistant to Fortune 500 corporations. Larger corporations usually have higher salaries.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: AOT, ENG
2. Any course with one of the following prefixes may not be attempted more than twice: AOT

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
	OR				
SOC	101	Introduction to Sociology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	163	Word Processing	3	0	3
AOT	170	Speedwriting	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	120	Introduction To Machine Transcription	3	0	3
AOT	122	Medical Transcription I	3	0	3
	OR				
AOT	123	Legal Transcription	3	0	3
	OR				
AOT	221	Advanced Transcription	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
AOT	167	Information Processing Applications	3	0	3
AOT	180	Customer Service	3	0	3
AOT	210	Document Production	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
AOT	267	Integrated Information Processing	3	0	3
AOT	271	SCWE in Administrative Office Technology	2	8	4
			35	**8**	**37**

Minimum Total Credit Hours: 67

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	105	Keyboarding	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	163	Word Processing	3	0	3
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
	OR				
SOC	101	Introduction to Sociology	3	0	3
			15	**0**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			6	**0**	**6**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
AOT	120	Introduction To Machine Transcription	3	0	3
AOT	167	Information Processing Applications	3	0	3
AOT	170	Speedwriting	3	0	3
AOT	210	Document Production	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
			15	**0**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
AOT	122	Medical Transcription I	3	0	3
	OR				
AOT	123	Legal Transcription	3	0	3
	OR				
AOT	221	Advanced Transcription	3	0	3
AOT	180	Customer Service	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
AOT	267	Integrated Information Processing	3	0	3
AOT	271	SCWE in Administrative Office Technology	2	8	4
			14	**8**	**16**

Minimum Total Credit Hours: 67

ADVANCED TECHNOLOGICAL EDUCATION (ATE)

CORE OF STUDY: ATE Core of Study for Associate Degrees in Engineering Technology

ATE refers to the common first-year courses taken during the first three semesters of all two-year associate degree programs in Engineering Technology. The ATE courses integrate the first-year engineering technologies, applied science, technical mathematics and communication courses. These engineering technology courses are problem-based and focus on collaborative learning. For more information about the ATE program, please visit www.scate.org.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
ENG	101	English Composition I *Students should take ENG 101 ET for ATE credit.	3	0	3
ENG	260	Advanced Technical Communications *Students should take ENG 260 ET for ATE credit.	3	0	3

MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	130	Elementary Calculus	3	0	3
	OR				
MAT	140	Analytical Geometry And Calculus I	4	0	4
PHY	201	Physics I	3	3	4
PHY	202	Physics II *CET students take CHM 101 in lieu of PHY 202.	3	3	4
			21	**15**	**26**

Minimum Total Credit Hours: 26

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EGR	181	Integrated Technology I	0	3	1
ENG	101	English Composition I *Students should take ENG 101 ET for ATE credit.	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			9	**6**	**11**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications *Students should take ENG 260 ET for ATE credit.	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	202	Physics II *CET students take CHM 101 in lieu of PHY 202.	3	3	4
			9	**6**	**11**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EGR	183	Integrated Technology III	0	3	1
MAT	130	Elementary Calculus	3	0	3
	OR				
MAT	140	Analytical Geometry And Calculus I	4	0	4
			3	**3**	**4**

Minimum Total Credit Hours: 26

ASSOCIATE IN ARTS

DEGREE: Associate in Arts

Students in the Associate in Arts degree program take classes in a small classroom environment taught by instructors, not graduate students or teaching assistants. Their first two years of education at a technical college is the same as the first two years at a four-year university, yet costs much less! The college offers students in the program a variety of learning formats including accelerated, online, web enhanced, and hybrid courses that are transferable or lead to transferable courses to accommodate traditional and non-traditional students. Graduates of the program will have the necessary communication and analytical thinking skills to compete in a professional work environment or compete with university students entering their third year of a baccalaureate program.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG 101 and ENG 102

Course Requirements

The Associate in Arts program must contain a basic core of general education courses. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/ mathematics, and oral communications.

At least 25% of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma. Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Florence-Darlington Tech meet the senior institution's requirements for the desired four-year degree.

Group A -- Required Courses (12 semester hours)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3

Group B -- Mathematics (3 semester hours)

Course			Class	Lab	Credit
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability And Statistics	3	0	3
MAT	122	Finite College Mathematics	3	0	3
MAT	130	Elementary Calculus	3	0	3

Group C -- Natural Sciences (8 semester hours)

Course			Class	Lab	Credit
BIO	101	Biological Science I	3	3	4
BIO	102	Biological Science II	3	3	4
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
CHM	110	College Chemistry I	3	3	4
CHM	111	College Chemistry II	3	3	4
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PHY	201	Physics I	3	3	4
PHY	202	Physics II	3	3	4

Group D -- Literature (3 semester hours)

Course			Class	Lab	Credit
ENG	201	American Literature I	3	0	3
ENG	202	American Literature II	3	0	3
ENG	205	English Literature I	3	0	3
ENG	206	English Literature II	3	0	3
ENG	208	World Literature I	3	0	3
ENG	209	World Literature II	3	0	3
ENG	230	Women in Literature	3	0	3
ENG	236	African American Literature	3	0	3

Group E -- Humanities and/or Social Sciences (24 semester hours)

Students who did not have two years of high school foreign language are strongly encouraged to take two semesters of the same foreign language. Students are strongly encouraged to take at least 6 hours from HIS 101, HIS 102, HIS 201, and HIS 202.

Course			Class	Lab	Credit
ARV	123	Composition And Color **	3	0	3
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	3	0	3
FRE	101	Elementary French I	4	0	4
FRE	102	Elementary French II	4	0	4
GEO	101	Introduction To Geography	3	0	3
GEO	102	World Geography	3	0	3
HIS	101	Western Civilization To 1689	3	0	3

HIS	102	Western Civilization Post 1689	3	0	3
HIS	115	African-American History **	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3
HIS	222	Global Women's History **	3	0	3
HIS	230	The American Civil War **	3	0	3
HSS	205	Technology and Society **	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
PHI	110	Ethics	3	0	3
PSC	201	American Government	3	0	3
PSC	215	State and Local Government	3	0	3
PSY	105	Personal/interpersonal Psychology **	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	208	Human Sexuality	3	0	3
PSY	212	Abnormal Psychology	3	0	3
REL	103	Comparative Religion **	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SOC	102	Marriage and the Family	3	0	3
SOC	205	Social Problems	3	0	3
SOC	220	Sociology of The Family	3	0	3
SOC	235	Thanatology	3	0	3
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4

Group F -- Elective Courses (12 to 15 semester hours)

Students should take courses excluding those courses already used for another catagory.

Course			Class	Lab	Credit
ART	101	Art History and Appreciation	3	0	3
COL	103	College Skills **	3	0	3
CPT	170	Microcomputer Applications **	3	0	3
ENG	201	American Literature I	3	0	3
ENG	202	American Literature II	3	0	3
ENG	205	English Literature I	3	0	3
ENG	206	English Literature II	3	0	3
ENG	208	World Literature I	3	0	3
ENG	209	World Literature II	3	0	3
ENG	214	Fiction	3	0	3
ENG	218	Drama	3	0	3
ENG	222	Poetry	3	0	3
ENG	230	Women in Literature	3	0	3
ENG	236	African American Literature	3	0	3
ENG	238	Creative Writing **	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
FRE	101	Elementary French I	4	0	4
FRE	102	Elementary French II	4	0	4
HIS	101	Western Civilization To 1689	3	0	3
HIS	102	Western Civilization Post 1689	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3
MAT	120	Probability And Statistics	3	0	3
MUS	105	Music Appreciation	3	0	3
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4
THE	101	Introduction to Theatre	3	0	3

** This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

Minimum Total Credit Hours: 62

ASSOCIATE IN SCIENCE

DEGREE: Associate in Science

This program prepares the student to transfer courses and the degree in its entirety to a four-year senior college. The degree stresses the natural sciences, mathematics, communications, the social sciences and humanities. Entrance requirements for transfer students vary widely among senior colleges and universities. Transfer of credits is a privilege granted by the institution to which the student plans to transfer, and all applicants and requests for transfer of credits are evaluated individually. Each student must complete courses with grades acceptable to the college to which the student seeks to transfer. Thus, it is strongly recommended that a student discuss transferring to a four-year institution with a representative of that institution early in the student's academic career at Florence-Darlington Technical College. Furthermore, it is the responsibility of each student, with the assistance of a counselor or academic advisor, to plan his/her program of study to meet the requirements of the college to which the student expects to transfer.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG 101 and ENG 102
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, CHM, PHS, PHY

Course Requirements

The Associate in Science program must contain a basic core of general education courses. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/ mathematics, and oral/written communications.

Required Courses

(12 semester hours)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3

Natural Sciences and Mathematics

(total 26 semester hours = any combination of courses with a minimum of 8 hours sciences and 6 hours mathematics)

Course			Class	Lab	Credit
BIO	101	Biological Science I	3	3	4
BIO	102	Biological Science II	3	3	4
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
CHM	110	College Chemistry I	3	3	4
CHM	111	College Chemistry II	3	3	4
EVT	101	Man and His Environment **	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability And Statistics	3	0	3
MAT	122	Finite College Mathematics	3	0	3
MAT	130	Elementary Calculus	3	0	3
MAT	140	Analytical Geometry And Calculus I	4	0	4
MAT	141	Analytical Geometry & Calculus II	4	0	4
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PHY	201	Physics I	3	3	4
PHY	202	Physics II	3	3	4
PHY	221	University Physics I	3	3	4

Humanities and Fine Arts

(minimum of 3 semester hours)

Course			Class	Lab	Credit
ART	101	Art History and Appreciation	3	0	3
ARV	123	Composition And Color **	3	0	3

FRE	101	Elementary French I	4	0	4
FRE	102	Elementary French II	4	0	4
HSS	205	Technology and Society **	3	0	3
MUS	105	Music Appreciation	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
PHI	110	Ethics	3	0	3
REL	103	Comparative Religion **	3	0	3
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4
THE	101	Introduction to Theatre	3	0	3

Social and Behavioral Science
(minimum of 3 semester hours)

Course			Class	Lab	Credit
CRJ	101	Introduction To Criminal Justice **	3	0	3
CRJ	125	Criminology **	3	0	3
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	3	0	3
GEO	102	World Geography	3	0	3
PSC	201	American Government	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	208	Human Sexuality	3	0	3
PSY	210	Educational Psychology **	3	0	3
PSY	212	Abnormal Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SOC	205	Social Problems	3	0	3
SOC	210	Juvenile Delinquency	3	0	3
SOC	220	Sociology of The Family	3	0	3
SOC	235	Thanatology	3	0	3

History
(minimum of 3 semester hours)

Course			Class	Lab	Credit
HIS	101	Western Civilization To 1689	3	0	3
HIS	102	Western Civilization Post 1689	3	0	3
HIS	115	African-American History **	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3
HIS	222	Global Women's History **	3	0	3
HIS	230	The American Civil War **	3	0	3

Literature
(minimum of 3 semester hours)

Course			Class	Lab	Credit
ENG	201	American Literature I	3	0	3
ENG	202	American Literature II	3	0	3
ENG	205	English Literature I	3	0	3
ENG	206	English Literature II	3	0	3
ENG	208	World Literature I	3	0	3
ENG	209	World Literature II	3	0	3
ENG	214	Fiction	3	0	3
ENG	218	Drama	3	0	3
ENG	222	Poetry	3	0	3
ENG	230	Women in Literature	3	0	3
ENG	234	Survey in Minority Literature **	3	0	3
ENG	236	African American Literature	3	0	3
ENG	238	Creative Writing **	3	0	3
ENG	260	Advanced Technical Communications	3	0	3

Elective Courses
(9 semester hours)
Electives may be chosen, with assistance of advisor, from the list below or any appropriate transfer curriculum course offered at the College.

Course			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
ACC	102	Accounting Principles II	3	0	3
ACC	230	Cost Accounting I **	3	0	3
BUS	123	Business Law II **	3	0	3
BUS	240	Business Statistics **	3	0	3
COL	103	College Skills **	3	0	3
CPT	170	Microcomputer Applications **	3	0	3

** This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

Minimum Total Credit Hours: 65

AUTOMOTIVE TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Automotive Technology

This program trains automotive technicians to diagnose, service and repair automobiles and light trucks. The technology changes in the automotive industry now require technicians to use computerized shop equipment and work with electronic components, while maintaining their skills with traditional hand tools.

Employment opportunities are available in the automotive service industry and related fields. The projected growth in job opportunities for automotive technicians is expected to be 38% over the next decade.

Accreditations, Approvals, and Certifications

This program has been certified by National Automotive Technicians Education Foundation Automotive Service Excellence (ASE) (http://www.natef.org).

National Automotive Technicians Education Foundation
101 Blue Seal Drive
Suite 101
Leesburg, VA 20175
703.669.6650

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	160	Technical Communications	3	0	3
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
AUT	103	Engine Reconditioning	2	6	4
AUT	112	Braking Systems	2	6	4
AUT	122	Suspension and Alignment	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	141	Introduction To Heating & Air Conditioning	2	6	4
AUT	152	Automatic Transmission	2	6	4
			12	**33**	**23**

Other Hours Required for Graduation

Course			Class	Lab	Credit
AUT	102	Engine Repair	2	6	4
AUT	116	Manual Transmission & Axle	2	6	4
AUT	145	Engine Performance	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
AUT	231	Automotive Electronics	2	6	4
AUT	232	Automotive Accessories	1	3	2
AUT	247	Electronic Fuel Systems	2	6	4
AUT	252	Advanced Automatic Transmission	2	6	4
AUT	262	Advanced Auto Diagnosis & Repair	2	6	4

AUT	268	Special Topics In Automotives	2	3	3
CPT	170	Microcomputer Applications	3	0	3
	OR				
EGR	120	Engineering Computer Applications	3	0	3
CWE	111	Cooperative Work Experience I	0	5	1
WLD	145	Field Welding (AUT Students)	1	3	2
			23	**59**	**42**

Minimum Total Credit Hours: 80

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AUT	112	Braking Systems	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
CPT	170	Microcomputer Applications	3	0	3
	OR				
EGR	120	Engineering Computer Applications	3	0	3
			9	**15**	**14**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AUT	102	Engine Repair	2	6	4
AUT	103	Engine Reconditioning	2	6	4
AUT	145	Engine Performance	2	3	3
ENG	160	Technical Communications	3	0	3
			9	**15**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
AUT	116	Manual Transmission & Axle	2	6	4
AUT	141	Introduction To Heating & Air Conditioning	2	6	4
PSY	103	Human Relations	3	0	3
			7	**12**	**11**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
AUT	122	Suspension and Alignment	2	6	4
AUT	152	Automatic Transmission	2	6	4
AUT	268	Special Topics In Automotives	2	3	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			9	**15**	**14**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
AUT	232	Automotive Accessories	1	3	2
AUT	247	Electronic Fuel Systems	2	6	4
AUT	252	Advanced Automatic Transmission	2	6	4
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3
WLD	145	Field Welding (AUT Students)	1	3	2
			9	**18**	**15**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
AUT	231	Automotive Electronics	2	6	4
AUT	262	Advanced Auto Diagnosis & Repair	2	6	4
CWE	111	Cooperative Work Experience I	0	5	1
ECO	201	Economic Concepts	3	0	3
			7	**17**	**12**

Minimum Total Credit Hours: 80

AUTOMOTIVE TECHNOLOGY - DIESEL OPTION (DAY/EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Automotive Technology

This program trains technicians to diagnose, service and maintain both gasoline and diesel vehicles. Employment opportunities are available in the automotive or trucking industries and their related fields.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	160	Technical Communications	3	0	3
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
CWE	111	Cooperative Work Experience I	0	5	1
DHM	105	Diesel Engines I	2	3	3
DHM	107	Diesel Equipment Service And Diagnosis	2	3	3
DHM	125	Diesel Fuel Systems	2	3	3
DHM	151	Drive Trains	2	6	4
DHM	173	Electrical Systems I	2	3	3
DHM	205	Diesel Engines II	1	6	3
DHM	225	Electronic Fuel Systems	2	3	3
DHM	251	Suspension and Steering	2	3	3
DHM	255	Air Brakes Systems	2	3	3
DHM	265	Hydraulic Systems	2	3	3
			19	**41**	**32**

Other Hours Required for Graduation

Course			Class	Lab	Credit
AUT	102	Engine Repair	2	6	4
AUT	103	Engine Reconditioning	2	6	4
AUT	112	Braking Systems	2	6	4
AUT	116	Manual Transmission & Axle	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	141	Introduction To Heating & Air Conditioning	2	6	4
AUT	145	Engine Performance	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
CPT	170	Microcomputer Applications	3	0	3
	OR				
EGR	120	Engineering Computer Applications	3	0	3
WLD	145	Field Welding (AUT Students)	1	3	2
			20	**45**	**35**

Minimum Total Credit Hours: 82

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AUT	112	Braking Systems	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
CPT	170	Microcomputer Applications	3	0	3
	OR				
EGR	120	Engineering Computer Applications	3	0	3
			9	**15**	**14**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AUT	102	Engine Repair	2	6	4
AUT	103	Engine Reconditioning	2	6	4
AUT	145	Engine Performance	2	3	3
ENG	160	Technical Communications	3	0	3
			9	**15**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
AUT	116	Manual Transmission & Axle	2	6	4
AUT	141	Introduction To Heating & Air Conditioning	2	6	4
PSY	103	Human Relations	3	0	3
			7	**12**	**11**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
DHM	125	Diesel Fuel Systems	2	3	3
DHM	173	Electrical Systems I	2	3	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			7	**6**	**9**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
DHM	105	Diesel Engines I	2	3	3
DHM	107	Diesel Equipment Service And Diagnosis	2	3	3
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3
			7	**6**	**9**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
DHM	205	Diesel Engines II	1	6	3
WLD	145	Field Welding (AUT Students)	1	3	2
			2	**9**	**5**

SEMESTER 7 (Fall)

Course			Class	Lab	Credit
DHM	225	Electronic Fuel Systems	2	3	3
DHM	265	Hydraulic Systems	2	3	3
			4	**6**	**6**

SEMESTER 8 (Spring)

Course			Class	Lab	Credit
DHM	251	Suspension and Steering	2	3	3
DHM	255	Air Brakes Systems	2	3	3
ECO	201	Economic Concepts	3	0	3
			7	**6**	**9**

SEMESTER 9 (Summer)

Course			Class	Lab	Credit
CWE	111	Cooperative Work Experience I	0	5	1
DHM	151	Drive Trains	2	6	4
			2	**11**	**5**

Minimum Total Credit Hours: 82

CIVIL ENGINEERING TECHNOLOGY - CIVIL PROGRAM OF STUDY

DEGREE: Associate in Applied Science with a major in Civil Engineering Technology

This program uses classroom and laboratory experiences to provide students with civil engineering technical skills which will prepare them for careers in the environmental field, surveying, construction, design, and testing.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CET

Course Requirements

General Education Courses

Course			Class	Lab	Credit
CHM	101	General Chemistry I	3	3	4
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			21	**6**	**23**

Required Major Core Courses

Course			Class	Lab	Credit
CET	105	Surveying I	2	3	3
CET	125	Fundamentals of Building Construction	1	3	2
CET	205	Surveying II	3	3	4
CET	216	Soil Mechanics	2	3	3
CET	218	Hydraulics	2	3	3
CET	235	Construction Methods & Estimating	2	3	3
CET	246	Environmental Systems Technology	2	3	3
CET	250	Transportation Engineering Technology	2	3	3
CET	255	Senior Project in Civil Engineering Technology	0	3	1
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
EGR	194	Statics & Strength of Materials	3	3	4
EGT	101	Basic Technical Drawing	0	6	2
EGT	105	Basic Civil Drafting	1	3	2
			20	**48**	**36**

Other Hours Required for Graduation

Course			Class	Lab	Credit
EGT	151	Introduction to CAD	2	3	3
MAT	111	College Trigonometry	3	0	3
MAT	130	Elementary Calculus	3	0	3
XXX	XXX	Elective: General	3	0	3
			11	**3**	**12**

Minimum Total Credit Hours: 71

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CET	125	Fundamentals of Building Construction	1	3	2
EGR	181	Integrated Technology I	0	3	1
EGT	101	Basic Technical Drawing	0	6	2
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			10	**15**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CET	105	Surveying I	2	3	3
CHM	101	General Chemistry I	3	3	4
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3
			11	**9**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
CET	205	Surveying II	3	3	4
EGR	183	Integrated Technology III	0	3	1
EGR	194	Statics & Strength of Materials	3	3	4
EGT	151	Introduction to CAD	2	3	3
MAT	130	Elementary Calculus	3	0	3
			11	**12**	**15**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
CET	216	Soil Mechanics	2	3	3
CET	218	Hydraulics	2	3	3

CET	250	Transportation Engineering Technology	2	3	3
EGT	105	Basic Civil Drafting	1	3	2
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			10	**12**	**14**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CET	235	Construction Methods & Estimating	2	3	3
CET	246	Environmental Systems Technology	2	3	3
CET	255	Senior Project in Civil Engineering Technology	0	3	1
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: General	3	0	3
			10	**9**	**13**

Minimum Total Credit Hours: 71

CIVIL ENGINEERING TECHNOLOGY - GRAPHICS PROGRAM OF STUDY

DEGREE: Associate in Applied Science with a major in Civil Engineering Technology

This program uses classroom and laboratory experiences to provide students with technical skills such as drafting, CAD operations, which will prepare them for careers with a variety of industries.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: EGT

Course Requirements

General Education Courses

Course			Class	Lab	Credit
CHM	101	General Chemistry I	3	3	4
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			21	**6**	**23**

Required Major Core Courses

Course			Class	Lab	Credit
CET	105	Surveying I	2	3	3
CET	125	Fundamentals of Building Construction	1	3	2
CET	205	Surveying II	3	3	4
EGR	170	Engineering Materials	2	3	3
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
EGR	194	Statics & Strength of Materials	3	3	4
EGR	255	Engineering Technology Senior Systems Project	0	6	2
EGT	101	Basic Technical Drawing	0	6	2
EGT	105	Basic Civil Drafting	1	3	2
EGT	115	Engineering Graphics II	2	6	4
EGT	210	Engineering Graphics III	2	6	4
EGT	250	CAD Applications	1	3	2
			17	**54**	**35**

Other Hours Required for Graduation

Course			Class	Lab	Credit
EGT	151	Introduction to CAD	2	3	3
MAT	111	College Trigonometry	3	0	3
MAT	130	Elementary Calculus	3	0	3
MET	213	Dynamics	2	3	3
XXX	XXX	Elective: General	3	0	3
			13	**6**	**15**

Minimum Total Credit Hours: 73

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CET	125	Fundamentals of Building Construction	1	3	2
EGR	181	Integrated Technology I	0	3	1
EGT	101	Basic Technical Drawing	0	6	2
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			10	**15**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CET	105	Surveying I	2	3	3
CHM	101	General Chemistry I	3	3	4
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3
			11	**9**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
CET	205	Surveying II	3	3	4
EGR	183	Integrated Technology III	0	3	1
EGR	194	Statics & Strength of Materials	3	3	4
EGT	151	Introduction to CAD	2	3	3
MAT	130	Elementary Calculus	3	0	3
			11	**12**	**15**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EGR	170	Engineering Materials	2	3	3
EGT	105	Basic Civil Drafting	1	3	2
EGT	115	Engineering Graphics II	2	6	4
MET	213	Dynamics	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			10	**15**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
EGR	255	Engineering Technology Senior Systems Project	0	6	2
EGT	210	Engineering Graphics III	2	6	4
EGT	250	CAD Applications	1	3	2
XXX	XXX	Elective: General	3	0	3
			9	**15**	**14**

Minimum Total Credit Hours: 73

COMPUTER TECHNOLOGY - TELECOMMUNICATIONS SYSTEMS MANAGEMENT

DEGREE: Associate in Applied Science with a major in Telecommunications Systems Management

The Telecommunications Systems Management program prepares students for entry-level positions as network administrators, network managers, network designers, network operations specialists, network technicians, network installers

or network support specialists.

The goal is to give students the ability to fit into a variety of information systems infrastructures by teaching basic concepts within the framework of a wide variety of equipment and architectures. The program prepares students for the CompTIA A+, Network+, and the Cisco CCNA exams.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: Algebra I
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, IST
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, IST

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
MAT	120	Probability And Statistics	3	0	3
MAT	135	Fundamentals of Logic Design	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**0**	**18**

Required Major Core Courses

Course			Class	Lab	Credit
CPT	240	Internet Programming With Databases	3	0	3
CPT	242	Database	3	0	3
IST	201	Cisco Internetworking Concepts	2	3	3
IST	202	CISCO Router Configuration	2	3	3
IST	203	Advanced Cisco Router Configuration	2	3	3
IST	204	CISCO Troubleshooting	2	3	3
			14	**12**	**18**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	162	Introduction To Web Page Publishing	3	0	3
CPT	168	Programming Logic And Design	3	0	3
CPT	257	Operating Systems	2	3	3
CPT	285	PC Hardware Concepts	2	3	3
IST	150	Project Management Essentials for IT Professionals	3	0	3
IST	209	Fundamentals of Wireless LANs	2	3	3
IST	257	LAN Network Server Technologies	2	3	3
IST	291	Fundamentals of Network Security I	2	3	3
IST	295	Fundamentals of Voice Over IP	2	3	3
XXX	XXX	Elective: CPT/IST Course	3	0	3
			24	**18**	**30**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CPT	162	Introduction To Web Page Publishing	3	0	3
CPT	285	PC Hardware Concepts	2	3	3
ENG	160	Technical Communications	3	0	3
IST	201	Cisco Internetworking Concepts	2	3	3
MAT	135	Fundamentals of Logic Design	3	0	3
			13	**6**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	168	Programming Logic And Design	3	0	3
CPT	257	Operating Systems	2	3	3
IST	202	CISCO Router Configuration	2	3	3
MAT	120	Probability And Statistics	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	**6**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ENG	260	Advanced Technical Communications	3	0	3
IST	203	Advanced Cisco Router Configuration	2	3	3
IST	257	LAN Network Server Technologies	2	3	3
			7	**6**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
CPT	242	Database	3	0	3
IST	204	CISCO Troubleshooting	2	3	3
IST	209	Fundamentals of Wireless LANs	2	3	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: CPT/IST Course	3	0	3
			13	**6**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CPT	240	Internet Programming With Databases	3	0	3
IST	150	Project Management Essentials for IT Professionals	3	0	3
IST	291	Fundamentals of Network Security I	2	3	3
IST	295	Fundamentals of Voice Over IP	2	3	3
			10	**6**	**12**

Minimum Total Credit Hours: 66

CRIMINAL JUSTICE TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Criminal Justice Technology

Criminal Justice Technology prepares students for a broad variety of careers in policing, corrections, courts, private security, and homeland security. The duties include protecting lives and property, enhancing community relations, enforcing laws, patrolling and responding to calls, collecting facts through investigations, conducting surveillance, writing reports, and controlling convicted offenders in a correctional setting or in the community.

Personnel in this vocation are employed by private, local, state, and federal agencies. According to the U. S. Department of Labor the annual income for criminal justice personnel is $22,000. The projected growth in job opportunities in criminal justice positions is in the 21-35% range for the next decade.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CRJ, ENG, PSY, SOC, SPC

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
CRJ	101	Introduction To Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
CRJ	125	Criminology	3	0	3
CRJ	236	Criminal Evidence	3	0	3
CRJ	239	Terrorism & Homeland Security	3	0	3
CRJ	242	Correctional Systems	3	0	3
			18	**0**	**18**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
CRJ	102	Introduction to Security	3	0	3
	OR				
CRJ	244	Probation, Pardon and Parole	3	0	3
CRJ	120	Constitutional Law	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	224	Police Community Relations	3	0	3
CRJ	230	Criminal Investigation I	3	0	3
CRJ	250	Criminal Justice Internship I	1	8	3
CRJ	251	Criminal Justice Internship II	1	8	3
	OR				
CRJ	246	Special Problems In Criminal Justice	3	0	3
ENG	102	English Composition II	3	0	3
	OR				
ENG	238	Creative Writing	3	0	3
	OR				
ENG	260	Advanced Technical Communications	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			32	**16**	**36**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
CRJ	101	Introduction To Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
CRJ	120	Constitutional Law	3	0	3
ENG	101	English Composition I	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CRJ	125	Criminology	3	0	3
CRJ	130	Police Administration	3	0	3
ENG	102	English Composition II	3	0	3
	OR				
ENG	238	Creative Writing	3	0	3
	OR				
ENG	260	Advanced Technical Communications	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
			15	**0**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
CRJ	230	Criminal Investigation I	3	0	3
CRJ	236	Criminal Evidence	3	0	3
CRJ	239	Terrorism & Homeland Security	3	0	3
			9	**0**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
CRJ	102	Introduction to Security	3	0	3
	OR				
CRJ	244	Probation, Pardon and Parole	3	0	3
CRJ	242	Correctional Systems	3	0	3
CRJ	250	Criminal Justice Internship I	1	8	3
MAT	155	Contemporary Mathematics	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			13	**8**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	224	Police Community Relations	3	0	3
CRJ	251	Criminal Justice Internship II	1	8	3
	OR				
CRJ	246	Special Problems In Criminal Justice	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	**8**	**15**

Minimum Total Credit Hours: 69

CRIMINAL JUSTICE TECHNOLOGY (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Criminal Justice Technology

Criminal Justice Technology prepares students for a broad variety of careers in policing, corrections, courts, private security, and homeland security. The duties include protecting lives and property, enhancing community relations, enforcing laws, patrolling and responding to calls, collecting facts through investigations, conducting surveillance, writing reports, and controlling convicted offenders in a correctional setting or in the community.

Personnel in this vocation are employed by private, local, state, and federal agencies. According to the U. S. Department of Labor the annual income for criminal justice personnel is $22,000. The projected growth in job opportunities in criminal justice positions is in the 21-35% range for the next decade.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CRJ, ENG, PSY, SOC, SPC

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
CRJ	101	Introduction To Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
CRJ	125	Criminology	3	0	3
CRJ	236	Criminal Evidence	3	0	3
CRJ	239	Terrorism & Homeland Security	3	0	3
CRJ	242	Correctional Systems	3	0	3
			18	**0**	**18**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
CRJ	102	Introduction to Security	3	0	3
	OR				
CRJ	244	Probation, Pardon and Parole	3	0	3
CRJ	120	Constitutional Law	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	224	Police Community Relations	3	0	3
CRJ	230	Criminal Investigation I	3	0	3
CRJ	250	Criminal Justice Internship I	1	8	3
CRJ	251	Criminal Justice Internship II	1	8	3
	OR				
CRJ	246	Special Problems In Criminal Justice	3	0	3
ENG	102	English Composition II	3	0	3
	OR				
ENG	238	Creative Writing	3	0	3
	OR				
ENG	260	Advanced Technical Communications	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			32	**16**	**36**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CRJ	101	Introduction To Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
CRJ	120	Constitutional Law	3	0	3
ENG	101	English Composition I	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
CRJ	125	Criminology	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
			12	**0**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
CRJ	130	Police Administration	3	0	3
CRJ	230	Criminal Investigation I	3	0	3
CRJ	236	Criminal Evidence	3	0	3
CRJ	239	Terrorism & Homeland Security	3	0	3
			12	**0**	**12**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	242	Correctional Systems	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			9	**0**	**9**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CRJ	102	Introduction to Security	3	0	3
	OR				
CRJ	244	Probation, Pardon and Parole	3	0	3
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	250	Criminal Justice Internship I	1	8	3
SOC	101	Introduction to Sociology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	**8**	**15**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
CRJ	224	Police Community Relations	3	0	3
CRJ	251	Criminal Justice Internship II	1	8	3
	OR				
CRJ	246	Special Problems In Criminal Justice	3	0	3
ENG	102	English Composition II	3	0	3
	OR				
ENG	238	Creative Writing	3	0	3
	OR				
ENG	260	Advanced Technical Communications	3	0	3
			7	**8**	**9**

Minimum Total Credit Hours: 69

DENTAL HYGIENE

DEGREE: Associate in Applied Science with a major in Dental Hygiene

Dental Hygienists perform a variety of duties including those relating to prevention of oral and dental diseases and direct patient care. Dental Hygienists must be reliable, have good manual dexterity, and be able to communicate and work effectively with patients and other members of the dental office staff. Dental Hygienists are employed primarily in private dental offices, although some employment opportunities are available in public and government facilities. The annual income for Dental Hygienists is approximately $30,000 plus available benefits. As the population grows and as emphasis on prevention of oral diseases continues to be a priority, job prospects for Dental Hygienists are expected to continue to grow.

Accreditations, Approvals, and Certifications

This program has been accredited by American Dental Association Commission on Dental Accreditation (http://www.ada.org).

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
312.440.2500

Prerequisites for Entrance

Required Courses

High School: Algebra I, Biology, Chemistry
College: BIO 110 (or a passing grade on the qualifying test for entry into BIO 210).

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Minimum fifteen hours of observation in a dental office preferably with a RDH, or experience working in a dental office

3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
8. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: AHS, BIO, CHM, DAT, DHG, ENG, PSY
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, CHM, DAT, DHG, ENG, MAT, PSY, SOC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 36 months
5. Dismissal Policy: A student must maintain a 2.0 GPA or better each semester. Failure to comply with this standard will result in the student being placed on academic probation. Two consecutive semesters in which the GPA is less than 2.0 will result in the student being withdrawn from curriculum courses. If a student fails to earn a "C" or better in DHG prefix courses or AHS 113, they are withdrawn from the CUDH curriculum. If a student fails to earn the minimum required grade in the following courses in two attempts by the end of the accompanying listed semester, they are withdrawn from the CUDH curriculum: CHM 105 (2nd semester), BIO 210 (2nd semester), BIO 211 (3rd semester), BIO 115 (3rd semester), MAT 155 (4th semester), ENG 101 (2nd semester), PSY 201 (5th semester), SOC 101 (5th semester), Humanities/Fine Arts Elective (5th semester).

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SPC	205	Public Speaking	3	0	3
			21	**6**	**23**

Required Major Core Courses

Course			Class	Lab	Credit
AHS	113	Head And Neck Anatomy	0	3	1
BIO	115	Basic Microbiology	2	3	3
DHG	121	Dental Radiography	2	3	3
DHG	140	General & Oral Pathology	2	0	2
DHG	141	Periodontology	2	0	2
DHG	143	Dental Pharmacology	2	0	2
DHG	154	Preclinical Dental Hygiene	2	6	4
DHG	165	Clinical Dental Hygiene I	2	9	5
DHG	175	Clinical Dental Hygiene II	2	9	5
DHG	230	Public Health Dentistry	3	0	3
DHG	239	Dental Assisting For DHG's	1	3	2
			20	**36**	**32**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CHM	105	General Organic And Biochemistry	3	3	4
DHG	115	Medical & Dental Emergencies	2	0	2
DHG	125	Tooth Morphology & Histology	1	3	2
DHG	231	Dental Health Education	0	3	1
DHG	241	Integrated Dental Hygiene I	0	3	1
DHG	243	Nutrition & Dental Health	2	0	2
DHG	255	Clinical Dental Hygiene III	1	12	5
DHG	265	Clinical Dental Hygiene IV	1	12	5
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	**36**	**25**

Minimum Total Credit Hours: 80

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	113	Head And Neck Anatomy	0	3	1
BIO	210	Anatomy And Physiology I	3	3	4
DHG	125	Tooth Morphology & Histology	1	3	2
DHG	154	Preclinical Dental Hygiene	2	6	4
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
			12	**15**	**17**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
CHM	105	General Organic And Biochemistry	3	3	4
DHG	115	Medical & Dental Emergencies	2	0	2
DHG	121	Dental Radiography	2	3	3
DHG	165	Clinical Dental Hygiene I	2	9	5
			12	**18**	**18**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
BIO	115	Basic Microbiology	2	3	3
DHG	141	Periodontology	2	0	2
DHG	143	Dental Pharmacology	2	0	2
DHG	175	Clinical Dental Hygiene II	2	9	5
ENG	101	English Composition I	3	0	3
			11	**12**	**15**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
DHG	140	General & Oral Pathology	2	0	2
DHG	231	Dental Health Education	0	3	1
DHG	239	Dental Assisting For DHG's	1	3	2
DHG	243	Nutrition & Dental Health	2	0	2
DHG	255	Clinical Dental Hygiene III	1	12	5
SPC	205	Public Speaking	3	0	3
			9	**18**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
DHG	230	Public Health Dentistry	3	0	3
DHG	241	Integrated Dental Hygiene I	0	3	1
DHG	265	Clinical Dental Hygiene IV	1	12	5
SOC	101	Introduction to Sociology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			10	**15**	**15**

Minimum Total Credit Hours: 80

DIESEL TECHNOLOGY - CATERPILLAR DEALER SERVICE TECHNICIAN PROGRAM

DEGREE: Associate in Applied Science with a major in Diesel Technology

This two-year program is designed to prepare entry-level service technicians for Caterpillar dealerships throughout North Carolina and South Carolina. Students will develop skills to be productive with limited on-the-job training following graduation.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Minimum Cumulative GPA of 2.5

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	160	Technical Communications	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
DHM	101	Intro to Diesel Engines	2	6	4
DHM	125	Diesel Fuel Systems	2	3	3
DHM	156	Fundamentals of Transmissions And Torque Converters	2	3	3
DHM	173	Electrical Systems I	2	3	3
DHM	231	Diesel Air Conditioning	1	3	2
DHM	265	Hydraulic Systems	2	3	3
			11	**21**	**18**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CWE	114	Cooperative Work Experience I *Internship #1	0	20	4
CWE	124	Cooperative Work Experience II *Internship #2	0	20	4
CWE	214	Cooperative Work Experience IV *Internship #3	0	20	4
CWE	224	Cooperative Work Experience V *Internship #4	0	20	4
DHM	111	Introduction to Caterpillar	1.5	1.5	2
DHM	266	Machine Hydraulic Systems	2	3	3
DHM	267	Undercarriage/Final Drive	2	3	3
DHM	268	Caterpillar Engine Performance	1	3	2
DHM	269	Diagnostic Testing	1	3	2
DHM	270	Caterpillar Machine Specific Systems	2	3	3
DHM	273	Electrical Systems II	2	3	3
WLD	116	Welding (Caterpillar Students)	1	3	2
			12.5	**102.5**	**36**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CWE	114	Cooperative Work Experience I *Internship #1	0	20	4
DHM	101	Intro to Diesel Engines	2	6	4
DHM	111	Introduction to Caterpillar	1.5	1.5	2
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
WLD	116	Welding (Caterpillar Students)	1	3	2
			7.5	**30.5**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CWE	124	Cooperative Work Experience II *Internship #2	0	20	4
DHM	173	Electrical Systems I	2	3	3
DHM	265	Hydraulic Systems	2	3	3
ENG	160	Technical Communications	3	0	3
			7	**26**	**13**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
DHM	125	Diesel Fuel Systems	2	3	3
DHM	156	Fundamentals of Transmissions And Torque Converters	2	3	3
DHM	231	Diesel Air Conditioning	1	3	2
DHM	266	Machine Hydraulic Systems	2	3	3
			7	**12**	**11**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
CWE	214	Cooperative Work Experience IV *Internship #3	0	20	4
DHM	267	Undercarriage/Final Drive	2	3	3
DHM	273	Electrical Systems II	2	3	3
ENG	260	Advanced Technical Communications	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			10	**26**	**16**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CWE	224	Cooperative Work Experience V *Internship #4	0	20	4
DHM	268	Caterpillar Engine Performance	1	3	2
DHM	269	Diagnostic Testing	1	3	2
DHM	270	Caterpillar Machine Specific Systems	2	3	3
ECO	201	Economic Concepts	3	0	3
			7	**29**	**14**

Minimum Total Credit Hours: 69

ELECTRO-MECHANICAL ENGINEERING TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Electro-Mechanical Engineering Technology

This program uses classroom and laboratory experiences to provide students with mechanical concepts to complement electronics engineering technical skills, which will prepare them for employment opportunities with a variety of industries.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: EET, EGR, EGT, MET

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
MAT	110	College Algebra	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
EET	113	Electrical Circuits I	3	3	4
EET	131	Active Devices	3	3	4
EET	145	Digital Circuits	3	3	4
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
			9	**18**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
EGR	170	Engineering Materials	2	3	3
EGR	175	Manufacturing Processes	2	3	3

EGR	194	Statics & Strength of Materials	3	3	4
EGT	101	Basic Technical Drawing	0	6	2
EGT	151	Introduction to CAD	2	3	3
MAT	111	College Trigonometry	3	0	3
MAT	130	Elementary Calculus	3	0	3
MET	213	Dynamics	2	3	3
MET	214	Fluid Mechanics	2	3	3
MET	231	Machine Design	3	3	4
PHY	201	Physics I	3	3	4
PHY	202	Physics II	3	3	4
			28	**33**	**39**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EGR	181	Integrated Technology I	0	3	1
EGT	101	Basic Technical Drawing	0	6	2
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			9	**12**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EET	113	Electrical Circuits I	3	3	4
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	**202**	**Physics II**	**3**	**3**	**4**
			12	**9**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EGR	183	Integrated Technology III	0	3	1
EGR	194	Statics & Strength of Materials	3	3	4
EGT	151	Introduction to CAD	2	3	3
MAT	130	Elementary Calculus	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			11	**9**	**14**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EET	145	Digital Circuits	3	3	4
EGR	170	Engineering Materials	2	3	3
MET	213	Dynamics	2	3	3
MET	214	Fluid Mechanics	2	3	3
			9	**12**	**13**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
EET	131	Active Devices	3	3	4
EGR	175	Manufacturing Processes	2	3	3
MET	231	Machine Design	3	3	4
			11	**9**	**14**

Minimum Total Credit Hours: 69

ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC PROGRAM OF STUDY

DEGREE: Associate in Applied Science with a major in Electronics Engineering Technology

This program uses classroom and laboratory experiences to provide students with electronics or networking engineering technical skills such as building, testing, trouble-shooting, repairing, and modifying electronic equipment or networking systems, which will prepare them for careers with a variety of industries.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: EET

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**3**	**19**

Required Major Core Courses

Course			Class	Lab	Credit
EET	113	Electrical Circuits I	3	3	4
EET	114	Electrical Circuits II	3	3	4
EET	131	Active Devices	3	3	4
EET	145	Digital Circuits	3	3	4
EET	220	Analog Integrated Circuits	2	3	3
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
			14	**24**	**22**

Other Hours Required for Graduation

Course			Class	Lab	Credit
EET	218	Electrical Power Systems	3	3	4
EET	231	Industrial Electronics	3	3	4
EET	235	Programmable Controllers	2	3	3
EET	243	Data Communications	2	3	3
EET	251	Microprocessor Fundamentals	3	3	4
EET	273	Electronics Senior Project	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	130	Elementary Calculus	3	0	3
PHY	202	Physics II	3	3	4
			22	**21**	**29**

Optional Courses (Not required for graduation)

Course			Class	Lab	Credit
EET	141	Electronic Circuits	3	3	4
EET	241	Electronic Communications	3	3	4
EET	274	Selected Topics In Electrical/Electronics Engineering Technology	2	3	3
			8	**9**	**11**

Minimum Total Credit Hours: 70

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EET	113	Electrical Circuits I	3	3	4
EGR	181	Integrated Technology I	0	3	1
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			12	**9**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EET	131	Active Devices	3	3	4
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3

PHY	202	Physics II	3	3	4
			12	**9**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EET	114	Electrical Circuits II	3	3	4
EGR	183	Integrated Technology III	0	3	1
MAT	130	Elementary Calculus	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			9	**6**	**11**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EET	145	Digital Circuits	3	3	4
EET	218	Electrical Power Systems	3	3	4
EET	220	Analog Integrated Circuits	2	3	3
EET	231	Industrial Electronics	3	3	4
			11	**12**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
EET	235	Programmable Controllers	2	3	3
EET	243	Data Communications	2	3	3
EET	251	Microprocessor Fundamentals	3	3	4
EET	273	Electronics Senior Project	0	3	1
			10	**12**	**14**

Minimum Total Credit Hours: 70

ELECTRONICS ENGINEERING TECHNOLOGY - NETWORKING PROGRAM OF STUDY

DEGREE: Associate in Applied Science with a major in Electronics Engineering Technology

This program uses classroom and laboratory experiences to provide students with electronics or networking engineering technical skills such as building, testing, trouble-shooting, repairing, and modifying electronic equipment or networking systems, which will prepare them for careers with a variety of industries.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: EET, IST

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**3**	**19**

Required Major Core Courses

Course			Class	Lab	Credit
EET	113	Electrical Circuits I	3	3	4
EET	114	Electrical Circuits II	3	3	4
EET	131	Active Devices	3	3	4
EET	145	Digital Circuits	3	3	4
EET	220	Analog Integrated Circuits	2	3	3
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
			14	**24**	**22**

Other Hours Required for Graduation

Course			Class	Lab	Credit
EET	243	Data Communications	2	3	3
EET	273	Electronics Senior Project	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
IST	201	Cisco Internetworking Concepts	2	3	3
IST	202	CISCO Router Configuration	2	3	3
IST	203	Advanced Cisco Router Configuration	2	3	3
IST	204	CISCO Troubleshooting	2	3	3
MAT	130	Elementary Calculus	3	0	3
PHY	202	Physics II	3	3	4
			19	**21**	**26**

Optional Courses (Not required for graduation)

Course			Class	Lab	Credit
EET	141	Electronic Circuits	3	3	4
EET	241	Electronic Communications	3	3	4
EET	274	Selected Topics In Electrical/Electronics Engineering Technology	2	3	3
			8	**9**	**11**

Minimum Total Credit Hours: 67

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EET	113	Electrical Circuits I	3	3	4
EGR	181	Integrated Technology I	0	3	1
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			12	**9**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EET	131	Active Devices	3	3	4
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	202	Physics II	3	3	4
			12	**9**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EET	114	Electrical Circuits II	3	3	4
EGR	183	Integrated Technology III	0	3	1
MAT	130	Elementary Calculus	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			9	**6**	**11**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EET	145	Digital Circuits	3	3	4
IST	201	Cisco Internetworking Concepts	2	3	3
IST	202	CISCO Router Configuration	2	3	3
			7	**9**	**10**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
EET	220	Analog Integrated Circuits	2	3	3
EET	273	Electronics Senior Project	0	3	1
IST	203	Advanced Cisco Router Configuration	2	3	3
IST	204	CISCO Troubleshooting	2	3	3
			6	**12**	**10**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
EET	243	Data Communications	2	3	3
			5	**3**	**6**

Minimum Total Credit Hours: 67

GENERAL TECHNOLOGY

DEGREE: Associate in Applied Science with a major in General Technology

This General Technology program provides a combination of occupationally oriented courses to meet specific career objectives and the opportunity to get cross-training in two or more specialities to meet the needs of employees who have a variety of job responsibilities. The student and the academic advisor work togethter to design a sequence of existing courses to meet employment objectives.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: Each technical specialty course

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Ensure Computer Competence	0	0	0
	OR				
CPT	170	Microcomputer Applications	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
XXX	XXX	28 SHC minimum in primary technical specialty (single content area from an approved degree, diploma, or certificate program).	28	0	28
XXX	XXX	12 SHC minimum in secondary technical specialty	12	0	12
			40	**0**	**40**

Other Hours Required for Graduation

Course			Class	Lab	Credit
XXX	XXX	5-29 SHC for other courses to include a minimum of one 3 SHC Elective chosen from a technical specialty other than those comprising the major and minor core courses.	5	0	5
			5	**0**	**5**

Minimum Total Credit Hours: 60

HUMAN SERVICES

DEGREE: Associate in Applied Science with a major in Human Services

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is $21,000.The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

Accreditations, Approvals, and Certifications

This program has been approved by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
5601 Brodie Lane
Austin, TX 78745

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
HUS	101	Introduction To Human Services *Prerequisite for Field Placement	3	0	3
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	205	Gerontology *Prerequisite for Field Placement	3	0	3
HUS	208	Alcohol and Drug Abuse	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
HUS	255	Supervised Field Placement III	1	12	4

PSY	212	Abnormal Psychology	3	0	3
PSY	215	Psychology of The Mentally Retarded	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	231	Counseling Techniques	3	0	3
PSY	235	Group Dynamics *Prerequisite for Field Placement	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	205	Social Problems	3	0	3
			33	**24**	**39**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
HUS	101	Introduction To Human Services *Prerequisite for Field Placement	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
			13	**0**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	235	Group Dynamics *Prerequisite for Field Placement	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MAT	155	Contemporary Mathematics	3	0	3
PSY	212	Abnormal Psychology	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			12	**0**	**12**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
HUS	208	Alcohol and Drug Abuse	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
PSY	231	Counseling Techniques	3	0	3
SPC	205	Public Speaking	3	0	3
			10	**12**	**13**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
HUS	205	Gerontology *Prerequisite for Field Placement	3	0	3
HUS	255	Supervised Field Placement III	1	12	4
PSY	215	Psychology of The Mentally Retarded	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	205	Social Problems	3	0	3
			13	**12**	**16**

Minimum Total Credit Hours: 69

HUMAN SERVICES (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Human Services

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is $21,000.The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

Accreditations, Approvals, and Certifications

This program has been approved by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
5601 Brodie Lane
Austin, TX 78745

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
HUS	101	Introduction To Human Services *Prerequisite for Field Placement	3	0	3
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	205	Gerontology *Prerequisite for Field Placement	3	0	3

HUS	208	Alcohol and Drug Abuse	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
HUS	255	Supervised Field Placement III	1	12	4
PSY	212	Abnormal Psychology	3	0	3
PSY	215	Psychology of The Mentally Retarded	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	231	Counseling Techniques	3	0	3
PSY	235	Group Dynamics *Prerequisite for Field Placement	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	**205**	**Social Problems**	**3**	**0**	**3**
			33	**24**	**39**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
HUS	101	Introduction To Human Services *Prerequisite for Field Placement	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
			13	**0**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	235	Group Dynamics *Prerequisite for Field Placement	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**0**	**12**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
PSY	203	Human Growth and Development	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			9	**0**	**9**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
HUS	208	Alcohol and Drug Abuse	3	0	3
PSY	231	Counseling Techniques	3	0	3
SPC	205	Public Speaking	3	0	3
			9	**0**	**9**

SEMESTER 5 (Summer)

Course			Class	Lab	Credit
MAT	155	Contemporary Mathematics	3	0	3
PSY	212	Abnormal Psychology	3	0	3
			6	**0**	**6**

SEMESTER 6 (Fall)

Course			Class	Lab	Credit
HUS	205	Gerontology *Prerequisite for Field Placement	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
PSY	215	Psychology of The Mentally Retarded	3	0	3
SOC	205	Social Problems	3	0	3
			10	**12**	**13**

SEMESTER 7 (Spring)

Course			Class	Lab	Credit
HUS	255	Supervised Field Placement III	1	12	4
PSY	237	Crisis Management	3	0	3
			4	**12**	**7**

Minimum Total Credit Hours: 69

HUMAN SERVICES - EARLY CHILDHOOD DEVELOPMENT OPTION

DEGREE: Associate in Applied Science with a major in Human Services - Early Childhood Development

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is $21,000.The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

Accreditations, Approvals, and Certifications

This program has been approved by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
5601 Brodie Lane
Austin, TX 78745

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of “C” or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Two-step PPD / Chest X-Ray

Academic Requirements

1. Any course with one of the following prefixes requires a grade of “C” or better: CPT, ECD, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ECD, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I *Prerequisite for Field Placement	3	0	3
MAT	155 OR	Contemporary Mathematics	3	0	3
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
ECD	243	Supervised Field Experience I	1	8	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	251	Supervised Field Placement II	1	12	4
HUS	255	Supervised Field Placement III	1	12	4
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	215	Psychology of The Mentally Retarded	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			28	**32**	**36**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			14	**12**	**18**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ENG	101	English Composition I *Prerequisite for Field Placement	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
			16	**0**	**16**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**0**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ECD	243	Supervised Field Experience I	1	8	3
MAT	155	Contemporary Mathematics	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			10	**8**	**12**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ECD	131	Language Arts	2	3	3
ECD	133	Science & Math Concepts	2	3	3
HUS	251	Supervised Field Placement II	1	12	4
SPC	205	Public Speaking	3	0	3
			8	**18**	**13**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ECD	105	Guidance-Classroom Management	2	3	3
ECD	132	Creative Experiences	2	3	3
HUS	255	Supervised Field Placement III	1	12	4
PSY	215	Psychology of The Mentally Retarded	3	0	3
PSY	237	Crisis Management	3	0	3
			11	**18**	**16**

Minimum Total Credit Hours: 69

HUMAN SERVICES - EARLY CHILDHOOD DEVELOPMENT OPTION (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Human Services - Early Childhood Development

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is $21,000.The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

Accreditations, Approvals, and Certifications

This program has been approved by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
5601 Brodie Lane
Austin, TX 78745

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Two-step PPD / Chest X-Ray

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ECD, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ECD, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I *Prerequisite for Field Placement	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
ECD	243	Supervised Field Experience I	1	8	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	251	Supervised Field Placement II	1	12	4
HUS	255	Supervised Field Placement III	1	12	4
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	215	Psychology of The Mentally Retarded	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			28	**32**	**36**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			14	**12**	**18**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ENG	101	English Composition I *Prerequisite for Field Placement	3	0	3
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY	203	Human Growth and Development	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	**0**	**13**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ECD	243	Supervised Field Experience I	1	8	3
MAT	155	Contemporary Mathematics	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			10	**8**	**12**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ECD	131	Language Arts	2	3	3
ECD	133	Science & Math Concepts	2	3	3
HUS	251	Supervised Field Placement II	1	12	4
			5	**18**	**10**

SEMESTER 5 (Summer)

Course			Class	Lab	Credit
ECD	105	Guidance-Classroom Management	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
PSY	237	Crisis Management	3	0	3
			8	**3**	**9**

SEMESTER 6 (Fall)

Course			Class	Lab	Credit
ECD	132	Creative Experiences	2	3	3
HUS	255	Supervised Field Placement III	1	12	4
PSY	215	Psychology of The Mentally Retarded	3	0	3
SPC	205	Public Speaking	3	0	3
			9	**15**	**13**

Minimum Total Credit Hours: 69

HVAC - HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Heating, Ventilation and Air Conditioning Technology

Efficient heating and air conditioning is needed for our residences, businesses, and industrial plants. Almost all new residential or commercial construction now requires air conditioning for proper equipment operation and comfort. As a student in Heating, Ventilation, Air Conditioning Technology you will learn the theory and operation of electric, gas and oil furnaces, window air conditioners, heat pumps, refrigerators, freezers, coolers, and walk-in boxes.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of “C” or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
			12	**0**	**12**

Required Major Core Courses

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tools & Service Techniques	2	3	3
ACR	106	Basic Electricity for HVAC/R	3	3	4
ACR	110	Heating Fundamentals	2	6	4
ACR	120	Basic Air Conditioning	3	3	4
ACR	140	Automatic Controls	2	3	3
			15	**24**	**23**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACR	104	Print Reading for HVAC	0	3	1
ACR	107	Wiring Diagrams	2	0	2
ACR	111	Gas Heating Principles	2	3	3
ACR	131	Commercial Refrigeration	2	6	4
ACR	206	Advanced Electricity for HVAC/R	1	3	2
ACR	210	Heat Pumps	2	6	4
ACR	220	Advanced Air Conditioning	2	6	4
ACR	221	Residential Load Calculations	1	3	2
ACR	231	Advanced Refrigeration	1	9	4
ACR	240	Advanced Automatic Controls	1	6	3
ACR	250	Duct Fabrication	2	3	3
ACR	251	SCWE in HVAC	0	20	4
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: General *Students are strongly encouraged to take CPT 170.	3	0	3
			22	**68**	**42**

Minimum Total Credit Hours: 77

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tools & Service Techniques	2	3	3
ACR	106	Basic Electricity for HVAC/R	3	3	4
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			11	**12**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACR	107	Wiring Diagrams	2	0	2
ACR	110	Heating Fundamentals	2	6	4
ACR	120	Basic Air Conditioning	3	3	4
ACR	140	Automatic Controls	2	3	3
ENG	160	Technical Communications	3	0	3
			12	**12**	**16**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ACR	104	Print Reading for HVAC	0	3	1
ACR	131	Commercial Refrigeration	2	6	4
ACR	250	Duct Fabrication	2	3	3
			4	**12**	**8**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACR	206	Advanced Electricity for HVAC/R	1	3	2
ACR	231	Advanced Refrigeration	1	9	4
ACR	240	Advanced Automatic Controls	1	6	3
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: General *Students are strongly encouraged to take CPT 170.	3	0	3
			9	**18**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ACR	111	Gas Heating Principles	2	3	3
ACR	210	Heat Pumps	2	6	4
ACR	220	Advanced Air Conditioning	2	6	4
PSY	103	Human Relations	3	0	3
			9	**15**	**14**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
ACR	221	Residential Load Calculations	1	3	2
ACR	251	SCWE in HVAC	0	20	4
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective	3	0	3
			4	**23**	**9**

Minimum Total Credit Hours: 77

MACHINE TOOL TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Machine Tool Technology

The Machine Tool Technology program is designed to teach manufacturing processes and methods using both manual and computer-controlled machine tools. This program also produces an apprentice tool and die maker basically trained in all areas of tool and die work. Basic skills will be developed on a variety of machine tools such as lathes, milling machines, Wire EDM and Computer Numerical Control (CNC) machines.

Machinists perform some or all of the following tasks: -Study and draw blueprints or written plans of the part to be made -Set up and operate a variety of machine tools to make parts to specified tolerances -Fit and assemble parts to make a functional machine or tool -Measure work using micrometers, depth gauges and calipers -Program machines including Wire EDM, CNC Mill, and CNC Lathes.

Employment opportunites include machinist, tool inspector, and tool and die maker, methods technician, manufacturing process technician, quality and production control technician.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of “C” or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
MTT	120	Machine Tool Print Reading	1	6	3
MTT	122	Machine Tool Practice I	0	12	4
MTT	124	Machine Tool Practice II	0	12	4
MTT	126	Machine Tool Practice III	1	9	4
MTT	147	Tool and Cutter Grinding	1	3	2
MTT	253	CNC Programming & Operations	2	3	3
MTT	254	CNC Programming I	2	3	3
			7	**48**	**23**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
EGT	150	Basic CAD	1	3	2
MTT	121	Machine Tool Theory I	3	0	3
MTT	123	Machine Tool Theory II	3	0	3
MTT	125	Machine Tool Theory III	3	0	3
MTT	141	Metals & Heat Treatment	3	0	3
MTT	205	Tool & Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	231	Tool and Diemaking I	0	15	5
MTT	232	Tool and Diemaking II	1	12	5
MTT	233	Tool and Diemaking III	2	9	5
MTT	241	Jigs and Fixtures I	0	6	2
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			34	**45**	**49**

Minimum Total Credit Hours: 81

Semester Curriculum

NOTE: Students that have successfully completed the MTT diploma program will begin with semester 4.

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
			7	**18**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
XXX	XXX	Elective: General	3	0	3
			13	**15**	**18**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	125	Machine Tool Theory III	3	0	3
MTT	126	Machine Tool Practice III	1	9	4
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
PSY	103	Human Relations	3	0	3
			10	**9**	**13**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
MTT	205	Tool & Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	231	Tool and Diemaking I	0	15	5
			9	**15**	**14**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
EGT	150	Basic CAD	1	3	2
MTT	232	Tool and Diemaking II	1	12	5
MTT	241	Jigs and Fixtures I	0	6	2
MTT	253	CNC Programming & Operations	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			7	**24**	**15**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
MTT	233	Tool and Diemaking III	2	9	5
MTT	254	CNC Programming I	2	3	3
			4	**12**	**8**

Minimum Total Credit Hours: 81

MACHINE TOOL TECHNOLOGY (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Machine Tool Technology

The Machine Tool Technology program is designed to teach manufacturing processes and methods using both manual and computer-controlled machine tools. This program also produces an apprentice tool and die maker basically trained in all areas of tool and die work. Basic skills will be developed on a variety of machine tools such as lathes, milling machines, Wire EDM and Computer Numerical Control (CNC) machines.

Machinists perform some or all of the following tasks: -Study and draw blueprints or written plans of the part to be made -Set up and operate a variety of machine tools to make parts to specified tolerances -Fit and assemble parts to make a functional machine or tool -Measure work using micrometers, depth gauges and calipers -Program machines including Wire EDM, CNC Mill, and CNC Lathes.

Employment opportunites include machinist, tool inspector, and tool and die maker, methods technician, manufacturing process technician, quality and production control technician.

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of “C” or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
MTT	120	Machine Tool Print Reading	1	6	3
MTT	122	Machine Tool Practice I	0	12	4
MTT	124	Machine Tool Practice II	0	12	4
MTT	126	Machine Tool Practice III	1	9	4
MTT	147	Tool and Cutter Grinding	1	3	2
MTT	253	CNC Programming & Operations	2	3	3
MTT	254	CNC Programming I	2	3	3
			7	**48**	**23**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
EGT	150	Basic CAD	1	3	2
MTT	121	Machine Tool Theory I	3	0	3
MTT	123	Machine Tool Theory II	3	0	3
MTT	125	Machine Tool Theory III	3	0	3
MTT	141	Metals & Heat Treatment	3	0	3
MTT	205	Tool & Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	231	Tool and Diemaking I	0	15	5
MTT	232	Tool and Diemaking II	1	12	5
MTT	233	Tool and Diemaking III	2	9	5
MTT	241	Jigs and Fixtures I	0	6	2
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			34	**45**	**49**

Minimum Total Credit Hours: 81

Semester Curriculum

NOTE: Students that have successfully completed the MTT diploma program will begin with semester 7.

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
			4	**6**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
			3	**12**	**7**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	141	Metals & Heat Treatment	3	0	3
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
			6	**0**	**6**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			10	**3**	**11**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
			3	**12**	**7**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
MTT	125	Machine Tool Theory III	3	0	3
MTT	126	Machine Tool Practice III	1	9	4
			4	**9**	**7**

SEMESTER 7 (Fall)

Course			Class	Lab	Credit
MTT	205	Tool & Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
			6	**0**	**6**

SEMESTER 8 (Spring)

Course			Class	Lab	Credit
MTT	231	Tool and Diemaking I	0	15	5
MTT	253	CNC Programming & Operations	2	3	3
			2	**18**	**8**

SEMESTER 9 (Summer)

Course			Class	Lab	Credit
MTT	232	Tool and Diemaking II	1	12	5
MTT	254	CNC Programming I	2	3	3
			3	**15**	**8**

SEMESTER 10 (Fall)

Course			Class	Lab	Credit
MTT	233	Tool and Diemaking III	2	9	5
			2	**9**	**5**

SEMESTER 11 (Spring)

Course			Class	Lab	Credit
EGT	150	Basic CAD	1	3	2
MTT	241	Jigs and Fixtures I	0	6	2
			1	**9**	**4**

SEMESTER 12 (Summer)

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			6	**0**	**6**

Minimum Total Credit Hours: 81

MANAGEMENT

DEGREE: Associate in Applied Science with a major in Management

This program focuses on management with an emphasis on small business management. Students are taught planning, staffing organizing, leading, and monitoring skills required for a successful career in management.

Many people dream of having their own business but do not know where to start. This program includes the basic skills for designing an effective business plan and the skills necessary to carry it out. This is an exciting and popular field of study.

Additional key skills include: a basic understanding of the laws that affect business, essential accounting concepts, management and leadership skills, how to market products and services, and being successful in a global business environment.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ACC, BUS 268, MGT
2. Any course with one of the following prefixes may not be attempted more than twice: ACC 111, ACC 112

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
BUS	268	Special Projects in Business	3	0	3
		OR			
MGT	240	Management Decision Making	3	0	3
MGT	120	Small Business Management	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			36	**0**	**36**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
MGT	101	Principles of Management	3	0	3
MGT	120	Small Business Management	3	0	3
MGT	280	Executive Development	3	0	3
MKT	101	Marketing	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**0**	**18**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	115	Managerial Accounting	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
MGT	121	Small Business Operations	3	0	3
SPC	205	Public Speaking	3	0	3
			15	**0**	**15**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	268	Special Projects in Business	3	0	3
	OR				
MGT	240	Management Decision Making	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			18	**0**	**18**

Minimum Total Credit Hours: 66

MANAGEMENT (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Management

This program focuses on management with an emphasis on small business management. Students are taught planning, staffing organizing, leading, and monitoring skills required for a successful career in management.

Many people dream of having their own business but do not know where to start. This program includes the basic skills for designing an effective business plan and the skills necessary to carry it out. This is an exciting and popular field of study.

Additional key skills include: a basic understanding of the laws that affect business, essential accounting concepts, management and leadership skills, how to market products and services, and being successful in a global business environment.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ACC, BUS 268, MGT
2. Any course with one of the following prefixes may not be attempted more than twice: ACC 111, ACC 112

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
BUS	268	Special Projects in Business	3	0	3
	OR				
MGT	240	Management Decision Making	3	0	3
MGT	120	Small Business Management	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			36	**0**	**36**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
MGT	120	Small Business Management	3	0	3
MGT	280	Executive Development	3	0	3
SPC	205	Public Speaking	3	0	3
			12	**0**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ACC	240	Computerized Accounting	3	0	3
MGT	101	Principles of Management	3	0	3
MGT	121	Small Business Operations	3	0	3
			9	**0**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACC	150	Payroll Accounting	3	0	3
BUS	268	Special Projects in Business	3	0	3
	OR				
MGT	240	Management Decision Making	3	0	3

MKT	101	Marketing	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**0**	**12**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ACC	115	Managerial Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
ECO	201	Economic Concepts	3	0	3
MKT	250	Consumer Behavior	3	0	3
			12	**0**	**12**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
BUS	250	Introduction to International Business	3	0	3
ENG	101	English Composition I	3	0	3
MKT	240	Advertising	3	0	3
			9	**0**	**9**

Minimum Total Credit Hours: 66

MARKETING

DEGREE: Associate in Applied Science with a major in Marketing

This program uses classroom laboratory experience and work-based learning to prepare graduates for entry-level positions in marketing, advertising, sales, and retailing. This is also an excellent program for individuals seeking to improve their promotion potential in these areas.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: MKT
2. Any course with one of the following prefixes may not be attempted more than twice: ACC 111, ACC 112

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
	OR				
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	280	Executive Development	3	0	3
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			36	**0**	**36**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
MGT	101	Principles of Management	3	0	3
MGT	280	Executive Development	3	0	3
MKT	101	Marketing	3	0	3
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
			18	**0**	**18**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	124	Individual Tax Procedures	3	0	3
	OR				
ACC	150	Payroll Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
BUS	250	Introduction to International Business	3	0	3
MKT	250	Consumer Behavior	3	0	3
SPC	205	Public Speaking	3	0	3
			15	**0**	**15**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ACC	240	Computerized Accounting	3	0	3
BUS	240	Business Statistics	3	0	3
ECO	201	Economic Concepts	3	0	3
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**0**	**18**

Minimum Total Credit Hours: 66

MARKETING (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Marketing

This program uses classroom laboratory experience and work-based learning to prepare graduates for entry-level positions in marketing, advertising, sales, and retailing. This is also an excellent program for individuals seeking to improve their promotion potential in these areas.

Accreditations, Approvals, and Certifications

This program has been accredited by Association of Collegiate Business Schools and Programs (ACBSP) (http://www.acbsp.org).

Association of Collegiate Business Schools and Programs
7007 College Boulevard
Suite 420
Overland Park, KS 66211
913.339.9356

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: MKT
2. Any course with one of the following prefixes may not be attempted more than twice: ACC 111, ACC 112

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	**0**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
	OR				
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	280	Executive Development	3	0	3
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			36	**0**	**36**

Minimum Total Credit Hours: 66

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	162	Basic Information Processing	3	0	3
BUS	123	Business Law II	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
MKT	110	Retailing	3	0	3
SPC	205	Public Speaking	3	0	3
			9	**0**	**9**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ACC	240	Computerized Accounting	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	140	E-Marketing	3	0	3
			12	**0**	**12**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACC	124	Individual Tax Procedures	3	0	3
	OR				
ACC	150	Payroll Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
MKT	101	Marketing	3	0	3
MKT	120	Sales Principles	3	0	3
			12	**0**	**12**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
BUS	240	Business Statistics	3	0	3
ECO	201	Economic Concepts	3	0	3
MKT	250	Consumer Behavior	3	0	3
			9	**0**	**9**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**0**	**12**

Minimum Total Credit Hours: 66

MEDICAL LABORATORY TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Medical Laboratory Technology

Medical Laboratory Technicians/Clinical Laboratory Technicians perform laboratory tests to obtain data that will be used by physicians and other medical staff to prevent, diagnose and treat illness. They are expected to microscopically examine specimens, operate automated testing equipment and inoculate culture media to identify bacteria. Medical laboratory technicians prepare specimens and operate automatic analyzers, or they may perform manual tests following detailed instructions.

MLT/CLT personnel work in hospital laboratories in the areas of hematology, blood banking, microbiology, clinical chemistry, or as a generalist in all the areas. They are also employed in physicians' offices, medical schools, pharmaceutical companies, public health agencies such as DHEC and veterinarians' offices.

Earnings vary depending on education, experience, level of responsibility, and degree of specialization. MLT/CLT's in South Carolina had yearly average earnings of $33,280 to $38,280.

Accreditations, Approvals, and Certifications

This program has been accredited by National Accrediting Agency for Clinical Laboratory Sciences (http://www.naacls.org).

National Accrediting Agency for Clinical Laboratory Sciences
8410 West Bryn Mawr Avenue
Suite 670
Chicago, IL 60631-3415
773.714.8880

Prerequisites for Entrance

Required Courses

High School: Algebra I, Biology, Chemistry
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. MMR Immunization
8. Chicken Pox Vaccination
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
11. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may <u>not</u> be attempted more than twice: MLT
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Dismissal Policy: A student who receives a grade below "C" for any two or more required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			21	**9**	**24**

Required Major Core Courses

Course			Class	Lab	Credit
MLT	105	Medical Microbiology	3	3	4
MLT	110	Hematology	3	3	4
MLT	120	Immunohematology	3	3	4
MLT	125	Introduction To Clinical Chemistry	3	3	4
			12	**12**	**16**

Other Hours Required for Graduation

Course			Class	Lab	Credit
MLT	108	Urinalysis & Body Fluids	2	3	3
MLT	210	Advanced Hematology	3	3	4
MLT	230	Advanced Clinical Chemistry	3	3	4
MLT	241	Medical Lab Transition	0	9	3
MLT	251	Clinical Experience I	0	15	5
MLT	252	Clinical Experience II	0	15	5
MLT	253	Clinical Experience III	1	12	5
MLT	260	Clinical Practicum I	1	6	3
MLT	261	Clinical Practicum II	1	6	3
			11	**72**	**35**

Minimum Total Credit Hours: 75

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
MAT	155	Contemporary Mathematics	3	0	3
MLT	110	Hematology	3	3	4
PSY	201	General Psychology	3	0	3
			12	**6**	**14**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
ENG	101	English Composition I	3	0	3
MLT	125	Introduction To Clinical Chemistry	3	3	4
MLT	210	Advanced Hematology	3	3	4
			12	**9**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
BIO	225	Microbiology	3	3	4
MLT	108	Urinalysis & Body Fluids	2	3	3
			5	**6**	**7**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
MLT	105	Medical Microbiology	3	3	4
MLT	120	Immunohematology	3	3	4
MLT	230	Advanced Clinical Chemistry	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**9**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MLT	241	Medical Lab Transition	0	9	3
MLT	251	Clinical Experience I	0	15	5
MLT	252	Clinical Experience II	0	15	5
			0	**39**	**13**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
MLT	253	Clinical Experience III	1	12	5
MLT	260	Clinical Practicum I	1	6	3
MLT	261	Clinical Practicum II	1	6	3
			3	**24**	**11**

Minimum Total Credit Hours: 75

NURSING (FALL ADMISSION)

DEGREE: Associate in Applied Science with a major in Nursing

Nursing is an interactive, holistic, and therapeutic process of caring for and about patients, families, and communities across the life span. The nurse is a competent, knowledgeable, accountable and collaborative member of the multidisciplinary health care team. Utilizing caring behaviors, communication skills, critical thinking, and professional behaviors, the nurse, as a patient advocate, manages patient care and teaches self-care to promote wellness, optimal health and/or a peaceful death.

Nurses are employed in health care facilities, physician's offices, home care

agencies, industries, and long term care facilities. There are numerous additional opportunities for nurse employment. According to the US Department of Labor (Bureau of Labor Statistics) website, the mean annual salary for a Registered Nurse in South Carolina is estimated to be $59,000 (May 2006).

Accreditations, Approvals, and Certifications

This program has been accredited by National League for Nursing Accrediting Commission (http://www.nlnac.org).

National League for Nursing Accrediting Commission
3343 Peachtree Road NE
Suite 500
Atlanta, GA 30326
404.975.5000

This program has also been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (http://www.llr.state.sc.us/POL/Nursing/index.asp).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing
Synergy Business Park; Kingstree Building
110 Centerview Drive; Suite 202
Columbia, SC 29210
803.896.4550

NOTE: The LLR Board of Nursing may deny licensure to graduates of the Nursing program based on evidence of unlawful acts, incompetence, unprofessional conduct or other misconduct. SLED records will be requested prior to clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude student from eligibility for entering the clinicals and for taking the NCLEX exam.

Prerequisites for Entrance

Required Courses

High School: Algebra I, Algebra II, Biology, Chemistry with lab, Computers (Recommended: Biology with lab)
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Mandatory attendance at a Nursing Information Session is required.
3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. MMR Immunization
8. Chicken Pox Vaccination
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: NUR, PHM
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 36 months
5. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
6. Dismissal Policy: A student who receives a grade below "C" for any three or more NUR/PHM courses will be dismissed from the program and will not be eligible to re-enter the program.
7. Reentry Policy: A FDTC or non-FDTC nursing student must petition the Nursing Admission and Advisement Committee regarding potential reentry.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**3**	**16**

Required Major Core Courses

Course			Class	Lab	Credit
NUR	160	Introduction to Nursing	2	6	4
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	163	Nursing Across Lifespan I	2	0	2
NUR	165	Nursing Concepts & Clinical Practice I	3	9	6
NUR	170	Nursing Applications	0	3	1
NUR	263	Nursing Across Life Span II	2	6	4
NUR	264	Nursing Across Life Span III	2	6	4
NUR	265	Nursing Concepts & Clinical Practice II	3	9	6
			16	**42**	**30**

Other Hours Required for Graduation

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
PHM	115	Drug Classification I	2	0	2
			12	**30**	**22**

Minimum Total Credit Hours: 68

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
NUR	160	Introduction to Nursing	2	6	4
NUR	163	Nursing Across Lifespan I	2	0	2
NUR	170	Nursing Applications	0	3	1
PSY	201	General Psychology	3	0	3
			10	**12**	**14**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
NUR	165	Nursing Concepts & Clinical Practice I	3	9	6
NUR	263	Nursing Across Life Span II	2	6	4
PHM	115	Drug Classification I	2	0	2
			10	**18**	**16**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
NUR	265	Nursing Concepts & Clinical Practice II	3	9	6
			9	**9**	**12**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
BIO	225	Microbiology	3	3	4
NUR	264	Nursing Across Life Span III	2	6	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
			8	**18**	**14**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			6	**18**	**12**

Minimum Total Credit Hours: 68

NURSING (SPRING ADMISSION)

DEGREE: Associate in Applied Science with a major in Nursing

Nursing is an interactive, holistic, and therapeutic process of caring for and about patients, families, and communities across the life span. The nurse is a competent, knowledgeable, accountable and collaborative member of the multidisciplinary health care team. Utilizing caring behaviors, communication skills, critical thinking, and professional behaviors, the nurse, as a patient advocate, manages patient care and teaches self-care to promote wellness, optimal health and/or a peaceful death.

Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long term care facilities. There are numerous additional opportunities for nurse employment. According to the US Department of Labor (Bureau of Labor Statistics) website, the mean annual salary for a Registered Nurse in South Carolina is estimated to be $59,000 (May 2006).

Accreditations, Approvals, and Certifications

This program has been accredited by National League for Nursing Accrediting Commission (http://www.nlnac.org).

National League for Nursing Accrediting Commission
3343 Peachtree Road NE
Suite 500
Atlanta, GA 30326
404.975.5000

This program has also been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (http://www.llr.state.sc.us/POL/Nursing/index.asp).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing
Synergy Business Park; Kingstree Building
110 Centerview Drive; Suite 202
Columbia, SC 29210
803.896.4550

NOTE: The LLR Board of Nursing may deny licensure to graduates of the Nursing program based on evidence of unlawful acts, incompetence, unprofessional conduct or other misconduct. SLED records will be requested prior to clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude student from eligibility for entering the clinicals and for taking the NCLEX exam.

Prerequisites for Entrance

Required Courses

High School: Algebra I, Algebra II, Biology, Chemistry with lab, Computers (Recommended: Biology with lab)
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Mandatory attendance at a Nursing Information Session is required.
3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. MMR Immunization
8. Chicken Pox Vaccination
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: NUR, PHM
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 36 months
5. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
6. Dismissal Policy: A student who receives a grade below "C" for any three or more NUR/PHM courses will be dismissed from the program and will not be eligible to re-enter the program.
7. Reentry Policy: A FDTC or non-FDTC nursing student must petition the Nursing Admission and Advisement Committee regarding potential reentry.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**3**	**16**

Required Major Core Courses

Course			Class	Lab	Credit
NUR	160	Introduction to Nursing	2	6	4
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	163	Nursing Across Lifespan I	2	0	2
NUR	165	Nursing Concepts & Clinical Practice I	3	9	6
NUR	170	Nursing Applications	0	3	1
NUR	263	Nursing Across Life Span II	2	6	4
NUR	264	Nursing Across Life Span III	2	6	4
NUR	265	Nursing Concepts & Clinical Practice II	3	9	6
			16	**42**	**30**

Other Hours Required for Graduation

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
PHM	115	Drug Classification I	2	0	2
			12	**30**	**22**

Minimum Total Credit Hours: 68

Semester Curriculum

SEMESTER 1 (Spring)

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
NUR	160	Introduction to Nursing	2	6	4
NUR	163	Nursing Across Lifespan I	2	0	2
NUR	170	Nursing Applications	0	3	1
PSY	201	General Psychology	3	0	3
			10	**12**	**14**

SEMESTER 2 (Summer)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
NUR	165	Nursing Concepts & Clinical Practice I	3	9	6
PHM	115	Drug Classification I	2	0	2
			8	**12**	**12**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
NUR	263	Nursing Across Life Span II	2	6	4
NUR	265	Nursing Concepts & Clinical Practice II	3	9	6
			11	**15**	**16**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
BIO	225	Microbiology	3	3	4
NUR	264	Nursing Across Life Span III	2	6	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			11	**18**	**17**

SEMESTER 5 (Summer)

Course			Class	Lab	Credit
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
			3	**18**	**9**

Minimum Total Credit Hours: 68

NURSING - LPN/ADN TRANSITION - ADVANCED PLACEMENT FOR ADN

DEGREE: Associate in Applied Science with a major in Nursing

This program is designed for the Licensed Practical Nurse interested in obtaining an Associate Degree in Nursing by providing ways to take full advantage of her/his training and experience. Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long term care facilities. There are numerous additional opportunities for nurse employment. According to the US Department of Labor (Bureau of Labor Statistics) website, the mean annual salary for a Registered Nurse in South Carolina is estimated to be $59,000 (May 2006).

Accreditations, Approvals, and Certifications

This program has been accredited by National League for Nursing Accrediting Commission (http://www.nlnac.org).

National League for Nursing Accrediting Commission
3343 Peachtree Road NE
Suite 500
Atlanta, GA 30326
404.975.5000

This program has also been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (http://www.llr.state.sc.us/POL/Nursing/index.asp).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing
Synergy Business Park; Kingstree Building
110 Centerview Drive; Suite 202
Columbia, SC 29210
803.896.4550

NOTE: The LLR Board of Nursing may deny licensure to graduates of the Nursing program based on evidence of unlawful acts, incompetence, unprofessional conduct or other misconduct. SLED records will be requested prior to clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude student from eligibility for entering the clinicals and for taking the NCLEX exam.

Prerequisites for Entrance

Required Courses

High School: None
College: BIO 210, BIO 211, ENG 101, MAT 110, PSY 201

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Mandatory attendance at a Nursing Information Session is required.
3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. MMR Immunization
8. Chicken Pox Vaccination
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
11. Other Diplomas, Licensures, etc.: Licensed as an LPN in South Carolina without disciplinary action

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: NUR, PHM
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 24 months (NOTE: The Associate Dean of Nursing must approve part-time sequence.)
5. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
6. Dismissal Policy: A student who receives a grade below "C" for any two or more NUR/PHM courses will be dismissed from the program and will not be eligible to re-enter the program.
7. Reentry Policy: A FDTC or non-FDTC nursing student must petition the Nursing Admission and Advisement Committee regarding potential reentry.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
BIO	225	Microbiology	3	3	4
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	170	Nursing Applications	0	3	1
NUR	201	Transition Nursing	2	3	3
NUR	264	Nursing Across Life Span III	2	6	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
PHM	115	Drug Classification I	2	0	2
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**42**	**32**

Minimum Total Credit Hours: 32

Semester Curriculum

SEMESTER 1 (Summer)

Course			Class	Lab	Credit
NUR	170	Nursing Applications	0	3	1
NUR	201	Transition Nursing	2	3	3
PHM	115	Drug Classification I	2	0	2
			4	**6**	**6**

SEMESTER 2 (Fall)

Course			Class	Lab	Credit
BIO	225	Microbiology	3	3	4
NUR	264	Nursing Across Life Span III	2	6	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
			8	**18**	**14**

SEMESTER 3 (Spring)

Course			Class	Lab	Credit
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			6	**18**	**12**

Minimum Total Credit Hours: 32

OCCUPATIONAL THERAPY ASSISTANT

DEGREE: Associate in Applied Science with a major in Occupational Therapy Assistant.

Florence-Darlington Technical College and Trident Technical College are collaborating to offer the Occupational Therapy Assistant program. In this One-Plus-One program, all of the required first year courses will be taught at FDTC. All OTA courses will be taught at Trident Technical College. Occupational Therapy is an allied health specialty that employs the use of purposeful activity for individuals who are limited by physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, or the aging process, in order to maximize independence, prevent disability and maintain health. Practice encompasses evaluation, treatment, and consultation. Graduates are eligible to take the national certification examination and apply for state licensure. Successful completion of this exam entitles the individual to practice as a Certified Occupational Therapy Assistant (COTA) under the supervision of a registered occupational therapist.

Prerequisites for Entrance

Required Courses

High School: Algebra I, Algebra II, Biology
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED (NOTE: 30 semester hours of college transfer courses with minimum GPA of 2.0 will fulfill this requirement.)
2. Prior Experience/Observation - Minimum forty hours of observation/ volunteer work in two separate occupational therapy facilities
3. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL

Course Requirements

General Education Courses

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
ENG	101	English Composition I	3	0	3
MAT	120	Probability And Statistics	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
			15	**0**	**15**

Required Major Core Courses

Course			Class	Lab	Credit
OTA	130	Therapeutic Media I	0	3	1
OTA	160	Adult Psychosocial Dysfunction	2	3	3
OTA	165	Adult Physical Dysfunction	4	3	5
OTA	174	Pediatric Skills for the OTA	5	3	6
OTA	213	Group Process & Dynamics	2	0	2
OTA	268	Clinical VI (Behavioral)	0	21	7
			13	**33**	**24**

Other Hours Required for Graduation

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
OTA	103	Introduction to Occupational Therapy	2	0	2
OTA	149	Interdisciplinary Community Experiences	.5	1.5	1
OTA	150	Early Intervention Clinical Experience	0	3	1
OTA	151	OTA Clinical I	0	3	1
OTA	155	Gerontology	1	0	1
OTA	203	Kinesiology for Occupational Therapy	2	3	3
OTA	245	Occupational Therapy Departmental Management	2	0	2
OTA	252	OTA Clinical II	0	6	2
OTA	260	Clinical V (Physical Disabilities)	0	21	7
PSY	203	Human Growth and Development	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			19.5	**43.5**	**34**

Minimum Total Credit Hours: 73

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	120	Probability And Statistics	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
			12	**3**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
CPT	170	Microcomputer Applications	3	0	3
PSY	203	Human Growth and Development	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**3**	**16**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
OTA	103	Introduction to Occupational Therapy	2	0	2
OTA	130	Therapeutic Media I	0	3	1
OTA	149	Interdisciplinary Community Experiences	.5	1.5	1
OTA	150	Early Intervention Clinical Experience	0	3	1
OTA	151	OTA Clinical I	0	3	1
OTA	174	Pediatric Skills for the OTA	5	3	6
OTA	213	Group Process & Dynamics	2	0	2
			9.5	**13.5**	**14**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
OTA	155	Gerontology	1	0	1
OTA	160	Adult Psychosocial Dysfunction	2	3	3
OTA	165	Adult Physical Dysfunction	4	3	5
OTA	203	Kinesiology for Occupational Therapy	2	3	3
OTA	245	Occupational Therapy Departmental Management	2	0	2
OTA	252	OTA Clinical II	0	6	2
			11	**15**	**16**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
OTA	260	Clinical V (Physical Disabilities)	0	21	7
OTA	268	Clinical VI (Behavioral)	0	21	7
			0	**42**	**14**

Minimum Total Credit Hours: 73

PARALEGAL

DEGREE: Associate in Applied Science with a major in Paralegal

Paralegals assist lawyers in their professional responsibilities. For example, they help lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals interview clients, investigate the facts of cases, and identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. They draft written reports that help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. A paralegal operates under the direct supervision of the attorney, paralegals must be mindful of prohibitions against lay persons practicing law.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they can work in many different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate. According to the US Department of Labor Bureau of Labor Statistics 2004-05 Occupational Outlook Handbook, the median income is approximately $37,950 including bonuses. The projected growth for job opportunities is projected to increase 21-35% through 2012.

Accreditations, Approvals, and Certifications

This program has been approved by American Bar Association (ABA) (http://www.abanet.org/legalservices/paralegals).

American Bar Association - Standing Committee on Legal Assistants
321 North Clark Street
Chicago, IL 60610-4714
312.988.5618

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG, LEG, PSY, SPC

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PHI	110	Ethics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**0**	**18**

Required Major Core Courses

Course			Class	Lab	Credit
LEG	120	Torts	3	0	3
LEG	121	Business Law I	3	0	3
LEG	135	Introduction To Law And Ethics	3	0	3
LEG	213	Family Law	3	0	3
LEG	231	Criminal Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
			18	**0**	**18**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
LEG	125	Introduction To The Legal System	3	0	3
LEG	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	230	Legal Writing	3	0	3
LEG	232	Law Office Management	3	0	3
LEG	234	Title Examination Procedures I	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	240	Claims Investigation *LEG 201 is Prerequisite for LEG 240.	3	0	3
	OR				
LEG	216	Administrative Law	3	0	3
LEG	242	Law Practice Workshop *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
LEG	244	Special Projects For Paralegals *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
			29	**16**	**33**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
LEG	125	Introduction To The Legal System	3	0	3
LEG	132	Legal Bibliography	3	0	3
LEG	135	Introduction To Law And Ethics	3	0	3
PSY	201	General Psychology	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
ENG	102	English Composition II	3	0	3
LEG	120	Torts	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	230	Legal Writing	3	0	3
			15	**0**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
LEG	121	Business Law I	3	0	3
LEG	231	Criminal Law	3	0	3
LEG	240	Claims Investigation *LEG 201 is Prerequisite for LEG 240.	3	0	3
	OR				
LEG	216	Administrative Law	3	0	3
			9	**0**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
LEG	213	Family Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
LEG	234	Title Examination Procedures I	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	242	Law Practice Workshop *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
			13	**8**	**15**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
LEG	232	Law Office Management	3	0	3
LEG	244	Special Projects For Paralegals *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
MAT	155	Contemporary Mathematics	3	0	3
PHI	110	Ethics	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	**8**	**15**

Minimum Total Credit Hours: 69

PARALEGAL (EVENING PROGRAM)

DEGREE: Associate in Applied Science with a major in Paralegal

Paralegals assist lawyers in their professional responsibilities. For example, they help lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals interview clients, investigate the facts of cases, and identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. They draft written reports that help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. A paralegal operates under the direct supervision of the attorney, paralegals must be mindful of prohibitions against lay persons practicing law.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they can work in many different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate. According to the US Department of Labor Bureau of Labor Statistics 2004-05 Occupational Outlook Handbook, the median income is approximately $37,950 including bonuses. The projected growth for job opportunities is projected to increase 21-35% through 2012.

Accreditations, Approvals, and Certifications

This program has been approved by American Bar Association (ABA) (http://www.abanet.org/legalservices/paralegals).

American Bar Association - Standing Committee on Legal Assistants
321 North Clark Street
Chicago, IL 60610-4714
312.988.5618

Prerequisites for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG, LEG, PSY, SPC

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I *Take First 8-week Term	3	0	3
ENG	102	English Composition II	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PHI	110	Ethics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**0**	**18**

Required Major Core Courses

Course			Class	Lab	Credit
LEG	120	Torts	3	0	3
LEG	121	Business Law I	3	0	3
LEG	135	Introduction To Law And Ethics	3	0	3
LEG	213	Family Law	3	0	3
LEG	231	Criminal Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
			18	**0**	**18**

Other Hours Required for Graduation

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
LEG	125	Introduction To The Legal System	3	0	3
LEG	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	230	Legal Writing	3	0	3
LEG	232	Law Office Management	3	0	3
LEG	234	Title Examination Procedures I	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	240	Claims Investigation	3	0	3
		OR			
LEG	216	Administrative Law	3	0	3
LEG	242	Law Practice Workshop *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
LEG	244	Special Projects For Paralegals *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
			29	**16**	**33**

Minimum Total Credit Hours: 69

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition I *Take First 8-week Term	3	0	3
LEG	125	Introduction To The Legal System	3	0	3
LEG	132	Legal Bibliography	3	0	3
LEG	135	Introduction To Law And Ethics	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ENG	102	English Composition II	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	230	Legal Writing	3	0	3
PSY	201	General Psychology	3	0	3
			12	**0**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
LEG	231	Criminal Law	3	0	3
LEG	234	Title Examination Procedures I	3	0	3
PHI	110	Ethics	3	0	3
			9	**0**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
LEG	213	Family Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
			9	**0**	**9**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
LEG	120	Torts	3	0	3
LEG	121	Business Law I	3	0	3
			9	**0**	**9**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
LEG	232	Law Office Management	3	0	3
LEG	240	Claims Investigation	3	0	3
		OR			
LEG	216	Administrative Law	3	0	3
LEG	242	Law Practice Workshop *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
			7	**8**	**9**

SEMESTER 7 (Fall)

Course			Class	Lab	Credit
LEG	244	Special Projects For Paralegals *Must be a 2nd-year LEG student with a 2.0 GPA	1	8	3
MAT	155	Contemporary Mathematics	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			7	**8**	**9**

Minimum Total Credit Hours: 69

PHYSICAL THERAPIST ASSISTANT - FULL-TIME

DEGREE: Associate in Applied Science, Major in Physical Therapist Assistant

Florence-Darlington Technical College is collaborating with Greenville Technical College to offer the Physical Therapist Assistant program. All of the courses are taught at FDTC; however, the program is under the direction of GTC. Physical therapy is a health profession which involves direct patient care of individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects. Job opportunities in hospitals and rehabilitation centers are excellent, especially if the graduate is willing to relocate. Working under the supervision of a physical therapist, the physical therapist assistant works to prevent pain and disability, relieve pain, promote healing, and improve function. Beginning students should have excellent verbal and math skills. This program is accredited by the Commission on Accreditation in Physical Therapy Education.

One-Plus-One: The Physical Therapist Assistant curriculum is arranged as a One-Plus-One program. Phase I students take their general education requirements. Phase II covers the physical therapy content and may be completed full-time over 4 successive semesters or via an Extended Track option over 6 semesters. Clinical affiliations may be in South Carolina, North Carolina or Georgia. At the completion of the program, students are eligible to apply for state licensure. The student must pass this exam to practice as a physical therapist assistant.

Prerequisites for Entrance

Required Courses

High School: Algebra I, Biology (Recommended: Chemistry, Physics)
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Minimum of twenty hours of observation in at least two different types of physical therapy facilities is required. Attendance required at Career Talk. Both should be completed as early as possible during Phase I.
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization or Signed Informed Refusal
6. MMR Immunization
7. Chicken Pox Vaccination
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	120	Probability And Statistics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	**3**	**16**

Required Major Core Courses

Course			Class	Lab	Credit
PTH	115	Pathology for Physical Therapist Assistants	3	0	3
PTH	118	Physical Agents & Modalities	3	3	4
PTH	226	Therapeutic Exercises	2	3	3
PTH	234	Clinical Education I	0	9	3
PTH	242	Orthopedic Management	3	3	4
PTH	246	Neuromuscular Rehabilitation	3	6	5
PTH	264	Clinical Education II	0	15	5
PTH	274	Clinical Education III	0	15	5
			14	**54**	**32**

Other Hours Required for Graduation

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	211	Anatomy And Physiology II	3	3	4
CPT	170	Microcomputer Applications	3	0	3
ENG	102	English Composition II	3	0	3
PSY	203	Human Growth and Development	3	0	3
PTH	101	Physical Therapy Professional Preparation	2	0	2
PTH	102	Introduction to Physical Therapy	1	3	2
PTH	105	Introduction to Kinesiology	2	3	3
PTH	220	Patient Assessment Techniques	3	3	4
PTH	228	Manual Therapy Techniques	1	3	2
PTH	270	Special Topics in Physical Therapy	3	0	3
SPC	205	Public Speaking	3	0	3
			30	**15**	**35**

Minimum Total Credit Hours: 83

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	120	Probability And Statistics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**3**	**19**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
CPT	170	Microcomputer Applications	3	0	3
ENG	102	English Composition II	3	0	3
PSY	203	Human Growth and Development	3	0	3
SPC	205	Public Speaking	3	0	3
			15	**3**	**16**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
PTH	102	Introduction to Physical Therapy	1	3	2
PTH	105	Introduction to Kinesiology	2	3	3
PTH	115	Pathology for Physical Therapist Assistants	3	0	3
PTH	118	Physical Agents & Modalities	3	3	4
			9	**9**	**12**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
PTH	101	Physical Therapy Professional Preparation	2	0	2
PTH	220	Patient Assessment Techniques	3	3	4
PTH	226	Therapeutic Exercises	2	3	3
PTH	228	Manual Therapy Techniques	1	3	2
PTH	234	Clinical Education I	0	9	3
			8	**18**	**14**

SEMESTER 5 (Summer)

Course			Class	Lab	Credit
PTH	242	Orthopedic Management	3	3	4
PTH	246	Neuromuscular Rehabilitation	3	6	5
			6	**9**	**9**

SEMESTER 6 (Fall)

Course			Class	Lab	Credit
PTH	264	Clinical Education II	0	15	5
PTH	270	Special Topics in Physical Therapy	3	0	3
PTH	274	Clinical Education III	0	15	5
			3	**30**	**13**

Minimum Total Credit Hours: 83

RADIOLOGIC TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Radiologic Technology

Radiographers use radiation equipment to produce images of the tissue, organs, bones, and vessels of the body, as prescribed by physicians, to assist in the diagnosis of disease or injury. Radiographers use problem-solving and critical thinking skills to perform medical imaging procedures. They must be able to communicate effectively with patients, other health professionals and the public. The radiographer must display competence and compassion in meeting the special needs of the patient. Additional duties may include evaluating radiologic equipment, providing patient education, and managing a medical imaging department.

Radiographers are employed in health care facilities including specialized imaging centers, urgent care clinics, and private physician offices. According to the Bureau of Labor Statistics 2005 Occupational Outlook Handbook, the median annual income for radiologic technologists is approximately $42,300. The projected growth in job opportunities for radiologic technologists will be in the 28% range over the next decade.

Accreditations, Approvals, and Certifications

This program has been accredited by Joint Review Committee on Education in Radiological Technology (JRCERT) (http://www.jrcert.org).

Joint Review Committee on Education in Radiological Technology (JRCERT)
20 North Wacker Drive
Suite 2850
Chicago, IL 60606
312.704.5300

Prerequisites for Entrance

Required Courses

High School: Algebra I, Biology or Chemistry
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization or Signed Informed Refusal
6. MMR Immunization
7. Chicken Pox Vaccination
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
10. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, MAT, RAD
3. Dismissal Policy: A student who fails three or more required courses will be dismissed from the program and will not be eligible to re-enter the program. A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical in the clinical area.
4. Reentry Policy: Any student who has been dismissed from the Radiologic Technology program for academic or clinical failure may reenter the program the following year in the semester from which they failed. This will be allowed only if the student's GPA is a 2.0 or better, they have not failed three (3) or more courses, **and there is space available in the curriculum**. A student who has a cumulative GPA of less than 2.0 and/or violates the Radiologic Technology Academic Progression Policy cannot apply for re-admission into the Radiologic Technology curriculum until after a waiting period of at least one (1) year. The student will be allowed to reenter the Radiologic Technology curriculum one (1) time only.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
ENG	160	Technical Communications *Both ENG 101 & SPC 205 may be substituted for ENG 160.	3	0	3
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	**6**	**20**

Required Major Core Courses

Course			Class	Lab	Credit
RAD	101	Introduction to Radiography	2	0	2
RAD	110	Radiographic Imaging I	3	0	3
RAD	115	Radiographic Imaging II	3	0	3
RAD	121	Radiographic Physics	4	0	4
RAD	201	Radiation Biology	2	0	2
RAD	205	Radiographic Pathology	2	0	2
RAD	230	Radiographic Procedures III	2	3	3
			18	**3**	**19**

Other Hours Required for Graduation

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
AHS	110	Patient Care Procedures	2	0	2
RAD	130	Radiographic Procedures I	2	3	3
RAD	136	Radiographic Procedures II	2	3	3
RAD	153	Applied Radiography I	1	6	3
RAD	165	Applied Radiography II	0	15	5
RAD	175	Applied Radiography III	0	15	5
RAD	210	Radiographic Imaging III	3	0	3
RAD	220	Selected Imaging Topics	3	0	3
RAD	235	Radiography Seminar I	0	3	1
RAD	257	Advanced Radiography I	0	21	7
RAD	266	Advanced Radiography II	0	18	6
			16	**84**	**44**

Minimum Total Credit Hours: 83

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
AHS	110	Patient Care Procedures	2	0	2
BIO	210	Anatomy And Physiology I	3	3	4
MAT	110	College Algebra	3	0	3
RAD	101	Introduction to Radiography	2	0	2
RAD	153	Applied Radiography I	1	6	3
			14	**9**	**17**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
RAD	110	Radiographic Imaging I	3	0	3
RAD	121	Radiographic Physics	4	0	4
RAD	130	Radiographic Procedures I	2	3	3

RAD	165	Applied Radiography II	0	15	5
			12	**21**	**19**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
RAD	115	Radiographic Imaging II	3	0	3
RAD	136	Radiographic Procedures II	2	3	3
RAD	175	Applied Radiography III	0	15	5
RAD	201	Radiation Biology	2	0	2
			7	**18**	**13**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ENG	160	Technical Communications *Both ENG 101 & SPC 205 may be substituted for ENG 160.	3	0	3
RAD	205	Radiographic Pathology	2	0	2
RAD	210	Radiographic Imaging III	3	0	3
RAD	230	Radiographic Procedures III	2	3	3
RAD	257	Advanced Radiography I	0	21	7
			10	**24**	**18**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
PSY	201	General Psychology	3	0	3
RAD	220	Selected Imaging Topics	3	0	3
RAD	235	Radiography Seminar I	0	3	1
RAD	266	Advanced Radiography II	0	18	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			9	**21**	**16**

Minimum Total Credit Hours: 83

RESPIRATORY CARE

DEGREE: Associate in Applied Science with a major in Respiratory Care

Respiratory therapists work closely with physicians and nurses in the treatment and diagnosis of various breathing disorders. Respiratory therapists, practicing under a physician's direction, assume primary responsibility for all respiratory care therapeutic treatments and diagnostic procedures, including the supervision of respiratory therapy technicians. Respiratory therapists are also more likely to provide complex therapy requiring considerable independent judgment, such as caring for patients on life support in hospital intensive care units. Respiratory therapists are required to have an in-depth knowledge of heart-lung physiology, effective communication skills, problem solving skills, integrity, compassion, tolerance, ethics, and effective stress coping skills. Graduates are also eligible to apply for a Bachelor of Science (B.S.) program in Respiratory Care at a senior college.

Respiratory therapists are employed in health care facilities including acute care hospitals, rehabilitation hospitals, skilled nursing facilities, and home care. According to the Bureau of Labor Statistics 2006 Occupational Outlook Handbook, the median annual income for respiratory therapists is approximately $47,420. Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2016, because of substantial growth in numbers of the middle-aged and elderly population -- a development that will heighten the incidence of heart and lung disease. For more information on the profession, go to www.aarc.org.

Accreditations, Approvals, and Certifications

This program has been accredited by Commission on Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (http://www.caahep.org).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727.210.2350

Prerequisites for Entrance

Required Courses

High School: None
College: BIO 112 or BIO 210 & BIO 211, MAT 110, PHS 101

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Prior Experience/Observation - See Department Head.
4. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
5. Minimum Cumulative GPA of 2.0
6. Hepatitis B Immunization or Signed Informed Refusal
7. MMR Immunization
8. Chicken Pox Vaccination
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
11. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.
12. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
3. Dismissal Policy: A student who fails four or more required courses will be dismissed from the program and will not be eligible to re-enter the program.
4. Reentry Policy: Any student who has been dismissed from the Respiratory Care program for academic or clinical failure may re-enter the program the following year in the semester from which they failed. This will be allowed only if the student's GPA is a 2.0 or better, they have not failed more than three (3) courses, and there is space available in the curriculum. A student who has a cumulative GPA of less than 2.0 and/or violates the Respiratory Care Program Academic Progression Policy cannot apply for re-admission into the Respiratory Care curriculum until after a waiting period of at least one (1) year. The student will be allowed to re-enter the Respiratory Care curriculum one (1) time only.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	**0**	**12**

Required Major Core Courses

Course			Class	Lab	Credit
RES	101	Introduction To Respiratory Care	2	3	3
RES	121	Respiratory Skills I	2	6	4
RES	123	Cardiopulmonary Physiology	3	0	3
RES	131	Respiratory Skills II	3	3	4
RES	141	Respiratory Skills III	2	3	3
RES	204	Neonatal/Pediatric Care	2	3	3
RES	232	Respiratory Therapeutics	2	0	2
RES	236	Cardiopulmonary Diagnostics	2	3	3
			18	**21**	**25**

Other Hours Required for Graduation

Course			Class	Lab	Credit
RES	111	Pathophysiology	2	0	2
RES	151	Clinical Applications I	0	15	5
RES	152	Clinical Applications II	0	9	3

RES	244	Advanced Respiratory Skills I	3	3	4
RES	246	Respiratory Pharmacology	2	0	2
RES	249	Comprehensive Applications	2	0	2
RES	251	Clinical Applications III	0	24	8
RES	265	Advanced Clinical Applications I	0	9	3
RES	276	Advanced Clinical Applications II	0	18	6
			9	**78**	**35**

Minimum Total Credit Hours: 72

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
RES	101	Introduction To Respiratory Care	2	3	3
RES	121	Respiratory Skills I	2	6	4
RES	123	Cardiopulmonary Physiology	3	0	3
			10	**9**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
RES	131	Respiratory Skills II	3	3	4
RES	151	Clinical Applications I	0	15	5
RES	246	Respiratory Pharmacology	2	0	2
SPC	205	Public Speaking	3	0	3
			8	**18**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
PSY	201	General Psychology	3	0	3
RES	141	Respiratory Skills III	2	3	3
RES	152	Clinical Applications II	0	9	3
			5	**12**	**9**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
RES	111	Pathophysiology	2	0	2
RES	232	Respiratory Therapeutics	2	0	2
RES	249	Comprehensive Applications	2	0	2
RES	251	Clinical Applications III	0	24	8
			6	**24**	**14**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
RES	204	Neonatal/Pediatric Care	2	3	3
RES	236	Cardiopulmonary Diagnostics	2	3	3
RES	244	Advanced Respiratory Skills I	3	3	4
RES	265	Advanced Clinical Applications I	0	9	3
			7	**18**	**13**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
RES	276	Advanced Clinical Applications II	0	18	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			3	**18**	**9**

Minimum Total Credit Hours: 72

Diplomas

ADMINISTRATIVE OFFICE TECHNOLOGY - ADMINISTRATIVE SUPPORT

DIPLOMA: Diploma in Applied Science with a major in Administrative Support

The Administrative Support program provides students the opportunity to develop entry-level office procedures and professional interpersonal skills. Basic computer skills include keyboarding, data entry, and word processing which are necessary to enter the job market as clerical support staff.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: AOT, ENG
2. Any course with one of the following prefixes may not be attempted more than twice: AOT

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	160	Math For Business And Finance	3	0	3
PSY	103	Human Relations	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	163	Word Processing	3	0	3
			12	**0**	**12**

Other Hours Required for Graduation

Course			Class	Lab	Credit
AOT	120	Introduction To Machine Transcription	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
AOT	165	Information Processing Software	3	0	3
AOT	210	Document Production	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
AOT	270	SCWE in Administrative Office Technology	0	12	3
			18	**12**	**21**

Minimum Total Credit Hours: 42

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
ENG	155	Communications I	3	0	3
PSY	103	Human Relations	3	0	3
			15	**0**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	163	Word Processing	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
MAT	160	Math For Business And Finance	3	0	3
			15	**0**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
AOT	120	Introduction To Machine Transcription	3	0	3
AOT	165	Information Processing Software	3	0	3
AOT	210	Document Production	3	0	3
AOT	270	SCWE in Administrative Office Technology	0	12	3
			9	**12**	**12**

Minimum Total Credit Hours: 42

EARLY CHILDHOOD DEVELOPMENT

DIPLOMA: Diploma in Applied Science with a major in Early Childhood Dev.

Early childhood and child-care workers nurture and teach preschool children in centers designed for childcare. These workers play an important role in a child's development by caring for the child when the primary caregivers are at work or away for other reasons. They instruct children in activities designed to promote social, physical, emotional, and intellectual growth. This is accomplished by planning for individual and group activities that include small group lessons, one-on-one instruction, and play.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is $15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Two-step PPD / Chest X-Ray

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ECD
2. Any course with one of the following prefixes may not be attempted more than twice: ECD
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I *A grade of "C" or better required	3	0	3
	OR				
ENG	155	Communications I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	105	Personal/interpersonal Psychology *A grade of "C" or better required for PSY 105 or PSY 201	3	0	3
	OR				
PSY	201	General Psychology	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	2	3	3
			12	**9**	**15**

Other Hours Required for Graduation

Course			Class	Lab	Credit
ECD	107	Exceptional Children	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	237	Methods and Materials	3	0	3
ECD	243	Supervised Field Experience I *A grade of "C" or better required	1	8	3
			12	**20**	**18**

Minimum Total Credit Hours: 42

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	131	Language Arts	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			12	**9**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ECD	105	Guidance-Classroom Management	2	3	3
ECD	107	Exceptional Children	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	203	Growth & Development II	2	3	3
ECD	237	Methods and Materials	3	0	3
			11	**12**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ECD	243	Supervised Field Experience I *A grade of "C" or better required	1	8	3
ENG	101	English Composition I *A grade of "C" or better required	3	0	3
	OR				
ENG	155	Communications I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	105	Personal/interpersonal Psychology *A grade of "C" or better required for PSY 105 or PSY 201	3	0	3
	OR				
PSY	201	General Psychology	3	0	3
			10	**8**	**12**

Minimum Total Credit Hours: 42

EXPANDED DUTY DENTAL ASSISTING

DIPLOMA: Diploma in Applied Science with a major in Expanded Duty Dental Assisting

Dental Assistants perform a variety of duties including those related to patient care, as well as many office and laboratory responsibilities. During patient care they work chairside assisting dentists as they examine and treat patients. Dental Assistants must be reliable, have good manual dexterity, and be able to communicate and work effectively with patients and other members of the dental office staff. Dental Assistants are employed, almost exclusively, in private dental offices. Some employment opportunities are available in public and government facilities. Nationally, the starting salary for a Certified Dental Assistant is approximately $20,000 plus available benefits. As the population grows and as dentist's workloads increase, there is an increasing need for more trained Dental Assistants.

Accreditations, Approvals, and Certifications

This program has been accredited by American Dental Association Commission on Dental Accreditation (http://www.ada.org).

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
312.440.2500

Prerequisties for Entrance

Required Courses

High School: Biology, Typing/Computer (Recommended: Algebra, Chemistry)
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Minimum fifteen hours of observation in a dental office
3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
8. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: DAT, ENG
2. Any course with one of the following prefixes may not be attempted more than twice: DAT, ENG, MAT, PSY
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 24 months

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	103	Human Relations	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
DAT	113	Dental Materials	3	3	4
DAT	118	Dental Morphology	1	3	2
DAT	121	Dental Health Education	1	3	2
DAT	122	Dental Office Management	2	0	2
DAT	127	Dental Radiography	3	3	4
DAT	154	Clinical Procedures I	2	6	4
DAT	164	Clinical Procedures II	1	9	4
			13	**27**	**22**

Other Hours Required for Graduation

Course			Class	Lab	Credit
DAT	112	Integrated Human Sciences	3	3	4
DAT	115	Ethics & Professionalism	1	0	1
DAT	123	Oral Medicine/Oral Biology	3	0	3
DAT	124	Expanded Functions/Specialties	0	3	1
DAT	177	Dental Office Experience	0	21	7
			7	**27**	**16**

Minimum Total Credit Hours: 47

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
DAT	112	Integrated Human Sciences	3	3	4
DAT	113	Dental Materials	3	3	4
DAT	115	Ethics & Professionalism	1	0	1
DAT	118	Dental Morphology	1	3	2
DAT	154	Clinical Procedures I	2	6	4
ENG	155	Communications I	3	0	3
			13	**15**	**18**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
DAT	121	Dental Health Education	1	3	2
DAT	122	Dental Office Management	2	0	2
DAT	123	Oral Medicine/Oral Biology	3	0	3
DAT	127	Dental Radiography	3	3	4
DAT	164	Clinical Procedures II	1	9	4
PSY	103	Human Relations	3	0	3
			13	**15**	**18**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
DAT	124	Expanded Functions/Specialties	0	3	1
DAT	177	Dental Office Experience	0	21	7
MAT	155	Contemporary Mathematics	3	0	3
			3	**24**	**11**

Minimum Total Credit Hours: 47

MACHINE TOOL

DIPLOMA: Diploma in Applied Science with a major in Machine Tool

The Machine Tool diploma is a three semester program designed to prepare students for gainful employment in the area of precision machining. The course objectives include learning safe work habits, metallurgy, precision measurement, and the set up and operation of machine tools that cut and shape metal. Lathes, milling machines, drill presses, saws, and grinders are some of the equipment used in the Machine Tool curriculum. Machine Tool graduates can become employed as a machinist, instrument maker, and CNC Operator.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
XXX	XXX	Elective: General	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
MTT	120	Machine Tool Print Reading	1	6	3
MTT	122	Machine Tool Practice I	0	12	4
MTT	124	Machine Tool Practice II	0	12	4
MTT	147	Tool and Cutter Grinding	1	3	2
			2	**33**	**13**

Other Hours Required for Graduation

Course			Class	Lab	Credit
MTT	121	Machine Tool Theory I	3	0	3
MTT	123	Machine Tool Theory II	3	0	3
MTT	125	Machine Tool Theory III	3	0	3
MTT	126	Machine Tool Practice III	1	9	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
PSY	103	Human Relations	3	0	3
			19	**9**	**22**

Minimum Total Credit Hours: 44

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
			7	**18**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
XXX	XXX	Elective: General	3	0	3
			13	**15**	**18**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	125	Machine Tool Theory III	3	0	3
MTT	126	Machine Tool Practice III	1	9	4
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
PSY	103	Human Relations	3	0	3
			10	**9**	**13**

Minimum Total Credit Hours: 44

MACHINE TOOL (EVENING PROGRAM)

DIPLOMA: Diploma in Applied Science with a major in Machine Tool

The Machine Tool diploma is a three semester program designed to prepare students for gainful employment in the area of precision machining. The course objectives include learning safe work habits, metallurgy, precision measurement, and the set up and operation of machine tools that cut and shape metal. Lathes, milling machines, drill presses, saws, and grinders are some of the equipment used in the Machine Tool curriculum. Machine Tool graduates can become employed as a machinist, instrument maker, and CNC Operator.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
XXX	XXX	Elective: General	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
MTT	120	Machine Tool Print Reading	1	6	3
MTT	122	Machine Tool Practice I	0	12	4
MTT	124	Machine Tool Practice II	0	12	4
MTT	147	Tool and Cutter Grinding	1	3	2
			2	**33**	**13**

Other Hours Required for Graduation

Course			Class	Lab	Credit
MTT	121	Machine Tool Theory I	3	0	3
MTT	123	Machine Tool Theory II	3	0	3
MTT	125	Machine Tool Theory III	3	0	3
MTT	126	Machine Tool Practice III	1	9	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
PSY	103	Human Relations	3	0	3
			19	**9**	**22**

Minimum Total Credit Hours: 44

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
			4	**6**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
			3	**12**	**7**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	141	Metals & Heat Treatment	3	0	3
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
			6	**0**	**6**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			10	**3**	**11**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
			3	**12**	**7**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
MTT	125	Machine Tool Theory III	3	0	3
MTT	126	Machine Tool Practice III	1	9	4
			4	**9**	**7**

Minimum Total Credit Hours: 44

NURSING - PRACTICAL NURSING (FALL ADMISSION)

DIPLOMA: Diploma in Applied Science with a major in Practical Nursing

The Practical Nursing program prepares students for a vocation requiring intellectual, interpersonal, and psychomotor skills that are based upon biological, behavioral, and humanistic principles. Graduates of the Practical Nursing program are prepared to work in a variety of settings including hospitals, clinics, long term care facilities, and out-patient centers. Upon completion of the program, the student is eligible to apply to take the licensure boards for Licensed Practical Nursing Practice.The mean salary for a LPN is $33,000 annually.

Accreditations, Approvals, and Certifications

This program has been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (http://www.llr.state.sc.us/POL/Nursing/index.asp).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing
Synergy Business Park; Kingstree Building
110 Centerview Drive; Suite 202
Columbia, SC 29210
803.896.4550

NOTE: The LLR Board of Nursing may deny licensure to graduates of the Nursing program based on evidence of unlawful acts, incompetence, unprofessional conduct or other misconduct. SLED records will be requested prior to clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude student from eligibility for entering the clinicals and for taking the NCLEX exam.

Prerequisties for Entrance

Required Courses

High School: Algebra I, Biology, Chemistry with lab, Computers (Recommended: Biology with lab)
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Mandatory attendance at a Nursing Information Session is required.
3. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American

Red Cross
6. Hepatitis B Immunization or Signed Informed Refusal
7. MMR Immunization
8. Chicken Pox Vaccination
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: PNR
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 24 months
5. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
6. Dismissal Policy: A student who receives a grade below "C" for any two or more PNR courses will be dismissed from the program and will not be eligible to re-enter the program.
7. Reentry Policy: A FDTC or non-FDTC nursing student must petition the Nursing Admission and Advisement Committee regarding potential re-entry.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
			12	**3**	**13**

Required Major Core Courses

Course			Class	Lab	Credit
PNR	110	Fundamentals of Nursing	3	6	5
PNR	120	Medical/Surgical Nursing I	3	6	5
PNR	130	Medical/Surgical Nursing II	3	6	5
PNR	140	Medical/Surgical Nursing III	3	6	5
PNR	155	Maternal/Infant/Child Nursing	5	6	7
PNR	170	Nursing of the Older Adult	1.5	1.5	2
PNR	182	Special Topics in Practical Nursing	2	0	2
			20.5	**31.5**	**31**

Other Hours Required for Graduation

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
			3	**3**	**4**

Minimum Total Credit Hours: 48

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
MAT	155	Contemporary Mathematics	3	0	3
PNR	110	Fundamentals of Nursing	3	6	5
PNR	182	Special Topics in Practical Nursing	2	0	2
			11	**9**	**14**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
ENG	101	English Composition I	3	0	3
PNR	120	Medical/Surgical Nursing I	3	6	5
PNR	130	Medical/Surgical Nursing II	3	6	5
			12	**15**	**17**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
PNR	140	Medical/Surgical Nursing III	3	6	5
PNR	155	Maternal/Infant/Child Nursing	5	6	7
PNR	170	Nursing of the Older Adult	1.5	1.5	2
PSY	201	General Psychology	3	0	3
			12.5	**13.5**	**17**

Minimum Total Credit Hours: 48

SURGICAL TECHNOLOGY

DIPLOMA: Diploma in Applied Science with a major in Surgical Technology

Surgical technologists are highly skilled personnel who perform multiple technical tasks within the surgical environment. The qualified candidate will have excellent eye-hand coordination, effective communication skills, an affinity for detail, and the ability to function well in stressful situations. Knowledge of human anatomy, surgical instrumentation, supplies and procedures allows the surgical technologist to function as an integral member of the surgical team.

Graduates from the program are prepared to work in many diverse areas of the health care system, such as: operating rooms, emergency rooms, labor and delivery, GI and cardiac catheterization laboratories, ambulatory surgery centers, sterile supply, anesthesia technologist, cell saver technologist, physician's offices, private scrubs, instrument sales representatives and veterinary assistants. Graduates also qualify to sit for the national certification exam. The Association of Surgical Technologists reports that the mean salary for surgical technologists is $32,000.

Accreditations, Approvals, and Certifications

This program has been accredited by Commission on Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the Joint Review Committee on Education for the Surgical Technologist (http://www.caahep.org).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727.210.2350

Prerequisties for Entrance

Required Courses

High School: Biology
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization or Signed Informed Refusal
6. MMR Immunization
7. Chicken Pox Vaccination
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
10. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.
11. Recent Photograph - Photograph will not be returned.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, SUR
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

4. Dismissal Policy: A student who fails three or more required courses will be dismissed from the program and will not be eligible to re-enter the program.
5. Reentry Policy: Any student who has been dismissed from the surgical technology program for academic or clinical failure may be placed on the end of the waiting list one time only. This will be allowed only if the student's GPA is a 2.0 or better and the student has not failed more than three of the required courses.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy And Physiology	3	3	4
BIO	115	Basic Microbiology	2	3	3
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
			17	**6**	**19**

Required Major Core Courses

Course			Class	Lab	Credit
SUR	101	Intro. to Surgical Technology	3	6	5
SUR	102	Applied Surgical Technology	3	6	5
SUR	103	Surgical Procedures I	4	0	4
SUR	104	Surgical Procedures II	4	0	4
SUR	111	Basic Surgical Practicum	0	21	7
SUR	113	Advanced Surgical Practicum	0	18	6
SUR	120	Surgical Seminar	2	0	2
			16	**51**	**33**

Minimum Total Credit Hours: 52

Semester Curriculum

SEMESTER 1 (Summer)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy And Physiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
			12	**3**	**13**

SEMESTER 2 (Fall)

Course			Class	Lab	Credit
BIO	115	Basic Microbiology	2	3	3
SUR	101	Intro. to Surgical Technology	3	6	5
SUR	102	Applied Surgical Technology	3	6	5
			8	**15**	**13**

SEMESTER 3 (Spring)

Course			Class	Lab	Credit
SUR	103	Surgical Procedures I	4	0	4
SUR	104	Surgical Procedures II	4	0	4
SUR	111	Basic Surgical Practicum	0	21	7
			8	**21**	**15**

SEMESTER 4 (Summer)

Course			Class	Lab	Credit
PSY	201	General Psychology	3	0	3
SUR	113	Advanced Surgical Practicum	0	18	6
SUR	120	Surgical Seminar	2	0	2
			5	**18**	**11**

Minimum Total Credit Hours: 52

WELDING

DIPLOMA: Diploma in Applied Science with a major in Welding

This program will provide skills that will enable the student to produce structurally sound and quality welds. Employment opportunities are found in maintenance, construction, fabrication, and their related fields.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	105	Print Reading II	1	0	1
WLD	111	ARC Welding I	1	9	4
WLD	140	Weld Testing	1	0	1
WLD	170	Qualification Welding	2	6	4
			6	**21**	**13**

Other Hours Required for Graduation

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	110	Welding Safety & Health	1	0	1
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	154	Pipe Fitting & Welding	3	3	4
WLD	204	Metallurgy	3	0	3
			12	**21**	**19**

Minimum Total Credit Hours: 41

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
PSY	103	Human Relations	3	0	3
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	111	ARC Welding I	1	9	4
WLD	204	Metallurgy	3	0	3
			10	**15**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
WLD	110	Welding Safety & Health	1	0	1
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	140	Weld Testing	1	0	1
WLD	154	Pipe Fitting & Welding	3	3	4
			14	**15**	**19**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
WLD	105	Print Reading II	1	0	1
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	170	Qualification Welding	2	6	4
			3	**12**	**7**

Minimum Total Credit Hours: 41

WELDING (EVENING PROGRAM)

DIPLOMA: Diploma in Applied Science with a major in Welding

This program will provide skills that will enable the student to produce structurally sound and quality welds. Employment opportunities are found in maintenance, construction, fabrication, and their related fields.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
			9	**0**	**9**

Required Major Core Courses

Course			Class	Lab	Credit
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	105	Print Reading II	1	0	1
WLD	111	ARC Welding I	1	9	4
WLD	140	Weld Testing	1	0	1
WLD	170	Qualification Welding	2	6	4
			6	**21**	**13**

Other Hours Required for Graduation

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	110	Welding Safety & Health	1	0	1
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	154	Pipe Fitting & Welding	3	3	4
WLD	204	Metallurgy	3	0	3
			12	**21**	**19**

Minimum Total Credit Hours: 41

Semester Curriculum

SEMESTER 1 (Summer)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	110	Welding Safety & Health	1	0	1
			7	**6**	**9**

SEMESTER 2 (Fall)

Course			Class	Lab	Credit
PSY	103	Human Relations	3	0	3
WLD	111	ARC Welding I	1	9	4
WLD	204	Metallurgy	3	0	3
			7	**9**	**10**

SEMESTER 3 (Spring)

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
WLD	113	ARC Welding II	1	9	4
			4	**9**	**7**

SEMESTER 4 (Summer)

Course			Class	Lab	Credit
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	140	Weld Testing	1	0	1
			3	**3**	**4**

SEMESTER 5 (Fall)

Course			Class	Lab	Credit
WLD	105	Print Reading II	1	0	1
WLD	170	Qualification Welding	2	6	4
			3	**6**	**5**

SEMESTER 6 (Spring)

Course			Class	Lab	Credit
WLD	136	Advanced Inert Gas Welding	0	6	2
			0	**6**	**2**

SEMESTER 7 (Summer)

Course			Class	Lab	Credit
WLD	154	Pipe Fitting & Welding	3	3	4
			3	**3**	**4**

Minimum Total Credit Hours: 41

Certificates

ADMINISTRATIVE OFFICE TECHNOLOGY - OFFICE SUPPORT SPECIALIST (FALL START)

CERTIFICATE: Certificate in Applied Science with a major in Office Support

The Office Support Specialist program will provide instruction in a short-term program for people who want to enter an office support position but do not want an associate degree. This certificate will provide students training in the latest technological advances to keep skills current as well as provide traditional job skills for entry or re-entry into the office job market.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: AOT
2. Any course with one of the following prefixes may not be attempted more than twice: AOT

Course Requirements

Course Requirements

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	162	Basic Information Processing	3	0	3
AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
			24	**0**	**24**

Minimum Total Credit Hours: 24

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
AOT	162	Basic Information Processing	3	0	3
			12	**0**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
			12	**0**	**12**

Minimum Total Credit Hours: 24

ADMINISTRATIVE OFFICE TECHNOLOGY - OFFICE SUPPORT SPECIALIST (SPRING START)

CERTIFICATE: Certificate in Applied Science with a major in Office Support

The Office Support Specialist program will provide instruction in a short-term program for people who want to enter an office support position but do not want an associate degree. This certificate will provide students training in the latest technological advances to keep skills current as well as provide traditional job skills for entry or re-entry into the office job market.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
2. Minimum Cumulative GPA of 2.0

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: AOT
2. Any course with one of the following prefixes may not be attempted more than twice: AOT

Course Requirements

Course Requirements

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	162	Basic Information Processing	3	0	3
AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
			24	**0**	**24**

Minimum Total Credit Hours: 24

Semester Curriculum

SEMESTER 1 (Spring)

Course			Class	Lab	Credit
AOT	105	Keyboarding	3	0	3
AOT	133	Professional Development	3	0	3
AOT	134	Office Communications	3	0	3
AOT	162	Basic Information Processing	3	0	3
			12	**0**	**12**

SEMESTER 2 (Summer)

Course			Class	Lab	Credit
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
			12	**0**	**12**

Minimum Total Credit Hours: 24

AUTOMOTIVE TECHNOLOGY - AUTO BODY REPAIR

CERTIFICATE: Certificate in Applied Science with a major in Auto Body Repair

This program trains auto body technicians in the use of equipment and materials used in the auto body repair industry. The study of unibody, structure repair, sheet metal repair, welding, spot repair, estimating and refinishing are covered. Graduates are prepared for entry-level positions in the auto body repair industry.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ABR	101	Structural Repair I	3	6	5
ABR	102	MIG Welding	2	3	3
ABR	103	Sheet Metal Repair I	2	6	4
ABR	108	Refinishing I	2	3	3
ABR	109	Accessories	2	3	3
ABR	111	Structural Repair II	3	6	5
ABR	113	Sheet Metal Repair II	2	6	4
ABR	118	Refinishing II	2	3	3
ABR	119	Estimating Repairs	1	3	2
CWE	112	Cooperative Work Experience I	0	10	2
			19	**49**	**34**

Minimum Total Credit Hours: 34

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ABR	101	Structural Repair I	3	6	5
ABR	102	MIG Welding	2	3	3
ABR	103	Sheet Metal Repair I	2	6	4
			7	**15**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ABR	108	Refinishing I	2	3	3
ABR	109	Accessories	2	3	3
ABR	111	Structural Repair II	3	6	5
ABR	113	Sheet Metal Repair II	2	6	4
			9	**18**	**15**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ABR	118	Refinishing II	2	3	3
ABR	119	Estimating Repairs	1	3	2
CWE	112	Cooperative Work Experience I	0	10	2
			3	**16**	**7**

Minimum Total Credit Hours: 34

BASIC AUTOMOTIVE

CERTIFICATE: Certificate in Applied Science with a major in Basic Automotive

This program provides basic training for persons interested in working in the automotive field. Vehicle servicing, systems maintenance and problem diagnosis are covered.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
AUT	102	Engine Repair	2	6	4
AUT	103	Engine Reconditioning	2	6	4
AUT	112	Braking Systems	2	6	4
AUT	116	Manual Transmission & Axle	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	141	Introduction To Heating & Air Conditioning	2	6	4
AUT	145	Engine Performance	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
			16	**42**	**30**

Minimum Total Credit Hours: 30

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AUT	112	Braking Systems	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
			6	**15**	**11**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AUT	102	Engine Repair	2	6	4
AUT	103	Engine Reconditioning	2	6	4
AUT	145	Engine Performance	2	3	3
			6	**15**	**11**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
AUT	116	Manual Transmission & Axle	2	6	4
AUT	141	Introduction To Heating & Air Conditioning	2	6	4
			4	**12**	**8**

Minimum Total Credit Hours: 30

CIVIL ENGINEERING TECHNOLOGY - COMPUTER-ASSISTED DRAFTING

CERTIFICATE: Certificate in Applied Science with a major in Computer-Assisted Drafting

This certificate provides students with training in basic CAD skills and prepares them to continue in the Civil Engineering Technology - Graphics Program of Study curriculum or for entry-level positions in the industry.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
EGR	120	Engineering Computer Applications	3	0	3
EGR	170	Engineering Materials	2	3	3
EGR	175	Manufacturing Processes	2	3	3
EGT	101	Basic Technical Drawing	0	6	2
EGT	105	Basic Civil Drafting	1	3	2
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
EGT	210	Engineering Graphics III	2	6	4
ENG	155	Communications I	3	0	3
	OR				
ENG	101	English Composition I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
PHS	101	Physical Science I	3	3	4
	OR				
PHY	201	Physics I	3	3	4
			23	**33**	**34**

Minimum Total Credit Hours: 34

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EGR	120	Engineering Computer Applications	3	0	3
EGT	101	Basic Technical Drawing	0	6	2
ENG	155	Communications I	3	0	3
	OR				
ENG	101	English Composition I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
	OR				
MAT	110	College Algebra	3	0	3
			9	**6**	**11**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EGR	175	Manufacturing Processes	2	3	3
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
			6	**12**	**10**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EGT	105	Basic Civil Drafting	1	3	2
PHS	101	Physical Science I	3	3	4
	OR				
PHY	201	Physics I	3	3	4
			4	**6**	**6**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EGR	170	Engineering Materials	2	3	3
EGT	210	Engineering Graphics III	2	6	4
			4	**9**	**7**

Minimum Total Credit Hours: 34

CIVIL ENGINEERING TECHNOLOGY - ENGINEERING GRAPHICS

CERTIFICATE: Certificate in Applied Science with a major in Engineering Graphics

This certificate provides students with training in basic and intermediate CAD skills and prepares them to continue in the Civil Engineering Technology - Graphics Program of Study curriculum or for entry-level positions in the industry.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
COL	103	College Skills	3	0	3
EGT	101	Basic Technical Drawing	0	6	2
EGT	105	Basic Civil Drafting	1	3	2
EGT	151	Introduction to CAD	2	3	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
PHS	101	Physical Science I	3	3	4
			13	**21**	**20**

Minimum Total Credit Hours: 20

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
COL	103	College Skills	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
			4	**6**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EGT	101	Basic Technical Drawing	0	6	2

EGT	151	Introduction to CAD	2	3	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			5	**9**	**8**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EGT	105	Basic Civil Drafting	1	3	2
PHS	101	Physical Science I	3	3	4
			4	**6**	**6**

Minimum Total Credit Hours: 20

COSMETOLOGY (EVENING PROGRAM - SPRING ADMISSION)

CERTIFICATE: Certificate in Applied Science with a major in Cosmetology

The Cosmetology program will provide instruction to enable graduates to pass the South Carolina State Board of Cosmetology examination to become licensed Cosmetologists and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of cosmetology-related skills including hair shaping, hairstyling, hair coloring, chemical services, manicuring, and skin care. Students must clock in a total of 1500 hours to be eligible to take the State Licensing examination. Applicants will be admitted to this program on a first come, first qualified basis. Applicants are considered to be qualified when they meet all college and program requirements. New students are admitted into this program every fall and spring semester.

Prerequisties for Entrance

Required Courses

High School: Algebra I
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Two-step PPD / Chest X-Ray

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: COS
2. Any course with one of the following prefixes may not be attempted more than twice: COS
3. Curriculum Completion Requirement - 36 months
4. Dismissal Policy: A student who makes lower than a "C" on three (3) Cosmetology (COS) courses will be dismissed from the program, and will not be eligible to re-enter the program. A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical
5. Reentry Policy: Any student who has been dismissed from the Cosmetology program for academic

Course Requirements

Course Requirements

Course			Class	Lab	Credit
COS	101	Fundamentals of Cosmetology	1	6	3
COS	106	Facials and Make-up	1	6	3
COS	108	Nail Care	1	6	3
COS	110	Scalp and Hair Care	1	6	3
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	114	Hair Shaping	0	12	4
COS	116	Hair Styling I	0	12	4
COS	120	Mannequin Practice	0	9	3
COS	206	Chemical Hair Waving	0	9	3
COS	210	Hair Coloring	.5	7.5	3
COS	220	Cosmetology Clinical Practice I	0	9	3
COS	222	Cosmetology Clinical Practice II	0	9	3
			6	**99**	**39**

Minimum Total Credit Hours: 39

Semester Curriculum

SEMESTER 1 (Spring)

Course			Class	Lab	Credit
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	120	Mannequin Practice	0	9	3
			1.5	**16.5**	**7**

SEMESTER 2 (Summer)

Course			Class	Lab	Credit
COS	101	Fundamentals of Cosmetology	1	6	3
COS	110	Scalp and Hair Care	1	6	3
			2	**12**	**6**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
COS	114	Hair Shaping	0	12	4
COS	220	Cosmetology Clinical Practice I	0	9	3
			0	**21**	**7**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
COS	116	Hair Styling I	0	12	4
COS	206	Chemical Hair Waving	0	9	3
			0	**21**	**7**

SEMESTER 5 (Summer)

Course			Class	Lab	Credit
COS	106	Facials and Make-up	1	6	3
COS	108	Nail Care	1	6	3
			2	**12**	**6**

SEMESTER 6 (Fall)

Course			Class	Lab	Credit
COS	210	Hair Coloring	.5	7.5	3
COS	222	Cosmetology Clinical Practice II	0	9	3
			0.5	**16.5**	**6**

Minimum Total Credit Hours: 39

COSMETOLOGY (FALL ADMISSION)

CERTIFICATE: Certificate in Applied Science with a major in Cosmetology

The Cosmetology program will provide instruction to enable graduates to pass the South Carolina State Board of Cosmetology examination to become licensed Cosmetologists and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of cosmetology-related skills including hair shaping, hairstyling, hair coloring, chemical services, manicuring, and skin care. Students must clock in a total of 1500 hours to be eligible to take the State Licensing examination. Applicants will be admitted to this program on a first come, first qualified basis. Applicants are considered to be qualified when they meet all college and program requirements. New students are admitted into this program every fall and spring semester.

Prerequisties for Entrance

Required Courses

High School: Algebra I
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Two-step PPD / Chest X-Ray

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: COS
2. Any course with one of the following prefixes may not be attempted more than twice: COS
3. Curriculum Completion Requirement - 36 months
4. Dismissal Policy: A student who makes lower than a "C" on three (3) Cosmetology (COS) courses will be dismissed from the program, and will not be eligible to re-enter the program. A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical
5. Reentry Policy: Any student who has been dismissed from the Cosmetology program for academic

Course Requirements

Course Requirements

Course			Class	Lab	Credit
COS	101	Fundamentals of Cosmetology	1	6	3
COS	106	Facials and Make-up	1	6	3
COS	108	Nail Care	1	6	3
COS	110	Scalp and Hair Care	1	6	3
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	114	Hair Shaping	0	12	4
COS	116	Hair Styling I	0	12	4
COS	120	Mannequin Practice	0	9	3
COS	206	Chemical Hair Waving	0	9	3
COS	210	Hair Coloring	.5	7.5	3
COS	220	Cosmetology Clinical Practice I	0	9	3
COS	222	Cosmetology Clinical Practice II	0	9	3
			6	**99**	**39**

Minimum Total Credit Hours: 39

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
COS	101	Fundamentals of Cosmetology	1	6	3
COS	106	Facials and Make-up	1	6	3
COS	110	Scalp and Hair Care	1	6	3
COS	120	Mannequin Practice	0	9	3
			3	**27**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	114	Hair Shaping	0	12	4
COS	116	Hair Styling I	0	12	4
			1.5	**31.5**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
COS	206	Chemical Hair Waving	0	9	3
COS	220	Cosmetology Clinical Practice I	0	9	3
			0	**18**	**6**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
COS	108	Nail Care	1	6	3
COS	210	Hair Coloring	.5	7.5	3
COS	222	Cosmetology Clinical Practice II	0	9	3
			1.5	**22.5**	**9**

Minimum Total Credit Hours: 39

COSMETOLOGY (SPRING ADMISSION)

CERTIFICATE: Certificate in Applied Science with a major in Cosmetology

The Cosmetology program will provide instruction to enable graduates to pass the South Carolina State Board of Cosmetology examination to become licensed Cosmetologists and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of cosmetology-related skills including hair shaping, hairstyling, hair coloring, chemical services, manicuring, and skin care. Students must clock in a total of 1500 hours to be eligible to take the State Licensing examination. Applicants will be admitted to this program on a first come, first qualified basis. Applicants are considered to be qualified when they meet all college and program requirements. New students are admitted into this program every fall and spring semester.

Prerequisties for Entrance

Required Courses

High School: Algebra I
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Two-step PPD / Chest X-Ray

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: COS
2. Any course with one of the following prefixes may not be attempted more than twice: COS
3. Curriculum Completion Requirement - 36 months
4. Dismissal Policy: A student who makes lower than a "C" on three (3) Cosmetology (COS) courses will be dismissed from the program, and will not be eligible to re-enter the program. A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical
5. Reentry Policy: Any student who has been dismissed from the Cosmetology program for academic

Course Requirements

Course Requirements

Course			Class	Lab	Credit
COS	101	Fundamentals of Cosmetology	1	6	3
COS	106	Facials and Make-up	1	6	3
COS	108	Nail Care	1	6	3
COS	110	Scalp and Hair Care	1	6	3
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	114	Hair Shaping	0	12	4

COS	116	Hair Styling I	0	12	4
COS	120	Mannequin Practice	0	9	3
COS	206	Chemical Hair Waving	0	9	3
COS	210	Hair Coloring	.5	7.5	3
COS	220	Cosmetology Clinical Practice I	0	9	3
COS	222	Cosmetology Clinical Practice II	0	9	3
			6	**99**	**39**

Minimum Total Credit Hours: 39

Semester Curriculum

SEMESTER 1 (Spring)

Course			Class	Lab	Credit
COS	101	Fundamentals of Cosmetology	1	6	3
COS	106	Facials and Make-up	1	6	3
COS	110	Scalp and Hair Care	1	6	3
COS	120	Mannequin Practice	0	9	3
			3	**27**	**12**

SEMESTER 2 (Summer)

Course			Class	Lab	Credit
COS	206	Chemical Hair Waving	0	9	3
COS	220	Cosmetology Clinical Practice I	0	9	3
			0	**18**	**6**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	114	Hair Shaping	0	12	4
COS	116	Hair Styling I	0	12	4
			1.5	**31.5**	**12**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
COS	108	Nail Care	1	6	3
COS	210	Hair Coloring	.5	7.5	3
COS	222	Cosmetology Clinical Practice II	0	9	3
			1.5	**22.5**	**9**

Minimum Total Credit Hours: 39

DIESEL AND HEAVY EQUIPMENT (EVENING PROGRAM)

CERTIFICATE: Certificate in Applied Science with a major in Diesel and Heavy Equipment

The Diesel and Heavy Equipment certificate program trains technicians to diagnose problems and to provide service and maintenance-related procedures to diesel and heavy equipment.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
CWE	111	Cooperative Work Experience I	0	5	1
DHM	105	Diesel Engines I	2	3	3
DHM	107	Diesel Equipment Service And Diagnosis	2	3	3
DHM	125	Diesel Fuel Systems	2	3	3
DHM	151	Drive Trains	2	6	4
DHM	173	Electrical Systems I	2	3	3
DHM	205	Diesel Engines II	1	6	3
DHM	225	Electronic Fuel Systems	2	3	3
DHM	251	Suspension and Steering	2	3	3
DHM	255	Air Brakes Systems	2	3	3
DHM	265	Hydraulic Systems	2	3	3
			19	**41**	**32**

Minimum Total Credit Hours: 32

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
DHM	125	Diesel Fuel Systems	2	3	3
DHM	173	Electrical Systems I	2	3	3
			4	**6**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
DHM	105	Diesel Engines I	2	3	3
DHM	107	Diesel Equipment Service And Diagnosis	2	3	3
			4	**6**	**6**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
DHM	205	Diesel Engines II	1	6	3
			1	**6**	**3**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
DHM	225	Electronic Fuel Systems	2	3	3
DHM	265	Hydraulic Systems	2	3	3
			4	**6**	**6**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
DHM	251	Suspension and Steering	2	3	3
DHM	255	Air Brakes Systems	2	3	3
			4	**6**	**6**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
CWE	111	Cooperative Work Experience I	0	5	1
DHM	151	Drive Trains	2	6	4
			2	**11**	**5**

Minimum Total Credit Hours: 32

EARLY CHILDHOOD DEVELOPMENT

CERTIFICATE: Certificate in Applied Science with a major in Early Childhood Dev.

Early childhood and child-care workers nurture and teach preschool children in centers designed for childcare. These workers play an important role in a child's development by caring for the child when the primary caregivers are at work or away for other reasons. They instruct children in activities designed to promote social, physical, emotional, and intellectual growth. This is accomplished by planning for individual and group activities that include small group lessons, one-on-one instruction, and play.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is $15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next

ten years.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Academic Requirements

1. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	107	Exceptional Children	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	2	3	3
			20	**21**	**27**

Minimum Total Credit Hours: 27

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	131	Language Arts	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			12	**9**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ECD	105	Guidance-Classroom Management	2	3	3
ECD	107	Exceptional Children	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	203	Growth & Development II	2	3	3
			8	**12**	**12**

Minimum Total Credit Hours: 27

EARLY CHILDHOOD DEVELOPMENT (EVENING PROGRAM)

CERTIFICATE: Certificate in Applied Science with a major in Early Childhood Dev.

Early childhood and child-care workers nurture and teach preschool children in centers designed for childcare. These workers play an important role in a child's development by caring for the child when the primary caregivers are at work or away for other reasons. They instruct children in activities designed to promote social, physical, emotional, and intellectual growth. This is accomplished by planning for individual and group activities that include small group lessons, one-on-one instruction, and play.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is $15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Academic Requirements

1. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	107	Exceptional Children	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	2	3	3
			20	**21**	**27**

Minimum Total Credit Hours: 27

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			8	**3**	**9**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ECD	131	Language Arts	2	3	3
ECD	133	Science & Math Concepts	2	3	3
			4	**6**	**6**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ECD	105	Guidance-Classroom Management	2	3	3
ECD	203	Growth & Development II	2	3	3
			4	**6**	**6**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ECD	107	Exceptional Children	2	3	3
ECD	132	Creative Experiences	2	3	3
			4	**6**	**6**

Minimum Total Credit Hours: 27

ELECTRO-MECHANICAL ENGINEERING TECHNOLOGY - INDUSTRIAL MAINTENANCE

CERTIFICATE: Certificate in Applied Science with a major in Industrial Maintenance

This certificate provides students with fundamental mechanical skills associated with entry-level maintenance positions in manufacturing settings.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ELT	111	DC/AC Circuits	3	3	4
ELT	204	Industrial Electronics	3	3	4
IMT	131	Hydraulics & Pneumatics	3	3	4
IMT	161	Mechanical Power Applications	3	3	4
MTT	101	Introduction to Machine Tool	1	3	2
WLD	142	Maintenance Welding (E-Met Students)	2	3	3
			18	**24**	**26**

Minimum Total Credit Hours: 26

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ELT	111	DC/AC Circuits	3	3	4
IMT	131	Hydraulics & Pneumatics	3	3	4
MTT	101	Introduction to Machine Tool	1	3	2
			10	**15**	**15**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ELT	204	Industrial Electronics	3	3	4
IMT	161	Mechanical Power Applications	3	3	4
WLD	142	Maintenance Welding (E-Met Students)	2	3	3
			8	**9**	**11**

Minimum Total Credit Hours: 26

ELECTRONICS ENGINEERING TECHNOLOGY - PROCESS CONTROL

CERTIFICATE: Certificate in Applied Science with a major in Process Control

This certificate provides students with training in process controls which will prepare them for careers in manufacturing and factory automation.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
EEM	251	Programmable Controllers	2	3	3
EEM	273	Advanced Process Control	2	3	3
EGR	120	Engineering Computer Applications	3	0	3
EIT	110	Principles of Instrumentation	2	3	3
EIT	220	Control Principles	2	3	3
ELT	105	Logic & Digital Circuits	3	3	4
ELT	111	DC/AC Circuits	3	3	4
ELT	130	Basic Circuits	2	3	3
ELT	204	Industrial Electronics	3	3	4
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			28	**24**	**36**

Minimum Total Credit Hours: 36

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ELT	111	DC/AC Circuits	3	3	4
ELT	130	Basic Circuits	2	3	3
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			11	**6**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
EEM	251	Programmable Controllers	2	3	3
EIT	110	Principles of Instrumentation	2	3	3
ELT	105	Logic & Digital Circuits	3	3	4
ELT	204	Industrial Electronics	3	3	4
			10	**12**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EEM	273	Advanced Process Control	2	3	3
EGR	120	Engineering Computer Applications	3	0	3
EIT	220	Control Principles	2	3	3
			7	**6**	**9**

Minimum Total Credit Hours: 36

GENERAL STUDIES

CERTIFICATE: Certificate in Applied Science with a major in General Studies

These general education courses provide the foundation for high school students to improve skills in oral and written communications and to apply logical and analytical thinking to a range of learning experiences. These courses are transferable to public four-year institutions.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Communications/Humanities (6 semester hours)

Select two courses from the following:

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3

Math/Science/Social Sciences (9 semester hours)

Select three courses from the following:

Course			Class	Lab	Credit
BIO	101	Biological Science I	3	3	4
BIO	102	Biological Science II	3	3	4
CHM	110	College Chemistry I	3	3	4
CHM	111	College Chemistry II	3	3	4
CPT	170	Microcomputer Applications **	3	0	3
GEO	101	Introduction To Geography	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability And Statistics	3	0	3
MAT	130	Elementary Calculus	3	0	3
PHI	110	Ethics	3	0	3
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PSC	201	American Government	3	0	3
PSY	201	General Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3

** This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

Minimum Total Credit Hours: 15

HEALTH CARE RISK MANAGEMENT

CERTIFICATE: Certificate in Applied Science with a major in Health Care Risk Management

To provide specialized education and training for members in the Health Care profession who wish to focus on quality improvement, healthcare risks and patient safety in various health care settings.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
LEG	272	Health Care Risk Management I	4	0	4
LEG	273	Health Care Risk Management II	4	0	4
			8	**0**	**8**

Minimum Total Credit Hours: 8

Semester Curriculum

SEMESTER 1 (Spring)

Course			Class	Lab	Credit
LEG	272	Health Care Risk Management I	4	0	4
LEG	273	Health Care Risk Management II	4	0	4
			8	**0**	**8**

Minimum Total Credit Hours: 8

HEALTH INFORMATION MANAGEMENT - MEDICAL CODING

CERTIFICATE: Certificate in Applied Science with a major in Medical Coding

Medical Coders regularly communicate with physicians for clarification of patient diagnoses and procedures. They must have a good background in medical terminology and disease processes. Coders utilize patient health information to appropriately assign numerical codes for billing and reimbursemt. Coders must understand government and insurance regulations and guidelines. Coders also abstract information from the health record to be used in research, internal and external health statistics. Coders must be able to work independently, pay attention to detail and possess good communication skills.

Coders are employed in any type facility that provides patient care. Entry-level positions begin around $25,000 annually. Salary ranges vary by geographical location. According to the Bureau of Labor and Statistics 2008 Occupational Outlook Handbook, the projected growth rate in coding positions will be 36% over the next decade.

Prerequisties for Entrance

Required Courses

High School: Biology, Keyboarding
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization or Signed Informed Refusal
6. MMR Immunization
7. Chicken Pox Vaccination

8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: HIM
3. Curriculum Completion Requirement - 24 months

Course Requirements

Course Requirements

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
AHS	121	Basic Pharmacology	2	0	2
BIO	112	Basic Anatomy And Physiology	3	3	4
HIM	102	Introduction To Coding And Classification Systems	1	0	1
HIM	110	Health Information Science I	2	3	3
HIM	130	Billing and Reimbursement	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	150	Coding Practicum I	0	9	3
HIM	216	Coding & Classification I	2	3	3
HIM	225	Coding & Classification II	2	3	3
			21	**21**	**28**

Minimum Total Credit Hours: 28

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy And Physiology	3	3	4
HIM	102	Introduction To Coding And Classification Systems	1	0	1
HIM	110	Health Information Science I	2	3	3
			9	**6**	**11**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AHS	121	Basic Pharmacology	2	0	2
HIM	130	Billing and Reimbursement	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	216	Coding & Classification I	2	3	3
			10	**3**	**11**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
HIM	150	Coding Practicum I	0	9	3
HIM	225	Coding & Classification II	2	3	3
			2	**12**	**6**

Minimum Total Credit Hours: 28

HUMAN SERVICES - EARLY CHILDHOOD DEVELOPMENT OPTION - INFANT/TODDLER CERTIFICATE

CERTIFICATE: Certificate in Applied Science with a major in Infant/Toddler

The Infant/Toddler Certificate was developed in response to the increasing demand for quality childcare for children aged birth to three. The purpose of this program is to provide graduates with skills and knowledge in the areas of growth and development, guidance, exceptionality, inclusion and early intervention, socialization, and curriculum issues and trends. This program is for providers currently caring for children as well as individuals preparing to enter the profession.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as, religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is $15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Required Major Core Courses

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	200	Curriculum Issues in Infant and Toddler Development	3	0	3
ECD	205	Socialization And Group Care of Infants and Toddlers	2	3	3
ECD	207	Inclusive Care	2	3	3
ECD	251	Supervised Field Experiences in Infant/ Toddler Environment	3	0	3
			15	**9**	**18**

Minimum Total Credit Hours: 18

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	200	Curriculum Issues in Infant and Toddler Development	3	0	3
			8	**3**	**9**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ECD	205	Socialization And Group Care of Infants and Toddlers	2	3	3
ECD	207	Inclusive Care	2	3	3
ECD	251	Supervised Field Experiences in Infant/ Toddler Environment	3	0	3
			7	**6**	**9**

Minimum Total Credit Hours: 18

HVAC - ESSENTIALS OF HEATING, VENTILATION AND AIR CONDITIONING

CERTIFICATE: Certificate in Applied Science with a major in Essentials of Heating, Ventilation & Air

Conditioning

This program provides graduates with the basic skills required for entry-level heating and air conditioning jobs.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tools & Service Techniques	2	3	3
ACR	106	Basic Electricity for HVAC/R	3	3	4
ACR	107	Wiring Diagrams	2	0	2
ACR	110	Heating Fundamentals	2	6	4
ACR	120	Basic Air Conditioning	3	3	4
ACR	140	Automatic Controls	2	3	3
			17	**24**	**25**

Minimum Total Credit Hours: 25

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tools & Service Techniques	2	3	3
ACR	106	Basic Electricity for HVAC/R	3	3	4
			8	**12**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACR	107	Wiring Diagrams	2	0	2
ACR	110	Heating Fundamentals	2	6	4
ACR	120	Basic Air Conditioning	3	3	4
ACR	140	Automatic Controls	2	3	3
			9	**12**	**13**

Minimum Total Credit Hours: 25

HVAC - ESSENTIALS OF HEATING, VENTILATION AND AIR CONDITIONING (EVENING PROGRAM)

CERTIFICATE: Certificate in Applied Science with a major in Essentials of Heating, Ventilation & Air Conditioning

This program provides graduates with the basic skills required for entry-level heating and air conditioning jobs.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tools & Service Techniques	2	3	3
ACR	106	Basic Electricity for HVAC/R	3	3	4
ACR	107	Wiring Diagrams	2	0	2
ACR	110	Heating Fundamentals	2	6	4
ACR	120	Basic Air Conditioning	3	3	4
ACR	140	Automatic Controls	2	3	3
			17	**24**	**25**

Minimum Total Credit Hours: 25

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACR	101	Fundamentals of Refrigeration	3	6	5
			3	**6**	**5**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACR	110	Heating Fundamentals	2	6	4
			2	**6**	**4**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ACR	120	Basic Air Conditioning	3	3	4
			3	**3**	**4**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACR	102	Tools & Service Techniques	2	3	3
			2	**3**	**3**

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
ACR	106	Basic Electricity for HVAC/R	3	3	4
ACR	107	Wiring Diagrams	2	0	2
			5	**3**	**6**

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
ACR	140	Automatic Controls	2	3	3
			2	**3**	**3**

Minimum Total Credit Hours: 25

INTERNATIONAL BUSINESS

CERTIFICATE: Certificate in Applied Science with a major in International Business

This certificate will provide students with a knowledge and global outlook of business and culture in foreign countries.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: BUS, ECO, MGT, MKT

Course Requirements

Course Requirements

Course			Class	Lab	Credit
BUS	176	International Marketing *Must take BUS 176-41 or ECO 211-41.	3	0	3
	OR				
ECO	211	Microeconomics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	101	Principles of Management *Must take MGT 101-41 or ECO 210-41.	3	0	3
	OR				
ECO	210	Macroeconomics	3	0	3
MKT	101	Marketing	3	0	3
SOC	101	Introduction to Sociology	3	0	3
XXX	XXX	Elective: Foreign Language	4	0	4
			19	**0**	**19**

Minimum Total Credit Hours: 19

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BUS	250	Introduction to International Business	3	0	3
MGT	101	Principles of Management *Must take MGT 101-41 or ECO 210-41.	3	0	3
	OR				
ECO	210	Macroeconomics	3	0	3
XXX	XXX	Elective: Foreign Language	4	0	4
			10	**0**	**10**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BUS	176	International Marketing *Must take BUS 176-41 or ECO 211-41.	3	0	3
	OR				
ECO	211	Microeconomics	3	0	3
MKT	101	Marketing	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			9	**0**	**9**

Minimum Total Credit Hours: 19

MACHINE TOOL TECHNOLOGY - COMPUTER NUMERICAL CONTROL

CERTIFICATE: Certificate in Applied Science with a major in Computer Numerical Control

The curriculum relies on a "hands-on" and lecture approach to learning, and students will spend a large portion of their time working in a practical setting. Students will become proficient in metal machining operations and planning procedures, with emphasis on practical machining techniques. Students will be introduced to modern manufacturing processes including: Computer Numerical Control (CNC) Programming; Computer Assisted Drafting (CAD); and Computer Assisted Manufacturing (CAM) software. This computer training will enhance the graduates' ability to program, set up and produce pieces in accordance with engineering drawing specifications.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)
2. Departmental Approval
3. Prior Experience/Observation - Minimum three years of machining experience with supervisor

Course Requirements

Course Requirements

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	253	CNC Programming & Operations	2	3	3
MTT	254	CNC Programming I	2	3	3
MTT	255	CNC Programming II	2	3	3
MTT	258	Machine Tool Cam	2	3	3
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
			14	**12**	**18**

Minimum Total Credit Hours: 18

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	253	CNC Programming & Operations	2	3	3
MTT	290	Selected Topics In Machine Tool Technology	3	0	3
			5	**3**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	254	CNC Programming I	2	3	3
			5	**3**	**6**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	255	CNC Programming II	2	3	3
MTT	258	Machine Tool Cam	2	3	3
			4	**6**	**6**

Minimum Total Credit Hours: 18

MACHINE TOOL TECHNOLOGY - MACHINE OPERATOR

CERTIFICATE: Certificate in Applied Science with a major in Machine Operator

The program will prepare you for an entry-level position as a machine tool operator. The program is intended to give you a firm foundation in conventional manufacturing methods through hands-on experience in laboratories and classroom lecture.

Topics covered in the program include blueprint interpretation, applied math, machine tool theory and practice, tool grinding, and basic metallurgy.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
			14	**33**	**25**

Minimum Total Credit Hours: 25

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
			7	**18**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
			7	**15**	**12**

Minimum Total Credit Hours: 25

MACHINE TOOL TECHNOLOGY - MACHINE OPERATOR (EVENING PROGRAM)

CERTIFICATE: Certificate in Applied Science with a major in Machine Operator

The program will prepare you for an entry-level position as a machine tool operator. The program is intended to give you a firm foundation in conventional manufacturing methods through hands-on experience in laboratories and classroom lecture.

Topics covered in the program include blueprint interpretation, applied math, machine tool theory and practice, tool grinding, and basic metallurgy.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
MTT	141	Metals & Heat Treatment	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
			14	**33**	**25**

Minimum Total Credit Hours: 25

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
			4	**6**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	121	Machine Tool Theory I	3	0	3
MTT	122	Machine Tool Practice I	0	12	4
			3	**12**	**7**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	141	Metals & Heat Treatment	3	0	3
MTT	147	Tool and Cutter Grinding	1	3	2
			4	**3**	**5**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
MTT	123	Machine Tool Theory II	3	0	3
MTT	124	Machine Tool Practice II	0	12	4
			3	**12**	**7**

Minimum Total Credit Hours: 25

MEDICAL ASSISTING

CERTIFICATE: Certificate in Applied Science with a major in Medical Assisting

Medical assistants are multi-skilled allied health professionals who work under the supervision of physicians in their office practices and in other medical settings. In accordance with state law, they perform a broad range of administrative and clinical duties. Medical assistants help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Assistants who work in a small office or health care facility may handle both clinical and clerical duties. Assistants working in an office with a sizable staff will probably specialize in either the clinical or administrative aspects of the job.

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2009 as the health services industry expands due to technological advances in medicine, and a growing and aging population. It is one of the fastest growing occupations. The earnings of medical assistants vary widely, depending on experience, skill level, and location. According to the 2009 Staff Salary Survey published by the Health Professions Career and Education Directory 2009, average hourly wages for medical assistants with less than two years of experience ranged from $9.07 to $10.90 in 2008. Average hourly wages for medical assistants with more than five years of experienced ranged from $10.50 to $14.00. Wages were higher in the Northeast and West and lower in the Midwest and South.

Prerequisties for Entrance

Required Courses

High School: Biology, Keyboarding
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Current CPR Certification by American Heart Association or American Red Cross
4. First Aid Certification
5. Hepatitis B Immunization or Signed Informed Refusal
6. MMR Immunization
7. Chicken Pox Vaccination
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: MED
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Dismissal Policy: A student who receives a grade below "C" for any two or more required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
AHS	121	Basic Pharmacology	2	0	2
AHS	138	Medical Coding Basics	3	0	3
BIO	112	Basic Anatomy And Physiology	3	3	4
ENG	160	Technical Communications	3	0	3
MED	102	Introduction to the Medical Assisting Profession	2	0	2
MED	107	Medical Office Management	2	6	4
MED	113	Basic Medical Lab Techniques	2	3	3
MED	114	Medical Assisting Clinical Procedures	3	3	4
MED	156	Clinical Experience I	1	15	6
PSY	103	Human Relations	3	0	3
			27	**30**	**37**

Minimum Total Credit Hours: 37

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy And Physiology	3	3	4
MED	102	Introduction to the Medical Assisting Profession	2	0	2
MED	114	Medical Assisting Clinical Procedures	3	3	4
			11	**6**	**13**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AHS	121	Basic Pharmacology	2	0	2
AHS	138	Medical Coding Basics	3	0	3
ENG	160	Technical Communications	3	0	3
MED	113	Basic Medical Lab Techniques	2	3	3
PSY	103	Human Relations	3	0	3
			13	**3**	**14**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MED	107	Medical Office Management	2	6	4
MED	156	Clinical Experience I	1	15	6
			3	**21**	**10**

Minimum Total Credit Hours: 37

NAIL TECHNOLOGY

CERTIFICATE: Certificate in Applied Science with a major in Nail Technology

The Nail Technology program will provide instruction to enable graduates to pass the South Carolina State Board of Nail Technology examinations to become licensed Nail Technicians and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of nail-related skills; basic nail care, various nail additions, repair wraps, sanitation and safety measures, and basic salon management practices. New students are admitted into this program every fall semester. New students may enter this program only in the first semester.

Accreditations, Approvals, and Certifications

This program has been approved by South Carolina Department of Labor, Licensure, & Regulations for Board of Cosmetology (http://www.llr.state.sc.us/POL/cosmetology/index.asp).

South Carolina Department of Labor, Licensure, & Regulations for Board of Cosmetology
Synergy Business Park; Kingstree Building
110 Centerview Drive
Columbia, SC 29210
803.896.4568

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Interview with Program Advisor, Director, or Sponsor - Check with department for designated interviewer.
2. Minimum Cumulative GPA of 2.0
3. Two-step PPD / Chest X-Ray

Course Requirements

Course Requirements

Course			Class	Lab	Credit
COS	130	Professional Image	2	0	2
COS	131	Bacteria and Other Infectious Agents	2	0	2
COS	132	Science of Nail Technology	2	0	2
COS	133	Basic Procedures	3	0	3
COS	135	The Business of Nail Technology	2	0	2

COS	136	Fundamentals of Artificial Nail Application	4	0	4
COS	137	Fundamentals of Nail Art	0	3	1
COS	224	Nail Practice I	3	3	4
COS	226	Nail Practice II	1	9	4
			19	**15**	**24**

Minimum Total Credit Hours: 24

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
COS	131	Bacteria and Other Infectious Agents	2	0	2
COS	132	Science of Nail Technology	2	0	2
COS	133	Basic Procedures	3	0	3
COS	137	Fundamentals of Nail Art	0	3	1
COS	224	Nail Practice I	3	3	4
			10	**6**	**12**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
COS	130	Professional Image	2	0	2
COS	135	The Business of Nail Technology	2	0	2
COS	136	Fundamentals of Artificial Nail Application	4	0	4
COS	226	Nail Practice II	1	9	4
			9	**9**	**12**

Minimum Total Credit Hours: 24

PHLEBOTOMY TECHNICIAN

CERTIFICATE: Certificate in Applied Science with a major in Phlebotomy

A phlebotomist draws blood by venipuncture or skin puncture collection for tests, transfusions, donations, and research. They must exercise appropriate safety precautions to prevent the transmission of infectious diseases. Phlebotomists must become familiar with hospital procedures and environments, and must perform assigned tasks efficiently while demonstrating appropriate bedside manners. Phlebotomists work in hospitals, commercial laboratories, private physician's offices, public health departments, clinics, or blood banks.

Beginning Phlebotomy Technicians earn $9.00 per hour or $18,720 per year. More experienced technicians can expect $12.00 per hour or $25,000 per year.

Prerequisties for Entrance

Required Courses

High School: Algebra I, Biology
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Current CPR Certification by American Heart Association or American Red Cross
4. Hepatitis B Immunization or Signed Informed Refusal
5. MMR Immunization
6. Chicken Pox Vaccination
7. Two-step PPD / Chest X-Ray
8. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: BIO
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Dismissal Policy: A student who receives a grade below "C" for any two or more required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

Course Requirements

General Education Courses

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
AHS	141	Phlebotomy for the Health Care Provider	2	3	3
AHS	144	Phlebotomy Practicum	2	9	5
BIO	110	General Anatomy And Physiology	3	0	3
COL	103	College Skills	3	0	3
ENG	155	Communications I	3	0	3
			16	**12**	**20**

Minimum Total Credit Hours: 20

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
AHS	141	Phlebotomy for the Health Care Provider	2	3	3
BIO	110	General Anatomy And Physiology	3	0	3
			8	**3**	**9**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AHS	144	Phlebotomy Practicum	2	9	5
COL	103	College Skills	3	0	3
ENG	155	Communications I	3	0	3
			8	**9**	**11**

Minimum Total Credit Hours: 20

RETAIL MERCHANDISING (FALL ADMISSION)

CERTIFICATE: Certificate in Applied Science with a major in Retail Merchandising

This certificate program is designed to prepare students for job opportunities with retail and wholesale organizations in buying, fashion and styling coordination, advertising, publicity, sales and marketing supervision.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
MKT	110	Retailing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
PSY	103	Human Relations	3	0	3
			21	**0**	**21**

Minimum Total Credit Hours: 21

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MKT	110	Retailing	3	0	3
PSY	103	Human Relations	3	0	3
			6	**0**	**6**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			6	**0**	**6**

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
			3	**0**	**3**

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			6	**0**	**6**

Minimum Total Credit Hours: 21

RETAIL MERCHANDISING (SPRING ADMISSION)

CERTIFICATE: Certificate in Applied Science with a major in Retail Merchandising

This certificate program is designed to prepare students for job opportunities with retail and wholesale organizations in buying, fashion and styling coordination, advertising, publicity, sales and marketing supervision.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
MKT	110	Retailing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
PSY	103	Human Relations	3	0	3
			21	**0**	**21**

Minimum Total Credit Hours: 21

Semester Curriculum

SEMESTER 1 (Spring)

Course			Class	Lab	Credit
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			6	**0**	**6**

SEMESTER 2 (Fall)

Course			Class	Lab	Credit
MKT	110	Retailing	3	0	3
PSY	103	Human Relations	3	0	3
			6	**0**	**6**

SEMESTER 3 (Spring)

Course			Class	Lab	Credit
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			6	**0**	**6**

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
			3	**0**	**3**

Minimum Total Credit Hours: 21

WELDING

CERTIFICATE: Certificate in Applied Science with a major in Welding

This program will provide skills that will enable the student to produce structurally sound and quality welds.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test. *In order to receive federal aid under the Ability To Benefit option, non-high school graduates and those who do not have a GED are required to take the entire COMPASS test.*)

Course Requirements

Course Requirements

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	105	Print Reading II	1	0	1
WLD	110	Welding Safety & Health	1	0	1
WLD	111	ARC Welding I	1	9	4
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	140	Weld Testing	1	0	1
WLD	154	Pipe Fitting & Welding	3	3	4
WLD	170	Qualification Welding	2	6	4
			15	**42**	**29**

Minimum Total Credit Hours: 29

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	110	Welding Safety & Health	1	0	1
WLD	111	ARC Welding I	1	9	4
WLD	140	Weld Testing	1	0	1
			6	**15**	**11**

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
WLD	105	Print Reading II	1	0	1

WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	154	Pipe Fitting & Welding	3	3	4
			7	**15**	**12**

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	170	Qualification Welding	2	6	4
			2	**12**	**6**

Minimum Total Credit Hours: 29

WELDING - MIG

CERTIFICATE: Certificate in Applied Science with a major in Welding - MIG

This program will provide skills will enable the student to produce structurally sound and quality MIG welds.

Prerequisties for Entrance

Required Courses

High School: None
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

Course Requirements

Course Requirements

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	110	Welding Safety & Health	1	0	1
WLD	118	Gas Metal Arc Welding Ferrous I	1	9	4
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	160	Fabrication Welding	1	6	3
WLD	170	Qualification Welding	2	6	4
			8	**33**	**19**

Minimum Total Credit Hours: 19

Semester Curriculum

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	104	Gas Welding and Cutting	0	6	2
WLD	110	Welding Safety & Health	1	0	1
WLD	118	Gas Metal Arc Welding Ferrous I	1	9	4
			4	**15**	**9**

SEMESTER 2 (Fall)

Course			Class	Lab	Credit
WLD	103	Print Reading I	1	0	1
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	160	Fabrication Welding	1	6	3
WLD	170	Qualification Welding	2	6	4
			4	**18**	**10**

Minimum Total Credit Hours: 19

COURSE DESCRIPTION

The numbers at the far right across from the course title signify important information about the course. The first number is the lecture hours; the second number is the lab hours; and the third number is the total credit hours.

Courses marked with an asterisk (*) are on the Statewide Articulation Agreement for transfer to all South Carolina Public Colleges/ Universities. Other courses may be on an articulation agreement with an individual college/university. Check with the college/university where you plan to transfer regarding transferability of courses not marked with an asterisk (*).

For most curriculum transfer courses, the appropriate Reading score is Compass Reading 81, SAT Verbal 480, ACT Verbal 20 or ASSET Reading 42; the appropriate Writing Score is Compass Writing 78, SAT Verbal 480, ACT Verbal 20 or ASSET Writing 46; and the appropriate Math Score is Compass Algebra 60, SAT Math 490, ACT Math 20 or Asset Numerical Algebra 49.

Required prerequisite courses must be completed with a minimum grade of "C" or better.

AUTO BODY REPAIR (ABR)

ABR 101 STRUCTURAL REPAIR I (3-6-5)
This course is an introduction to modern unibody and full frame structural repair and alignment.

ABR 102 MIG WELDING (2-3-3)
This course is an introduction to the welding of high strength steels used in modern unibody vehicles.

ABR 103 SHEET METAL REPAIR I (2-6-4)
This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles.

ABR 108 REFINISHING I (2-3-3)
This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting.

ABR 109 ACCESSORIES (2-3-3)
This course is an introduction to automotive air conditioning, power windows, power seats and other accessories in late model vehicles.

ABR 111 STRUCTURAL REPAIR II (3-6-5)
This course covers the application of procedures for measuring, straightening, aligning, and replacing necessary structural and cosmetic parts.

ABR 113 SHEET METAL REPAIR II (2-6-4)
This course covers the application of sheet metal replacement alignment.

ABR 118 REFINISHING II (2-3-3)
This course covers overall refinishing with the newest type paints.

ABR 119 ESTIMATING REPAIRS (1-3-2)
This course covers writing estimates on damaged vehicles using collision repair guides.

ACCOUNTING (ACC)

*** ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)**
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements.

Prerequisite(s): ACC 112

*** ACC 102 ACCOUNTING PRINCIPLES II (3-0-3)**
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite(s): ACC 101

ACC 111 ACCOUNTING CONCEPTS (3-0-3)
This course is a study of the principles of the basic accounting functions - collecting, recording, analyzing, and reporting information.

ACC 112 ORGANIZATIONAL ACCOUNTING (3-0-3)
This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization.

Prerequisite(s): ACC 111

ACC 115 MANAGERIAL ACCOUNTING (3-0-3)
This course is a study of the types and uses of internal accounting information for management decision-making, including cost determination, cost control, performance evaluation, and financial planning.

Prerequisite(s): ACC 112

ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3)
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 150 PAYROLL ACCOUNTING (3-0-3)
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

Prerequisite(s): ACC 112

ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3)
This course explores fundamental processes of accounting theory, including the preparation of financial statements.

Prerequisite(s): ACC 101

Corequisite(s): ACC 102

ACC 230 COST ACCOUNTING I (3-0-3)
This course is a study of the accounting principles involved in job order cost systems.

Prerequisite(s): ACC 112

ACC 231 COST ACCOUNTING II (3-0-3)
This course is a study of the accounting principles involving processing and standard cost systems.

Prerequisite(s): ACC 230

ACC 240 COMPUTERIZED ACCOUNTING (3-0-3)
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents.

Prerequisite(s): ACC 112

ACC 265 NOT-FOR-PROFIT ACCOUNTING (3-0-3)
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite(s): ACC 112

AIR CONDITIONING AND REFRIGERATION (ACR)

ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5)
This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 102 TOOLS & SERVICE TECHNIQUES (2-3-3)
This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 104 PRINT READING FOR HVAC (0-3-1)
This course covers reading and interpreting prints used in HVAC installation and maintenance.

ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4)
This course includes a basic study of electricity, including OHMS' Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 107 WIRING DIAGRAMS (2-0-2)
This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

ACR 110 HEATING FUNDAMENTALS (2-6-4)
This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

ACR 111 GAS HEATING PRINCIPLES (2-3-3)
This course is a study of residential and commercial gas burners and their components.

ACR 120 BASIC AIR CONDITIONING (3-3-4)
This course is a study of various types of air conditioning equipment, including electrical components, schematics and service to the refrigerant circuit.

ACR 131 COMMERCIAL REFRIGERATION (2-6-4)
This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140 AUTOMATIC CONTROLS (2-3-3)
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

ACR 206 ADVANCED ELECTRICITY FOR HVAC/R (1-3-2)
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

ACR 210 HEAT PUMPS (2-6-4)
This course is a study of theory and operational principles of the heat pump.

ACR 220 ADVANCED AIR CONDITIONING (2-6-4)
This course is an advanced study of air conditioning systems.

ACR 221 RESIDENTIAL LOAD CALCULATIONS (1-3-2)
This course is a study of heat losses/gains in residential structures.

ACR 231 ADVANCED REFRIGERATION (1-9-4)
This course is an in-depth study of commercial and industrial refrigeration equipment.

ACR 240 ADVANCED AUTOMATIC CONTROLS (1-6-3)
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

ACR 250 DUCT FABRICATION (2-3-3)
This course covers the design, fabrication, and installation of air duct systems.

ACR 251 SCWE IN HVAC (0-20-4)
This course includes supervised work experience at an approved work site in accordance with specific documented requirements.

ARCHITECTURAL ENGINEERING TECHNOLOGY (AET)

AET 101 BUILDING SYSTEMS I (3-0-3)
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

AET 102 BASIC BUILDING CODES (2-0-2)
This course is an introduction to the standard building code, CABO, NFPA, ADA and other local code requirements.

AET 111 ARCH COMPUTER GRAPHICS I (3-0-3)
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

ALLIED HEALTH SCIENCE (AHS)

AHS 102 MEDICAL TERMINOLOGY (3-0-3)
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AHS 108 NUTRITION (3-0-3)
This course is a study of nutrition and diet therapy as related to health care.

AHS 110 PATIENT CARE PROCEDURES (2-0-2)
This course provides a study of the procedures and techniques used in the general care of the patient.

Corequisite(s): RAD 101

AHS 113 HEAD AND NECK ANATOMY (0-3-1)
This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

AHS 121 BASIC PHARMACOLOGY (2-0-2)
This course covers the nature of drugs, their actions in the body and side effects.

Prerequisite(s): BIO 110, BIO 112, or BIO 210

AHS 126 HEALTH CALCULATIONS (0-3-1)
This course is a study of the mathematical concepts needed in health science studies.

AHS 138 MEDICAL CODING BASICS (3-0-3)
This course is a study of basic concepts of coding for medical/dental services for the health professions.

Prerequisite(s): MED 102, MED 113, MED 114

AHS 141 PHLEBOTOMY FOR THE HEALTH CARE PROVIDER (2-3-3)
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

AHS 144 PHLEBOTOMY PRACTICUM (2-9-5)
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.

ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

AOT 100 INTRODUCTION TO KEYBOARDING (NON-DEGREE CREDIT) (3-0-3)
This is an introductory course in touch keyboarding. Non-degree credit and non-AOT majors.

Prerequisite(s): Students having already taken AOT 105 and AOT 110 are not eligible to enroll in this course.

AOT 105 KEYBOARDING (3-0-3)
This course focuses on the mastery of touch keyboarding.

AOT 110 DOCUMENT FORMATTING (3-0-3)
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

Prerequisite(s): AOT 105

AOT 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)
This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment.

Prerequisite(s): AOT 105

Corequisite(s): AOT 134; AOT 110 is strongly recommended.

AOT 122 MEDICAL TRANSCRIPTION I (3-0-3)
This course provides experience in transcribing medical documents from dictation.

Prerequisite(s): AOT 105

Corequisite(s): AOT 110

AOT 123 LEGAL TRANSCRIPTION (3-0-3)
This course focuses on the development of speed and accuracy in transcribing legal documents from dictation.

Prerequisite(s): AOT 120

AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

AOT 134 OFFICE COMMUNICATIONS (3-0-3)
This course is a study of grammar, punctuation, and written communication skills for the office environment.

AOT 141 OFFICE PROCEDURES I (3-0-3)
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

Prerequisite(s): AOT 105

AOT 162 BASIC INFORMATION PROCESSING (3-0-3)
This is an entry-level course to introduce the user to basic computer information processing software applications. In addition to learning the software, the student will be introduced to correct formatting of documents and appropriate terminology used in the business world.

AOT 163 WORD PROCESSING (3-0-3)
This course introduces the concepts of word processing.

Prerequisite(s): AOT 105

Corequisite(s): AOT 110 strongly recommended

AOT 165 INFORMATION PROCESSING SOFTWARE (3-0-3)
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

Prerequisite(s): AOT 110, AOT 163

AOT 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)
This course emphasizes applications and features of information processing software.

Prerequisite(s): AOT 163

AOT 170 SPEEDWRITING (3-0-3)
This is an introductory course using the alphabet for rapid notetaking. Dictation and transcription of familiar and unfamiliar material are included.

Prerequisite(s): AOT 105

AOT 180 CUSTOMER SERVICE (3-0-3)
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal, and nonverbal communication skills, effective telephone techniques, and cultural diversity in the workplace.

AOT 210 DOCUMENT PRODUCTION (3-0-3)
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite(s): AOT 110

AOT 221 ADVANCED TRANSCRIPTION (3-0-3)
This course emphasizes accuracy and speed development in transcribing business applications from dictation.

Prerequisite(s): AOT 120, AOT 134

AOT 222 ADVANCED MEDICAL TRANSCRIPTION (3-0-3)
This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation.

Prerequisite(s): AOT 110, AOT 122

AOT 261 OFFICE SPREADSHEET APPLICATIONS (3-0-3)
This course emphasizes the concepts of spreadsheets for information management in an office environment.

Prerequisite(s): AOT 105 or AOT 162

AOT 265 OFFICE DESKTOP PUBLISHING (3-0-3)
This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisite(s): AOT 210

AOT 267 INTEGRATED INFORMATION PROCESSING (3-0-3)
This course emphasizes the application of integrated computer software.

Prerequisite(s): AOT 167

AOT 270 SCWE IN ADMINISTRATIVE OFFICE TECHNOLOGY (0-12-3)
This course integrates office skills within an approved work site related to Administrative Office technology.

Prerequisite(s): AOT 110, AOT 141, AOT 163; Minimum 2.0 GPA; Student cannot be more than one course off schedule.

AOT 271 SCWE IN ADMINISTRATIVE OFFICE TECHNOLOGY (2-8-4)
This course integrates office skills within an approved work site related to Administrative Office technology.

Prerequisite(s): Minimum 2.0 GPA; Student cannot be more than one course off schedule for graduation.

ART (ART)

*** ART 101 ART HISTORY AND APPRECIATION (3-0-3)**
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

VISUAL ARTS (ARV)

ARV 123 COMPOSITION AND COLOR (3-0-3)
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 102 ENGINE REPAIR (2-6-4)
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

AUT 103 ENGINE RECONDITIONING (2-6-4)
This course is a review of engine fundamentals and overhaul procedures

followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly, and operation of unit.

AUT 112 BRAKING SYSTEMS (2-6-4)
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 116 MANUAL TRANSMISSION & AXLE (2-6-4)
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

AUT 122 SUSPENSION AND ALIGNMENT (2-6-4)
This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

AUT 131 ELECTRICAL SYSTEMS (2-3-3)
This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

AUT 141 INTRODUCTION TO HEATING & AIR CONDITIONING (2-6-4)
This course is a basic study of the principles of heat transfer and refrigeration in Automotive Technology.

AUT 145 ENGINE PERFORMANCE (2-3-3)
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in this course.

AUT 149 IGNITION AND FUEL SYSTEMS (2-6-4)
This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation.

AUT 152 AUTOMATIC TRANSMISSION (2-6-4)
This course is a basic study of power flow and hydraulics, including torque converter operation.

AUT 231 AUTOMOTIVE ELECTRONICS (2-6-4)
This course includes the study of solid-state devices, microprocessors, and complete diagnostics using the latest available equipment.

AUT 232 AUTOMOTIVE ACCESSORIES (1-3-2)
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios, and clocks.

AUT 247 ELECTRONIC FUEL SYSTEMS (2-6-4)
This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery.

AUT 252 ADVANCED AUTOMATIC TRANSMISSION (2-6-4)
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.

AUT 262 ADVANCED AUTO DIAGNOSIS & REPAIR (2-6-4)
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multimeter operation.

AUT 268 SPECIAL TOPICS IN AUTOMOTIVES (2-3-3)
This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

BIOLOGY (BIO)

BIO 100 INTRODUCTORY BIOLOGY (4-0-4)
This is a course in general biology designed to introduce principles of biology. Emphasis is placed on the structure and function of the human body. This is a non-laboratory course. Non-degree credit.

*** BIO 101 BIOLOGICAL SCIENCE I (3-3-4)**
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

*** BIO 102 BIOLOGICAL SCIENCE II (3-3-4)**
This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

Prerequisite(s): BIO 101

BIO 110 GENERAL ANATOMY AND PHYSIOLOGY (3-0-3)
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships. This is a non-laboratory course.

Prerequisite(s): BIO 100 or HS Biology

BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4)
This course is a basic integrated study of the structure and function of the human body.

Prerequisite(s): BIO 100 or HS Biology

BIO 115 BASIC MICROBIOLOGY (2-3-3)
This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. Emphasis is on the organ systems of the human body and their interrelationships.

Prerequisite(s): BIO 112

*** BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4)**
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Body systems included are integumentary, skeletal, muscular, nervous. Other topics include anatomical terms, biochemistry, cellular structure, cellular division, tissues and tissue inflammation.

Prerequisite(s): BIO 110 or appropriate BIO Placement Test score

*** BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4)**
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Body systems included are cardiovascular, respiratory, lymphatic, endocrine, digestive, urinary, and reproductive. Other topics include fluid and electrolyte balance, genetics, and embryology.

Prerequisite(s): BIO 210

*** BIO 225 MICROBIOLOGY (3-3-4)**
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisite(s): BIO 210 and BIO 211, or departmental permission

BUSINESS (BUS)

BUS 123 BUSINESS LAW II (3-0-3)
This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

BUS 176 INTERNATIONAL MARKETING (3-0-3)
This course includes the study of economic, political, legal and cultural environments affecting international marketing, how to adapt the marketing mix to foreign markets, and how a company or product evaluates opportunities in international marketing.

BUS 240 BUSINESS STATISTICS (3-0-3)
This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

BUS 250 INTRODUCTION TO INTERNATIONAL BUSINESS (3-0-3)
This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

BUS 268 SPECIAL PROJECTS IN BUSINESS (3-0-3)
This course includes research, reporting, and special activities for successful

employment in the business world.

Prerequisite(s): MGT 121

CIVIL ENGINEERING TECHNOLOGY (CET)

CET 105 SURVEYING I (2-3-3)
This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. This is the introductory course that covers basic surveying procedures and surveying computations.

Corequisite(s): MAT 110

CET 125 FUNDAMENTALS OF BUILDING CONSTRUCTION (1-3-2)
This course covers an overview of building construction and its related fundamental process and documentation procedures.

CET 205 SURVEYING II (3-3-4)
This course includes electro-optical instrumentation techniques and complex computations used in surveying.

Prerequisite(s): CET 105

CET 216 SOIL MECHANICS (2-3-3)
This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing.

Prerequisite(s): MAT 110

CET 218 HYDRAULICS (2-3-3)
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

Corequisite(s): MAT 111

CET 235 CONSTRUCTION METHODS & ESTIMATING (2-3-3)
This course covers basic construction techniques with emphasis on cost estimating.

CET 242 CONCRETE DESIGN (3-0-3)
This course covers the design of concrete structural members according to the ACI codes, quality control of concrete, and structural inspection.

Prerequisite(s): EGR 194

CET 244 STRUCTURAL STEEL DESIGN (3-0-3)
This course covers the design of beams, columns, floor framing, tension and compression members, and bolted and welded connections according to AISC specifications.

Prerequisite(s): EGR 194

CET 246 ENVIRONMENTAL SYSTEMS TECHNOLOGY (2-3-3)
This course covers a study of the sources, treatment, collection and distribution of water and wastewater.

Prerequisite(s): CHM 101, CET 218

CET 250 TRANSPORTATION ENGINEERING TECHNOLOGY (2-3-3)
This course covers a study of the design factors required in planning and constructing transportation systems.

Prerequisite(s): EGT 105

CET 255 SENIOR PROJECT IN CIVIL ENGINEERING TECHNOLOGY (0-3-1)
This course is designed to permit the student to do investigation and/or advanced study in an area of specialization in Civil Engineering Technology.

Prerequisite(s): 55 or more credit hours completed in the curriculum

CHEMISTRY (CHM)

CHM 100 INTRODUCTORY CHEMISTRY (3-3-4)
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Non-degree credit.

CHM 101 GENERAL CHEMISTRY I (3-3-4)
This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria.

CHM 105 GENERAL ORGANIC AND BIOCHEMISTRY (3-3-4)
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Prerequisite(s): CHM 100 or HS chemistry

*** CHM 110 COLLEGE CHEMISTRY I (3-3-4)**
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Prerequisite(s): MAT 102 or MAT 110

*** CHM 111 COLLEGE CHEMISTRY II (3-3-4)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.

Prerequisite(s): CHM 110, MAT 110

CHM 201 SURVEY OF ORGANIC CHEMISTRY (2-3-3)
This course is a survey of the nomenclature, structure, reactions and reaction mechanisms of basic organic chemistry.

CHM 225 MODERN CHEMICAL ANALYSIS (3-3-4)
This course is a study of chemical analysis and includes traditional and modern instrumental techniques employed in industrial, physical science and life science laboratories.

Prerequisite(s): CHT 283

CHEMICAL TECHNOLOGY (CHT)

CHT 224 CURRENT TOPICS IN INDUSTRIAL CHEMISTRY (3-3-4)
This course covers topics of current interest to industrial chemists.

Prerequisite(s): CHT 284

CHT 283 ANALYTICAL CHEMISTRY I (3-3-4)
This is a course in quantitative chemistry. Topics include gravimetric, volumetric, spectrophotometric, and electrochemical analysis.

Prerequisite(s): CHM 101

CHT 284 ANALYTICAL CHEMISTRY II (3-3-4)
This course covers modern chemical instrumentation and includes analytical theory and laboratory experiments.

Prerequisite(s): CHT 283

COLLEGE (COL)

COL 103 COLLEGE SKILLS (3-0-3)
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course is required for students enrolled in any 0-level course, Associate of Arts, and Associate of Science.

Corequisite(s): (Engineering Technology students only: MAT 102)

COSMETOLOGY (COS)

COS 101 FUNDAMENTALS OF COSMETOLOGY (1-6-3)
This is an introductory course to the fundamentals of professional ethics,

hygiene, good grooming and salesmanship as they relate to the practices of the salon.

Corequisite(s): COS 120

COS 106 FACIALS AND MAKE-UP (1-6-3)
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

Corequisite(s): COS 120

COS 108 NAIL CARE (1-6-3)
This course is a study of the nail structure and manicuring techniques, including anatomy, chemistry and safety.

Prerequisite(s): COS 120

COS 110 SCALP AND HAIR CARE (1-6-3)
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

Corequisite(s): COS 120

COS 112 SHAMPOO AND RINSES (1.5-7.5-4)
This course is a study of procedures and safety precautions in the application of shampoo and rinses.

Prerequisite(s): COS 120

COS 114 HAIR SHAPING (0-12-4)
This is an introductory course to the techniques of hairshaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

Prerequisite(s): COS 120

COS 116 HAIR STYLING I (0-12-4)
This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

Prerequisite(s): COS 120

COS 120 MANNEQUIN PRACTICE (0-9-3)
This course covers cosmetology applications, including hair shaping, chemical waving, hairstyling, and hair coloring.

COS 130 PROFESSIONAL IMAGE (2-0-2)
This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

COS 131 BACTERIA AND OTHER INFECTIOUS AGENTS (2-0-2)
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

COS 132 SCIENCE OF NAIL TECHNOLOGY (2-0-2)
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.

COS 133 BASIC PROCEDURES (3-0-3)
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.

COS 135 THE BUSINESS OF NAIL TECHNOLOGY (2-0-2)
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.

COS 136 FUNDAMENTALS OF ARTIFICIAL NAIL APPLICATION (4-0-4)
This is an introductory course in the fundamentals of gel/powder, acrylic, sculpturing, repairs, maintenance, nail wraps and tip application.

COS 137 FUNDAMENTALS OF NAIL ART (0-3-1)
This course is an introduction to the basic techniques used in nail art design.

COS 206 CHEMICAL HAIR WAVING (0-9-3)
This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

Prerequisite(s): COS 120

COS 210 HAIR COLORING (.5-7.5-3)
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

Prerequisite(s): COS 120

COS 220 COSMETOLOGY CLINICAL PRACTICE I (0-9-3)
This course is an integration of cosmetology skills in a simulated salon environment.

Prerequisite(s): COS 120

COS 222 COSMETOLOGY CLINICAL PRACTICE II (0-9-3)
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

Prerequisite(s): COS 120

COS 224 NAIL PRACTICE I (3-3-4)
This course is designed as a clinical course specifically for nail technology.

COS 226 NAIL PRACTICE II (1-9-4)
This course provides for the supervised practice of manicuring, pedicuring, and application skills in a simulated salon environment.

COMPUTER TECHNOLOGY (CPT)

CPT 100 INTRODUCTION TO PROGRAMMING (NON-DEGREE CREDIT) (3-0-3)
This course includes an overview of the functions and responsibilities of computer programmers, introduces the basic elements of structured programming, and provides a foundation in programming documentation and structured tools.

Prerequisite(s): Mandatory for students not meeting TSM Program entrance requirements.

CPT 162 INTRODUCTION TO WEB PAGE PUBLISHING (3-0-3)
This course is a study of the fundamentals of web page design and implementation.

Prerequisite(s): Must meet all entrance requirements for the TSM curriculum

CPT 163 INTRODUCTION TO MULTIMEDIA FOR WEB PAGES (3-0-3)
This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective web pages.

Prerequisite(s): CPT 162; Can be taken as a TSM elective

CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3)
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Prerequisite(s): Must meet all entrance requirements for the TSM curriculum

CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.

Note: May not be used for credit in any TSM degree or certificate program

CPT 186 VISUAL BASIC.NET I (3-0-3)
This course introduces the student to development of visual basic windows applications using the Microsoft.net framework.

Prerequisite(s): CPT 168; Can be taken as a TSM elective

CPT 238 INTERNET SCRIPTING (3-0-3)
This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting.

Prerequisite(s): CPT 162, CPT 163

CPT 240 INTERNET PROGRAMMING WITH DATABASES (3-0-3)

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser.

Prerequisite(s): CPT 162, CPT 168, CPT 242

CPT 242 DATABASE (3-0-3)

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.

Prerequisite(s): CPT 168; Can be taken as a TSM elective

CPT 257 OPERATING SYSTEMS (2-3-3)

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

Prerequisite(s): CPT 285

Corequisite(s): IST 202

CPT 285 PC HARDWARE CONCEPTS (2-3-3)

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisite(s): CPT 100; Must meet all entrance requirements for the TSM curriculum

Corequisite(s): IST 201

CRIMINAL JUSTICE (CRJ)

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

CRJ 102 INTRODUCTION TO SECURITY (3-0-3)

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, and technical problems of loss prevention and control are analyzed.

CRJ 115 CRIMINAL LAW I (3-0-3)

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

CRJ 120 CONSTITUTIONAL LAW (3-0-3)

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined.

CRJ 125 CRIMINOLOGY (3-0-3)

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

CRJ 130 POLICE ADMINISTRATION (3-0-3)

This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 210 THE JUVENILE AND THE LAW (3-0-3)

This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

CRJ 222 ETHICS IN CRIMINAL JUSTICE (3-0-3)

This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 POLICE COMMUNITY RELATIONS (3-0-3)

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 230 CRIMINAL INVESTIGATION I (3-0-3)

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

CRJ 236 CRIMINAL EVIDENCE (3-0-3)

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Prerequisite(s): CRJ 115 or CRJ 120

CRJ 239 TERRORISM & HOMELAND SECURITY (3-0-3)

This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an "all hazards" approach to protecting people and assets.

CRJ 242 CORRECTIONAL SYSTEMS (3-0-3)

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

CRJ 244 PROBATION, PARDON AND PAROLE (3-0-3)

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CRJ 246 SPECIAL PROBLEMS IN CRIMINAL JUSTICE (3-0-3)

In this course issues are examined within the criminal justice community/ profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and or other dynamic factors of such issues.

Prerequisite(s): Student must be a senior.

CRJ 250 CRIMINAL JUSTICE INTERNSHIP I (1-8-3)

This course includes practical experience in a criminal justice or private security setting.

Prerequisite(s): ENG 101; Minimum 2.0 GPA; All required 1st and 2nd semester CRJ courses completed

CRJ 251 CRIMINAL JUSTICE INTERNSHIP II (1-8-3)

This course includes additional practical experience in a criminal justice or private security setting.

Prerequisite(s): ENG 101, CRJ 250; Minimum 2.0 GPA; All required 1st and 2nd semester CRJ courses completed

COOPERATIVE WORK EXPERIENCE (CWE)

CWE 111 COOPERATIVE WORK EXPERIENCE I (0-5-1)

This course includes cooperative work experience in an approved setting.

CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2)

This course includes cooperative work experience in an approved setting.

CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 124 COOPERATIVE WORK EXPERIENCE II (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 214 COOPERATIVE WORK EXPERIENCE IV (0-20-4)

This course includes cooperative work experience in an approved setting.

CWE 224 COOPERATIVE WORK EXPERIENCE V (0-20-4)

This course includes cooperative work experience in an approved setting.

DENTAL ASSISTING TECHNOLOGY (DAT)

DAT 112 INTEGRATED HUMAN SCIENCES (3-3-4)
This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

DAT 113 DENTAL MATERIALS (3-3-4)
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

DAT 115 ETHICS & PROFESSIONALISM (1-0-1)
This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The State Dental Practice Act is reviewed.

DAT 118 DENTAL MORPHOLOGY (1-3-2)
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121 DENTAL HEALTH EDUCATION (1-3-2)
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2)
This course provides a study of the business aspect of a dental office.

DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3)
This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1)
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.

DAT 127 DENTAL RADIOGRAPHY (3-3-4)
This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Prerequisite(s): DAT 112

DAT 154 CLINICAL PROCEDURES I (2-6-4)
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.

DAT 164 CLINICAL PROCEDURES II (1-9-4)
This course introduces the instruments and chairside procedures of the dental specialties.

Prerequisite(s): DAT 154

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7)
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Prerequisite(s): DAT 154, DAT 164

DENTAL HYGIENE (DHG)

DHG 115 MEDICAL & DENTAL EMERGENCIES (2-0-2)
This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

Prerequisite(s): AHS 113, DHG 125, DHG 154

DHG 121 DENTAL RADIOGRAPHY (2-3-3)
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

Prerequisite(s): AHS 113, DHG 125

DHG 125 TOOTH MORPHOLOGY & HISTOLOGY (1-3-2)
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

DHG 140 GENERAL & ORAL PATHOLOGY (2-0-2)
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

Prerequisite(s): BIO 115, BIO 210, BIO 211

DHG 141 PERIODONTOLOGY (2-0-2)
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

Corequisite(s): BIO 115

DHG 143 DENTAL PHARMACOLOGY (2-0-2)
This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

Prerequisite(s): CHM 105

DHG 154 PRECLINICAL DENTAL HYGIENE (2-6-4)
This course is a study of the basic principles of infection control, instrumentation, instrument design, and fundamental skills necessary to perform in subsequent dental hygiene courses.

DHG 165 CLINICAL DENTAL HYGIENE I (2-9-5)
This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

Prerequisite(s): DHG 154

DHG 175 CLINICAL DENTAL HYGIENE II (2-9-5)
This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

Prerequisite(s): CHM 105, DHG 165

DHG 230 PUBLIC HEALTH DENTISTRY (3-0-3)
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

Prerequisite(s): DHG 231, DHG 241, MAT 155

DHG 231 DENTAL HEALTH EDUCATION (0-3-1)
This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.

Prerequisite(s): DHG 154, DHG 164, DHG 175

DHG 239 DENTAL ASSISTING FOR DHG'S (1-3-2)
This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

Prerequisite(s): CHM 105, DHG 175

DHG 241 INTEGRATED DENTAL HYGIENE I (0-3-1)
This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

Prerequisite(s): DHG 154, DHG 175, DHG 255

DHG 243 NUTRITION & DENTAL HEALTH (2-0-2)

This course provides a study of nutrients, their nature, source and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

Prerequisite(s): BIO 210, BIO 211, CHM 105

DHG 255 CLINICAL DENTAL HYGIENE III (1-12-5)

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

Prerequisite(s): DHG 175

DHG 265 CLINICAL DENTAL HYGIENE IV (1-12-5)

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

Prerequisite(s): DHG 255

DIESEL-HEAVY EQUIPMENT MAINTENANCE (DHM)

DHM 101 INTRO TO DIESEL ENGINES (2-6-4)

This course is an introduction to diesel engine design and operation principles.

DHM 105 DIESEL ENGINES I (2-3-3)

This course covers the basic study of diesel engine design and operating principles.

DHM 107 DIESEL EQUIPMENT SERVICE AND DIAGNOSIS (2-3-3)

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

DHM 111 INTRODUCTION TO CATERPILLAR (1.5-1.5-2)

This course provides instruction and lab experience in shop safety, shop operations and how to obtain Caterpillar service information.

DHM 125 DIESEL FUEL SYSTEMS (2-3-3)

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

DHM 151 DRIVE TRAINS (2-6-4)

This course is a study of the theory and repair of drive train systems.

DHM 156 FUNDAMENTALS OF TRANSMISSIONS AND TORQUE CONVERTERS (2-3-3)

This course is a study of various transmissions, torque converters, and differentials used in Caterpillar equipment, including constant mesh, sliding gear, hydrostatic, and synchromesh and newer transmissions involving planetaries. An understanding of the operation, maintenance, and adjustment of the clutch and brakes will be an integral part of this course.

DHM 173 ELECTRICAL SYSTEMS I (2-3-3)

This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

DHM 205 DIESEL ENGINES II (1-6-3)

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

DHM 225 ELECTRONIC FUEL SYSTEMS (2-3-3)

This course covers the theory and practical application of electronic fuel power systems.

DHM 231 DIESEL AIR CONDITIONING (1-3-2)

This course is a study of diesel air conditioning theory, maintenance, troubleshooting, and repair procedures.

DHM 251 SUSPENSION AND STEERING (2-3-3)

This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

DHM 255 AIR BRAKES SYSTEMS (2-3-3)

This course is a study of air compressors, valves, electrical controls and brake designs.

DHM 265 HYDRAULIC SYSTEMS (2-3-3)

This course is a study of the theory, application, testing, and repair of diesel and heavy equipment hydraulic systems.

DHM 266 MACHINE HYDRAULIC SYSTEMS (2-3-3)

This course is a study of inspecting, testing and servicing hydraulic circuits, systems and componets unique to Caterpillar equipment. Appropriate testing procedures and equipment are utilized in the course.

DHM 267 UNDERCARRIAGE/FINAL DRIVE (2-3-3)

This course is a study of the suspension systems found on Caterpillar equipment. The course will cover brakes, tracks, suspension, and steering components.

DHM 268 CATERPILLAR ENGINE PERFORMANCE (1-3-2)

This course is a study of diagnostic skills required to properly troubleshoot Caterpillar engines and fuel systems. Emphasis is on assuring product reliability and performance.

DHM 269 DIAGNOSTIC TESTING (1-3-2)

This course will study the practical use of specific diagnostic equipment for analyzing and repairing Caterpillar machine and engine systems.

DHM 270 CATERPILLAR MACHINE SPECIFIC SYSTEMS (2-3-3)

This course is designed to develop knowledge and skills used to test and adjust machine systems on various different types of Caterpillar machines.

DHM 273 ELECTRICAL SYSTEMS II (2-3-3)

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment (Caterpillar machines, electronic engines and monitoring systems). Troubleshooting and repair techniques are included.

Prerequisite(s): DHM 173

EARLY CHILDHOOD DEVELOPMENT (ECD)

ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3)

This course is an overview of growth and development, developmentally-appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 102 GROWTH & DEVELOPMENT I (2-3-3)

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (2-3-3)

This course is an overview of developmentally-appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

ECD 107 EXCEPTIONAL CHILDREN (2-3-3)

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 109 ADMINISTRATION & SUPERVISION (3-0-3)

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.

ECD 131 LANGUAGE ARTS (2-3-3)

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

ECD 132 CREATIVE EXPERIENCES (2-3-3)

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

ECD 133 SCIENCE & MATH CONCEPTS (2-3-3)

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

ECD 135 HEALTH, SAFETY AND NUTRITION (3-0-3)

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

ECD 200 CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3)

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

ECD 203 GROWTH & DEVELOPMENT II (2-3-3)

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

ECD 205 SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (2-3-3)

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

ECD 207 INCLUSIVE CARE (2-3-3)

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

ECD 237 METHODS AND MATERIALS (3-0-3)

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 SUPERVISED FIELD EXPERIENCE I (1-8-3)

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisite(s): Departmental approval

ECD 251 SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (3-0-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

NOTE: Departmental Approval for Early Childhood Option consists of successful completion ("C" or better) of the following courses: ENG 101, HUS 110, PSY 105, PSY 201, and PSY 230.

NOTE: Departmental Approval for Early Childhood Development (diploma or certificate) consists of an overall 2.0 GPA in ECD courses and successful completion ("C" or better) of ENG and PSY courses.

ECONOMICS (ECO)

ECO 201 ECONOMIC CONCEPTS (3-0-3)

This course is a study of micro- and macro-economic concepts and selected economic problems.

*** ECO 210 MACROECONOMICS (3-0-3)**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

*** ECO 211 MICROECONOMICS (3-0-3)**

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

INDUSTRIAL ELECTRONICS TECHNOLOGY (EEM)

EEM 251 PROGRAMMABLE CONTROLLERS (2-3-3)

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

Prerequisite(s): ELT 111

EEM 273 ADVANCED PROCESS CONTROL (2-3-3)

This course covers the application of control systems and process control. An overview covering the use of analytical and calibration equipment is included.

Prerequisite(s): EEM 251

Corequisite(s): EIT 220

ELECTRONICS ENGINEERING TECHNOLOGY (EET)

EET 101 BASIC ELECTRONICS (1-3-2)

This course is a survey of electrical and electronic circuits and measurement methods for non-electronics engineering technology students. Circuits are constructed and tested.

EET 113 ELECTRICAL CIRCUITS I (3-3-4)

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Corequisite(s): MAT 110

EET 114 ELECTRICAL CIRCUITS II (3-3-4)

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): EET 113

EET 131 ACTIVE DEVICES (3-3-4)

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

Corequisite(s): EET 113 or MAT 110

EET 141 ELECTRONIC CIRCUITS (3-3-4)

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Prerequisite(s): EET 131

EET 145 DIGITAL CIRCUITS (3-3-4)

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip flops, counters, and registers. Circuits are modeled, constructed, and tested.

Prerequisite(s): MAT 102

EET 218 ELECTRICAL POWER SYSTEMS (3-3-4)
This course is a study of power generation, transmission, transformers, distribution, and motor controls.

Prerequisite(s): EET 113

EET 220 ANALOG INTEGRATED CIRCUITS (2-3-3)
This course includes analysis, application, and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed, and tested.

Prerequisite(s): EET 113

EET 231 INDUSTRIAL ELECTRONICS (3-3-4)
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

Prerequisite(s): EET 113

EET 235 PROGRAMMABLE CONTROLLERS (2-3-3)
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

Prerequisite(s): EET 113

EET 241 ELECTRONIC COMMUNICATIONS (3-3-4)
This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, if amplifiers and detectors. Some basic FCC rules and regulations are also covered.

Prerequisite(s): EET 131

EET 243 DATA COMMUNICATIONS (2-3-3)
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed, and tested.

Prerequisite(s): MAT 110

EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4)
This course is a study of binary numbers; micro-processor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Prerequisite(s): EET 145

EET 273 ELECTRONICS SENIOR PROJECT (0-3-1)
This course includes the construction and testing of an instructor-approved project.

Prerequisite(s): 50 or more credit hours completed in the curriculum, or instructor permission

EET 274 SELECTED TOPICS IN ELECTRICAL/ ELECTRONICS ENGINEERING TECHNOLOGY (2-3-3)
This course is a study of current topics related to EET. Technical aspects of practical applications are discussed.

Prerequisite(s): 50 or more credit hours completed in the curriculum, or instructor permission

EET 275 INTRO TO ROBOTICS MANUFACTURING TECHNOLOGY (2-3-3)
This course introduces required skills for robotics manufacturing technicians. Instruction includes integrated content from electrical, mechanical, photonic, and geospatial systems. Students will experience industry simulations and practical application of content.

ENGINEERING (GENERAL) TECHNOLOGY (EGR)

EGR 105 SAFETY IN WORKPLACE (1-0-1)
This course is a survey of safety regulations and personal safety.

EGR 120 ENGINEERING COMPUTER APPLICATIONS (3-0-3)
This course includes the utilization of applications software to solve Engineering Technology problems.

EGR 164 ANALYTICAL PROBLEM SOLVING (4-0-4)
This course covers analytical problem solving using calculators and computers.

EGR 165 TECHNICAL PROBLEM SOLVING (1-0-1)
This course is designed to specifically mobilize higher-order thinking skills by teaching students how to strategically analyze a problem.

EGR 170 ENGINEERING MATERIALS (2-3-3)
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

Prerequisite(s): ENG 101

EGR 175 MANUFACTURING PROCESSES (2-3-3)
This course includes the processes, alternatives, and operations in the manufacturing environment.

Prerequisite(s): ENG 101

EGR 181 INTEGRATED TECHNOLOGY I (0-3-1)
This problem-based course focuses on the introduction of workplace skills such as problem-solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Major emphasis is on electrical concepts and laboratory techniques. It will include other concepts such as thermal, fluids, and optics.

Corequisite(s): ENG 101, MAT 110, PHY 201

EGR 182 INTEGRATED TECHNOLOGY II (0-3-1)
This problem-based course focuses on the development of workplace skills such as problem-solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Major emphasis is on mechanical concepts and laboratory techniques. It will include other concepts such as thermal, fluids, and optics.

Prerequisite(s): EGR 181

Corequisite(s): (Civil Engineering Technology students only: CHM 101, ENG 260, MAT 111; All other Engineering Technology students: ENG 260, MAT 111, PHY 202)

EGR 183 INTEGRATED TECHNOLOGY III (0-3-1)
This problem-based course emphasizes material properties and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Computer and research skills are practiced. Technical presentation skills are utilized.

Prerequisite(s): EGR 182

EGR 194 STATICS & STRENGTH OF MATERIALS (3-3-4)
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

Prerequisite(s): MAT 110

EGR 255 ENGINEERING TECHNOLOGY SENIOR SYSTEMS PROJECT (0-6-2)
This course includes an instructor-approved project which is designed, specified, constructed and tested.

Prerequisite(s): 55 or more credit hours completed in the curriculum

ENGINEERING GRAPHICS TECHNOLOGY (EGT)

EGT 101 BASIC TECHNICAL DRAWING (0-6-2)
This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

EGT 105 BASIC CIVIL DRAFTING (1-3-2)
This course covers the application of drawing techniques to structures, map topography, and other Civil applications.

Prerequisite(s): EGR 181 or EGT 150

EGT 106 PRINT READING & SKETCHING (3-0-3)
This course covers the interpretation of basic Engineering drawings and sketching techniques for making multi-view pictorial representations.

EGT 110 ENGINEERING GRAPHICS I (2-6-4)
This is an introductory course in Engineering Graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.

EGT 115 ENGINEERING GRAPHICS II (2-6-4)
This course in Engineering Graphics science includes additional drawing techniques for industrial applications.

Prerequisite(s): EGT 110

EGT 150 BASIC CAD (1-3-2)
This course covers the basics of Computer Aided Drafting, including hardware, software systems, and operating systems and development of skills for creating and plotting simple technical drawings.

EGT 151 INTRODUCTION TO CAD (2-3-3)
This course covers the operation of a Computer Aided Drafting system. The course includes interaction with a CAD station to produce technical drawings.

EGT 155 INTERMEDIATE CAD (1-3-2)
This course covers advanced Computer Aided Drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.

Prerequisite(s): EGR 181 or EGT 151

EGT 210 ENGINEERING GRAPHICS III (2-6-4)
This advanced course in Engineering Graphics science covers the production of technical working drawings.

Prerequisite(s): EGT 115

EGT 250 CAD APPLICATIONS (1-3-2)
This course covers advanced topics such as creating 3-D wire framed constructions, using shading techniques, creating user coordinate systems, and computer animations.

Prerequisite(s): EGT 210, EGT 155

EGT 252 ADVANCED CAD (2-3-3)
This course covers advanced concepts of CAD software and applications.

Prerequisite(s): EGT 150 or EGT 151

ELECTRONIC INSTRUMENTATION TECHNOLOGY (EIT)

EIT 110 PRINCIPLES OF INSTRUMENTATION (2-3-3)
This course is a study of various types of instruments and gauges used by industrial facilities. Basic principles of pneumatic, electronic and mechanically operated devices are covered.

Prerequisite(s): ELT 130

EIT 220 CONTROL PRINCIPLES (2-3-3)
This course is a study of the static and dynamic conditions of process control loops. The step-analysis method of finding time constants and frequency response analysis are covered.

Prerequisite(s): EEM 251

Corequisite(s): EET 273

ELECTRICAL TECHNOLOGY (ELT)

ELT 105 LOGIC & DIGITAL CIRCUITS (3-3-4)
This course includes an introduction to number systems, math, gates, combinational logic, and flip-flops.

ELT 107 INTRODUCTION TO ELECTRONIC COMMUNICATIONS (3-3-4)
This course provides an introduction to principles of amplitude, frequency, phase modulation transmitters, transmission lines, and antennae systems.

Prerequisite(s): ELT 111

ELT 111 DC/AC CIRCUITS (3-3-4)
This course is an introduction to DC and AC circuits and the components and devices used therein.

Corequisite(s): MAT 101 or MAT 170

ELT 127 OPTOELECTRONICS (2-3-3)
This course covers optoelectronic concepts, including the characteristics of light, light-emitting and light-reactive devices, fiber optics, and associated circuitry.

Prerequisite(s): ELT 111

ELT 130 BASIC CIRCUITS (2-3-3)
This course is a study of basic circuit concepts - combining individual components into a functional circuit.

Corequisite(s): MAT 101 or MAT 170

ELT 204 INDUSTRIAL ELECTRONICS (3-3-4)
This course is a study of the industrial applications and uses of various electronic devices and circuitry, including motor controls, industrial control circuitry, and switching circuitry.

Prerequisite(s): ELT 111

ENGLISH (ENG)

ENG 032 DEVELOPMENTAL ENGLISH (3-0-3)
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. Non-degree credit.

Prerequisite(s): Appropriate placement scores

Corequisite(s): COL 103

ENG 100 INTRODUCTION TO COMPOSITION (3-0-3)
This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit.

Prerequisite(s): ENG 032 or appropriate placement scores

*** ENG 101 ENGLISH COMPOSITION I (3-0-3)**
This is a (College Transfer) course in which the following topics are presented: A study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisite(s): ENG 100 and appropriate reading score, or appropriate English/ Writing and Reading scores

Corequisite(s): (Engineering Technology students only: EGR 181, MAT 110, PHY 201)

*** ENG 102 ENGLISH COMPOSITION II (3-0-3)**
This is a (College Transfer) course in which the following topics are presented: Development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Prerequisite(s): ENG 101

ENG 155 COMMUNICATIONS I (3-0-3)
This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisite(s): ENG 032 or appropriate placement scores

ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

Prerequisite(s): ENG 100 and appropriate reading score, or appropriate English/ Writing and Reading scores

ENG 170 BUSINESS COMMUNICATIONS (3-0-3)
This course presents a comprehensive survey of business English usage and communication skills.

*** ENG 201 AMERICAN LITERATURE I (3-0-3)**
This course is a study of American Literature from the Colonial Period to the Civil War.

Prerequisite(s): ENG 102

*** ENG 202 AMERICAN LITERATURE II (3-0-3)**
This course is a study of American Literature from the Civil War to the present.

Prerequisite(s): ENG 102

*** ENG 205 ENGLISH LITERATURE I (3-0-3)**
This is a (College Transfer) course in which the following topics are presented: the study of English Literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

Prerequisite(s): ENG 102

*** ENG 206 ENGLISH LITERATURE II (3-0-3)**
This is a (College Transfer) course in which the following topics are presented: the study of English Literature from the Romantic Period to the present with emphasis on major writers and periods.

Prerequisite(s): ENG 102

*** ENG 208 WORLD LITERATURE I (3-0-3)**
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisite(s): ENG 102

*** ENG 209 WORLD LITERATURE II (3-0-3)**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s): ENG 102

*** ENG 214 FICTION (3-0-3)**
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite(s): ENG 102

*** ENG 218 DRAMA (3-0-3)**
This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite(s): ENG 102

*** ENG 222 POETRY (3-0-3)**
This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite(s): ENG 102

*** ENG 230 WOMEN IN LITERATURE (3-0-3)**
This course is a critical study of women's writings examined from historical, social, and psychological points of view.

Prerequisite(s): ENG 102

ENG 234 SURVEY IN MINORITY LITERATURE (3-0-3)
This course is a critical study of minority writings examined from historical, social, and psychological points of view.

Prerequisite(s): ENG 102

*** ENG 236 AFRICAN AMERICAN LITERATURE (3-0-3)**
This course is a critical study of African American literature examined from historical, social and psychological perspectives.

Prerequisite(s): ENG 102

ENG 238 CREATIVE WRITING (3-0-3)
This course presents an introduction to creative writing in various genres.

Prerequisite(s): ENG 101

*** ENG 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3)**
This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisite(s): ENG 101 or ENG 160

Corequisite(s): (Civil Engineering Technology students only: CHM 101, EGR 182, MAT 111; All other Engineering Technology students: EGR 182, MAT 111, PHY 202)

ENVIRONMENTAL TECHNOLOGY (EVT)

EVT 101 MAN AND HIS ENVIRONMENT (3-0-3)
This course provides an introduction to the fields of environmental science and environmental engineering. Engineering aspects of current environmental issues and the effects of pollution on local, state, national and worldwide scales are included.

FRENCH (FRE)

*** FRE 101 ELEMENTARY FRENCH I (4-0-4)**
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** FRE 102 ELEMENTARY FRENCH II (4-0-4)**
This course continues the development of basic language skills and includes a study of French Culture.

Prerequisite(s): FRE 101

GEOGRAPHY (GEO)

*** GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3)**
This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** GEO 102 WORLD GEOGRAPHY (3-0-3)**
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

GERMAN (GER)

GER 100 GERMAN LANGUAGE USAGE FOR BUSINESS (1-0-1)
This course is a basic study of the German language in the context of business-to-business relationships of American businesses. The course includes basic grammar, pronunciation, a review of common German expressions, usage of English-German dictionaries, and residential living skills. Non-degree credit.

GEOGRAPHIC MAPPING TOOLS (GMT)

GMT 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3-0-3)

This course is a study of the development of digital techniques to portray mapping/spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping.

GMT 240 GEOGRAPHIC INFORMATION SYSTEMS ANALYSIS AND REPORTING (4-0-4)

This course is a study of techniques of retrieving spatial and database information from a digital mapping system, preparing analyses and reports and producing maps, graphics and charts using plotters and printers, and use of software designed specifically for analysis and reporting.

HEALTH INFORMATION MANAGEMENT (HIM)

HIM 102 INTRODUCTION TO CODING AND CLASSIFICATION SYSTEMS (1-0-1)

This course provides an introduction to classification systems including those such as ICD-9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED, the role of coding in reimbursement, indexing, and statistics and the beginning foundation of the study of disease and procedural coding.

Corequisite(s): HIM 110

HIM 110 HEALTH INFORMATION SCIENCE I (2-3-3)

This course provides an in-depth study of the content, storage, retrieval, control, and retention of health information systems.

HIM 130 BILLING AND REIMBURSEMENT (3-0-3)

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisite(s): HIM 102, HIM 110

HIM 135 MEDICAL PATHOLOGY (3-0-3)

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.

Prerequisite(s): BIO 112, or BIO 210 and BIO 211; HIM 102, HIM 110

HIM 150 CODING PRACTICUM I (0-9-3)

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.

Prerequisite(s): HIM 130, HIM 135, HIM 216

Corequisite(s): HIM 225

HIM 216 CODING & CLASSIFICATION I (2-3-3)

This course includes a study of disease and procedural coding and classification systems.

Prerequisite(s): BIO 112, or BIO 210 and BIO 211; AHS 102, HIM 102, HIM 110

HIM 225 CODING & CLASSIFICATION II (2-3-3)

This course provides a study of advanced coding and classification systems.

Prerequisite(s): HIM 130, HIM 135, HIM 216

Corequisite(s): HIM 150

HISTORY (HIS)

*** HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)**

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3)**

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)

This course is a study of the history of African-Americans including African heritage, American history, and significant contributions by individuals or groups.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

HIS 222 GLOBAL WOMEN'S HISTORY (3-0-3)

This course examines the history of women and their roles in society from ancient to modern times, focusing on attitudes toward women and how gender has affected life opportunities. It follows the development of women's roles in contemporary society.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

HIS 230 THE AMERICAN CIVIL WAR (3-0-3)

This course explores the history of the Civil War from the election of 1860 through the end of reconstruction in 1877.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

HUMANITIES AND SOCIAL SCIENCES (HSS)

HSS 205 TECHNOLOGY AND SOCIETY (3-0-3)

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments.

Prerequisite(s): RDG 032 or appropriate reading score

HUMAN SERVICES (HUS)

HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3)

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

HUS 110 ORIENTATION TO HUMAN SERVICES (1-0-1)

This course is a study of the regional human services curriculum, agencies in the

service area, curriculum requirements, and career opportunities.

HUS 134 ACTIVITY THERAPY (3-0-3)
This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

HUS 150 SUPERVISED FIELD PLACEMENT I (1-8-3)
This course includes work experience assignments by students in selected human services agencies.

Prerequisite(s): MAT 101, Departmental approval

HUS 205 GERONTOLOGY (3-0-3)
This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

HUS 206 DEATH AND DYING (3-0-3)
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

HUS 208 ALCOHOL AND DRUG ABUSE (3-0-3)
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

HUS 251 SUPERVISED FIELD PLACEMENT II (1-12-4)
This course includes work experience assignments in selected human services agencies.

Prerequisite(s): MAT 101, Departmental approval

HUS 255 SUPERVISED FIELD PLACEMENT III (1-12-4)
This course includes work assignments in selected human services agencies.

Prerequisite(s): MAT 101, Departmental approval

NOTE: Departmental Approval for HUS majors only consists of successful completion ("C" or better) of the following courses: ENG 101, HUS 101, HUS 110, PSY 105, PSY 201, PSY 218, PSY 230, and PSY 235.

INDUSTRIAL ELECTRONICS TECHNOLOGY (IET)

IET 223 INDUSTRIAL SAFETY (3-0-3)
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health (OSHA) is included.

INDUSTRIAL MANUFACTURING (IMG)

IMG 105 QUALITY CONTROL CONCEPTS AND TECHNIQUES (3-0-3)
This course is a study of the scope, function, processes, techniques, and methods used for quality control.

INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT)

IMT 102 INDUSTRIAL SAFETY (2-0-2)
This course covers safety awareness and practices found in industry.

IMT 110 INDUSTRIAL INSTRUMENTATION (3-0-3)
This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

IMT 114 BENCHWORK AND ASSEMBLY (1-3-2)
This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

IMT 131 HYDRAULICS & PNEUMATICS (3-3-4)
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 161 MECHANICAL POWER APPLICATIONS (3-3-4)
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

INFORMATION SYSTEMS TECHNOLOGY (IST)

IST 101 ORIENTATION TO IT PROFESSIONS (1-0-1)
This course will provide an overview of the information technology field. Topics will include information technology professions, employment skills, salaries, associations, terms and definitions, and current issues in the field.

Prerequisite(s): Mandatory for students not meeting TSM Program entrance requirements

IST 150 PROJECT MANAGEMENT ESSENTIALS FOR IT PROFESSIONALS (3-0-3)
This course is the study of integrated project management for computer technology professionals with emphasis on the methods and software used by IT professionals including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, and economic factors.

Prerequisite(s): CPT 242; Must meet all entrance requirements for the TSM curriculum

IST 201 CISCO INTERNETWORKING CONCEPTS (2-3-3)
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANS, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

Prerequisite(s): Must meet all entrance requirements for the TSM curriculum

Corequisite(s): CPT 285

IST 202 CISCO ROUTER CONFIGURATION (2-3-3)
This course is a study of LANs, WANS, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

Prerequisite(s): CPT 285, IST 201

Corequisite(s): CPT 257

IST 203 ADVANCED CISCO ROUTER CONFIGURATION (2-3-3)
This course is a study of configuring Cisco routers.

Prerequisite(s): IST 202

IST 204 CISCO TROUBLESHOOTING (2-3-3)
This course is a study of troubleshooting network problems.

Prerequisite(s): IST 203

Corequisite(s): IST 209

IST 209 FUNDAMENTALS OF WIRELESS LANS (2-3-3)
This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills.

Prerequisite(s): IST 203

Corequisite(s): IST 204

IST 225 INTERNET COMMUNICATIONS (3-0-3)
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

Prerequisite(s): Can be taken as an IST elective; Must meet all entrance requirements for the TSM curriculum

IST 227 INTERNET OPERATIONS AND MANAGEMENT (3-0-3)

This course covers the duties/responsibilities of an internet webmaster, appropriate hardware, software, and telecommunications technology, designing, implementing and maintaining a web site, and utilizing security mechanisms.

Prerequisite(s): CPT 162, IST 225; Can be taken as an IST elective

IST 257 LAN NETWORK SERVER TECHNOLOGIES (2-3-3)

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery.

Prerequisite(s): CPT 257

IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (2-3-3)

This course covers special topics in information sciences technologies.

Prerequisite(s): Permission of TSM advisor; Can be taken as an IST elective

IST 291 FUNDAMENTALS OF NETWORK SECURITY I (2-3-3)

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Prerequisite(s): IST 204, IST 209

IST 295 FUNDAMENTALS OF VOICE OVER IP (2-3-3)

This course is the introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QoS) and troubleshooting and configuration of VOIP networks.

Prerequisite(s): IST 204

LEGAL STUDIES (LEG)

LEG 120 TORTS (3-0-3)

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Corequisite(s): LEG 135

LEG 121 BUSINESS LAW I (3-0-3)

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

Corequisite(s): LEG 135

LEG 125 INTRODUCTION TO THE LEGAL SYSTEM (3-0-3)

This course is designed to expose students to laws that affect them in their professional and personal lives including contract, tort, family, criminal, administrative and property law. The student will also learn methods of resolving disputes through trial procedures and alternative dispute resolutions.

Corequisite(s): LEG 135

LEG 132 LEGAL BIBLIOGRAPHY (3-0-3)

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests.

LEG 135 INTRODUCTION TO LAW AND ETHICS (3-0-3)

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

LEG 201 CIVIL LITIGATION I (3-0-3)

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures.

Corequisite(s): LEG 135

LEG 213 FAMILY LAW (3-0-3)

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

Corequisite(s): LEG 135

LEG 216 ADMINISTRATIVE LAW (3-0-3)

This course is a study of state and federal administrative agencies, rules and regulations, procedures and appeals.

Corequisite(s): LEG 135

LEG 230 LEGAL WRITING (3-0-3)

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

Prerequisite(s): LEG 132, LEG 135

LEG 231 CRIMINAL LAW (3-0-3)

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Corequisite(s): LEG 135

LEG 232 LAW OFFICE MANAGEMENT (3-0-3)

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

Prerequisite(s): CPT 170, LEG 213, LEG 233, LEG 135

LEG 233 WILLS, TRUSTS, AND PROBATE (3-0-3)

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

Corequisite(s): LEG 135

LEG 234 TITLE EXAMINATION PROCEDURES I (3-0-3)

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices.

Corequisite(s): LEG 135

LEG 236 ADVANCED LEGAL WRITING (3-0-3)

This course provides the students with a more comprehensive view of the discipline of legal writing. Students will gain additional skills in legal analysis, critical thinking, and components of public speaking (oral arguments).

Prerequisite(s): LEG 132, LEG 135, LEG 230

LEG 240 CLAIMS INVESTIGATION (3-0-3)

This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, assembling, and presenting evidence.

Prerequisite(s): LEG 135, LEG 201

LEG 242 LAW PRACTICE WORKSHOP (1-8-3)

This course includes the application of substantive knowledge in a practical situation as a paralegal.

Prerequisite(s): LEG 135; All 1st and 2nd semester credit hours completed in the curriculum

LEG 244 SPECIAL PROJECTS FOR PARALEGALS (1-8-3)

This course provides specialized paralegal training with an update on changes in the laws and procedures. This training is through practical experience.

Prerequisite(s): LEG 135; All 1st and 2nd semester credit hours completed in the curriculum

LEG 272 HEALTH CARE RISK MANAGEMENT I (4-0-4)

To provide specialized education and training for members in the HealthCare profession who wish to focus on quality improvement, healthcare risks and patient safety in various health care settings.

LEG 273 HEALTH CARE RISK MANAGEMENT II (4-0-4)

This course will assist the health care professional to understand the nature of the risks; cultivate the development of effective risk management and strategies; promote patient/consumer safety and understand the regulatory and technical aspects of risk management.

MATHEMATICS (MAT)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3)

Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized. Grade is not computed in GPA calculation. Non-degree credit.

Corequisite(s): COL 103

MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3)

Developmental Mathematics includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. Grade is not computed in GPA calculation. Non-degree credit.

Prerequisite(s): MAT 031 or appropriate placement scores

Corequisite(s): COL 103

MAT 101 BEGINNING ALGEBRA (3-0-3)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

Prerequisite(s): MAT 032 or appropriate placement scores

MAT 102 INTERMEDIATE ALGEBRA (3-0-3)

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisite(s): MAT 101 or appropriate placement scores

*** MAT 110 COLLEGE ALGEBRA (3-0-3)**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; solutions of higher degree polynomials; and the Binomial Theorem.

Prerequisite(s): MAT 102 or appropriate placement scores

Corequisite(s): (Engineering Technology students only: ENG 101, EGR 181, PHY 201)

*** MAT 111 COLLEGE TRIGONOMETRY (3-0-3)**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and series.

Prerequisite(s): MAT 110

Corequisite(s): (Civil Engineering Technology students only: CHM 101, EGR 182, ENG 260; All other Engineering Technology students: EGR 182, ENG 260, PHY 202)

*** MAT 120 PROBABILITY AND STATISTICS (3-0-3)**

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

Prerequisite(s): MAT 102 or appropriate placement scores

*** MAT 122 FINITE COLLEGE MATHEMATICS (3-0-3)**

This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks.

Prerequisite(s): MAT 110 or appropriate placement scores

*** MAT 130 ELEMENTARY CALCULUS (3-0-3)**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

Prerequisite(s): MAT 110 or appropriate placement scores

MAT 135 FUNDAMENTALS OF LOGIC DESIGN (3-0-3)

A survey of topics include number systems, logic, truth tables, Boolean algebra, base 2 and base 16 representation and circuit reduction.

Prerequisite(s): MAT 102 or appropriate placement scores

*** MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)**

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Prerequisite(s): MAT 111 or appropriate placement scores

*** MAT 141 ANALYTICAL GEOMETRY & CALCULUS II (4-0-4)**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

Prerequisite(s): MAT 140 or appropriate placement scores

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

Prerequisite(s): MAT 101 or appropriate placement scores

MAT 160 MATH FOR BUSINESS AND FINANCE (3-0-3)

This course includes the following topics: Commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s): MAT 032 or appropriate placement scores

MAT 170 ALGEBRA, GEOMETRY, AND TRIGONOMETRY I (3-0-3)

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Prerequisite(s): MAT 032 or appropriate placement scores

MEDICAL ASSISTING (MED)

MED 102 INTRODUCTION TO THE MEDICAL ASSISTING PROFESSION (2-0-2)

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

Corequisite(s): AHS 102, BIO 112, HIM 102, MED 114

MED 107 MEDICAL OFFICE MANAGEMENT (2-6-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite(s): AHS 102, BIO 112, HIM 102, MED 102, MED 114, MED 113

MED 113 BASIC MEDICAL LAB TECHNIQUES (2-3-3)

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics, including hematology and procedures related to body fluids.

Prerequisite(s): MED 102, MED 114

Corequisite(s): AHS 102, BIO 112

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (3-3-4)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s): Admission into the Medical Assisting Program

Corequisite(s): AHS 102, BIO 112, MED 102

MED 156 CLINICAL EXPERIENCE I (1-15-6)

This course provides direct experience in a physician's office or other selected medical facilities. This is an unpaid work experience.

Prerequisite(s): AHS 102, BIO 112, HIM 102, MED 102, MED 113, MED 114

Corequisite(s): MED 107

MECHANICAL ENGINEERING TECHNOLOGY (MET)

MET 213 DYNAMICS (2-3-3)
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms.

Prerequisite(s): EGR 194

MET 214 FLUID MECHANICS (2-3-3)
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

Corequisite(s): MAT 111 or MAT 176 or MAT 182

MET 231 MACHINE DESIGN (3-3-4)
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines.

Prerequisite(s): EGR 194

MANAGEMENT (MGT)

MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3)
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 120 SMALL BUSINESS MANAGEMENT (3-0-3)
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121 SMALL BUSINESS OPERATIONS (3-0-3)
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping inventory control and marketing.

Prerequisite(s): MGT 120

MGT 240 MANAGEMENT DECISION MAKING (3-0-3)
This course is a study of various structured approaches to managerial decision making and supervision.

MGT 280 EXECUTIVE DEVELOPMENT (3-0-3)
This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

MARKETING (MKT)

MKT 101 MARKETING (3-0-3)
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MKT 110 RETAILING (3-0-3)
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

MKT 120 SALES PRINCIPLES (3-0-3)
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 140 E-MARKETING (3-0-3)
This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on Internet marketing fundamentals, strategies, and trends.

MKT 240 ADVERTISING (3-0-3)
This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

MKT 250 CONSUMER BEHAVIOR (3-0-3)
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

MEDICAL LABORATORY TECHNOLOGY (MLT)

MLT 105 MEDICAL MICROBIOLOGY (3-3-4)
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Prerequisite(s): BIO 210, BIO 211, BIO 225, MAT 155, MLT 108, MLT 110, MLT 125, MLT 210

MLT 108 URINALYSIS & BODY FLUIDS (2-3-3)
This course introduces the routine analysis and clinical significance of urine and other body fluids.

Prerequisite(s): BIO 210, BIO 211, MLT 110, MLT 125, MLT 210

MLT 110 HEMATOLOGY (3-3-4)
This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red counts, and identification of blood cells.

Prerequisite(s): Admission into the MLT program

Corequisite(s): BIO 210, MAT 155

MLT 120 IMMUNOHEMATOLOGY (3-3-4)
This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

Prerequisite(s): MLT 108, MLT 110, MLT 125, MLT 210

MLT 125 INTRODUCTION TO CLINICAL CHEMISTRY (3-3-4)
This course provides an introduction to basic concepts in clinical chemistry.

Prerequisite(s): MLT 110

Corequisite(s): MLT 210

MLT 210 ADVANCED HEMATOLOGY (3-3-4)
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Prerequisite(s): BIO 210, MLT 110

MLT 230 ADVANCED CLINICAL CHEMISTRY (3-3-4)
This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.

Prerequisite(s): MLT 108, MLT 110, MLT 125, MLT 210

MLT 241 MEDICAL LAB TRANSITION (0-9-3)
This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.

Prerequisite(s): MLT 105, MLT 108, MLT 110, MLT 120, MLT 125, MLT 210, MLT 230

MLT 251 CLINICAL EXPERIENCE I (0-15-5)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): MLT 105, MLT 108, MLT 110, MLT 120, MLT 125, MLT 210, MLT 230

MLT 252 CLINICAL EXPERIENCE II (0-15-5)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): MLT 105, MLT 108, MLT 110, MLT 120, MLT 125, MLT 210, MLT 230

MLT 253 CLINICAL EXPERIENCE III (1-12-5)
This course provides an integrated, clinically-based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): MLT 105, MLT 120, MLT 210, MLT 230, MLT 241, MLT 251, MLT 252

MLT 260 CLINICAL PRACTICUM I (1-6-3)
This course provides clinical experience in a supervised setting for developing technical proficiency in routine laboratory procedures.

Prerequisite(s): MLT 105, MLT 120, MLT 210, MLT 230, MLT 241, MLT 251, MLT 252

MLT 261 CLINICAL PRACTICUM II (1-6-3)
This course provides clinical experience in a supervised setting for developing technical proficiency in routine laboratory procedures.

Prerequisite(s): MLT 105, MLT 120, MLT 210, MLT 230, MLT 241, MLT 251, MLT 252

MACHINE TOOL TECHNOLOGY (MTT)

MTT 101 INTRODUCTION TO MACHINE TOOL (1-3-2)
This course covers the basics in measuring tools, layout tools, bench tools, and basic operations of lathes, mills, and drill presses.

MTT 105 MACHINE TOOL MATH APPLICATIONS (3-0-3)
This course is a study of shop math relevant to the machine tool trade.

MTT 120 MACHINE TOOL PRINT READING (1-6-3)
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

MTT 121 MACHINE TOOL THEORY I (3-0-3)
This course covers the principles involved in the production of precision metal parts.

MTT 122 MACHINE TOOL PRACTICE I (0-12-4)
This course covers practical experiences using the principles in Machine Tool Theory I.

MTT 123 MACHINE TOOL THEORY II (3-0-3)
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each.

Prerequisite(s): MTT 121, MTT 122

MTT 124 MACHINE TOOL PRACTICE II (0-12-4)
This course covers the practical application of the principles in Machine Tool Theory II.

Prerequisite(s): MTT 121, MTT 122

MTT 125 MACHINE TOOL THEORY III (3-0-3)
This course covers the principles involved in the machining, heat treating, and grinding of complex metal parts.

Prerequisite(s): MTT 123, MTT 124

MTT 126 MACHINE TOOL PRACTICE III (1-9-4)
This course covers the practical application of the principles in Machine Tool Theory III.

Prerequisite(s): MTT 123, MTT 124

MTT 141 METALS & HEAT TREATMENT (3-0-3)
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

MTT 147 TOOL AND CUTTER GRINDING (1-3-2)
This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

MTT 205 TOOL & DIE MATH APPLICATIONS (3-0-3)
This course is a study of geometry and trigonometry relevant to the Tool and Die trade.

Prerequisite(s): MAT 170

MTT 211 DIE THEORY (3-0-3)
This course is a study of die components as they relate to the complete die.

Prerequisite(s): MTT 125, MTT 126, MTT 141, MTT 147

Corequisite(s): MTT 205

MTT 231 TOOL AND DIEMAKING I (0-15-5)
This course covers the manufacture and use of a simple blanking or piercing die or tools.

Corequisite(s): MTT 205, MTT 211

MTT 232 TOOL AND DIEMAKING II (1-12-5)
This course covers the manufacture and use of a compound die or tools.

Prerequisite(s): MTT 211, MTT 231

MTT 233 TOOL AND DIEMAKING III (2-9-5)
This course covers the manufacture and use of a progressive die or tools.

Prerequisite(s): MTT 232

MTT 241 JIGS AND FIXTURES I (0-6-2)
This course includes the theory necessary to design working prints of simple jigs and fixtures.

Prerequisite(s): MTT 120, MTT 205

MTT 253 CNC PROGRAMMING & OPERATIONS (2-3-3)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

Prerequisite(s): Machine Tool Technology Diploma, or instructor's permission and MTT 205

MTT 254 CNC PROGRAMMING I (2-3-3)
This course is a study of CNC programming, including machine language and computer assisted programming.

Prerequisite(s): ENG 160, MTT 253

MTT 255 CNC PROGRAMMING II (2-3-3)
This course includes CNC programming with simulated production conditions.

Prerequisite(s): MTT 254

MTT 258 MACHINE TOOL CAM (2-3-3)
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

Prerequisite(s): MTT 254

MTT 290 SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (3-0-3)
This course is a study of current topics related to Machine Tool Technology.

MUSIC (MUS)

*** MUS 105 MUSIC APPRECIATION (3-0-3)**
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

NURSING (NUR)

NUR 160 INTRODUCTION TO NURSING (2-6-4)

This course is an overview of nursing concepts and theories focusing on meeting the basic needs of clients along the wellness-illness continuum. Development of critical thinking skills, the nursing process, and the role of the nurse in a variety of settings are included in the course.

Corequisite(s): BIO 210, NUR 163, NUR 170, PSY 201

NUR 162 PSYCHIATRIC AND MENTAL HEALTH NURSING (2-3-3)

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Prerequisite(s): BIO 210, BIO 211, BIO 225, ENG 101, MAT 110, NUR 160, NUR 163, NUR 165, NUR 170, NUR 263, NUR 264, NUR 265, NUR 266, PHM 115, PSY 201

Corequisite(s): NUR 267, Elective

NUR 163 NURSING ACROSS LIFESPAN I (2-0-2)

This course is an overview of concepts related to nursing care of clients across the life-span. Communication, basic mental health, growth and development, and gerontology are included in this course.

Corequisite(s): BIO 210, NUR 160, NUR 170, PSY 201

NUR 165 NURSING CONCEPTS & CLINICAL PRACTICE I (3-9-6)

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): BIO 210, NUR 160, NUR 163, NUR 170, PSY 201

Corequisite(s): BIO 211, PHM 115

NUR 170 NURSING APPLICATIONS (0-3-1)

This course facilitates students' understanding and application of nursing concepts through the use of patient situation discussions.

Corequisite(s): BIO 210, NUR 160, NUR 163, PSY 201

NUR 201 TRANSITION NURSING (2-3-3)

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 110, PSY 201

Corequisite(s): NUR 170, PHM 115

NUR 263 NURSING ACROSS LIFE SPAN II (2-6-4)

This course is a study of basic concepts utilizing the nursing process and critical thinking skills in the care of women, child-bearing families, children and adolescents with acute and chronic health problems. Normal aspects of care and growth and development are covered in the course.

Prerequisite(s): BIO 210, NUR 160, NUR 163, NUR 170, PSY 201

Corequisite(s): BIO 211, NUR 165, PHM 115

NUR 264 NURSING ACROSS LIFE SPAN III (2-6-4)

This course is a study of advanced concepts utilizing the nursing process and critical thinking skills in the care of high-risk women, child-bearing families, children and adolescents with acute and chronic health problems. This course includes the study of complex aspects of care, growth and development.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 110, NUR 160, NUR 163, NUR 165, NUR 170, NUR 263, NUR 265, PHM 115, PSY 201

Corequisite(s): NUR 266, BIO 225

NUR 265 NURSING CONCEPTS & CLINICAL PRACTICE II (3-9-6)

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): NUR 160, NUR 163, NUR 165, NUR 170, BIO 210, BIO 211,PHM 115, PSY 201

Corequisite(s): ENG 101, MAT 110, NUR 263

NUR 266 NURSING CONCEPTS & CLINICAL PRACTICE III (3-9-6)

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. This course includes a study of the mangement of small groups.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 110, NUR 160, NUR 163, NUR 165, NUR 170, NUR 263, NUR 265, PHM 115, PSY 201

Corequisite(s): NUR 264, BIO 225

NUR 267 NURSING CONCEPTS & CLINICAL PRACTICE IV (1-15-6)

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development.

Prerequisite(s): BIO 210, BIO 211, BIO 225, ENG 101, MAT 110, NUR 160, NUR 163, NUR 165, NUR 170, NUR 263, NUR 264, NUR 265, NUR 266, PHM 115, PSY 201

Corequisite(s): NUR 162, Elective

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 103 INTRODUCTION TO OCCUPATIONAL THERAPY (2-0-2)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 130 THERAPEUTIC MEDIA I (0-3-1)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 149 INTERDISCIPLINARY COMMUNITY EXPERIENCES (.5-1.5-1)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 150 EARLY INTERVENTION CLINICAL EXPERIENCE (0-3-1)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 151 OTA CLINICAL I (0-3-1)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 155 GERONTOLOGY (1-0-1)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 160 ADULT PSYCHOSOCIAL DYSFUNCTION (2-3-3)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 165 ADULT PHYSICAL DYSFUNCTION (4-3-5)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 174 PEDIATRIC SKILLS FOR THE OTA (5-3-6)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 203 KINESIOLOGY FOR OCCUPATIONAL THERAPY (2-3-3)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 213 GROUP PROCESS & DYNAMICS (2-0-2)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 245 OCCUPATIONAL THERAPY DEPARTMENTAL MANAGEMENT (2-0-2)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 252 OTA CLINICAL II (0-6-2)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 260 CLINICAL V (PHYSICAL DISABILITIES) (0-21-7)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

OTA 268 CLINICAL VI (BEHAVIORAL) (0-21-7)

Refer to Trident Technical College catalog (http://www.tridenttech.edu/courses/ota.html).

PHILOSOPHY (PHI)

*** PHI 101 INTRODUCTION TO PHILOSOPHY (3-0-3)**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** PHI 110 ETHICS (3-0-3)**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

PHARMACOLOGY (PHM)

PHM 115 DRUG CLASSIFICATION I (2-0-2)

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups.

Prerequisite(s): BIO 210, NUR 160, NUR 163, NUR 170, PSY 201

Corequisite(s): NUR 165, NUR 263, BIO 211

PHYSICAL SCIENCE (PHS)

PHS 101 PHYSICAL SCIENCE I (3-3-4)

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 102 PHYSICAL SCIENCE II (3-3-4)

This is an continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHYSICS (PHY)

*** PHY 201 PHYSICS I (3-3-4)**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Corequisite(s): MAT 110 (Engineering Technology students only: MAT 110, ENG 101, EGR 181)

*** PHY 202 PHYSICS II (3-3-4)**

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s): PHY 201 or permission of the instructor

Corequisite(s): MAT 111 (Engineering Technology students only: MAT 111, ENG 260, EGR 182)

*** PHY 221 UNIVERSITY PHYSICS I (3-3-4)**

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. The laboratory portion is intended to give the students a hands-on experience with topics covered in class.

Prerequisite(s): MAT 140

PRACTICAL NURSING (PNR)

PNR 110 FUNDAMENTALS OF NURSING (3-6-5)

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the Practical Nurse are emphasized.

Prerequisite(s): Admission into the Practical Nursing Program

Corequisite(s): BIO 210, MAT 155, PNR 182

PNR 120 MEDICAL/SURGICAL NURSING I (3-6-5)

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, MAT 155, PNR 110, PNR 182

Corequisite(s): BIO 211, ENG 101, PNR 130

PNR 130 MEDICAL/SURGICAL NURSING II (3-6-5)

This course is a continuation of the study of the nursing process. Concepts include the physiological, pychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, MAT 155, PNR 110, PNR 182

Corequisite(s): BIO 211, ENG 101, PNR 120

PNR 140 MEDICAL/SURGICAL NURSING III (3-6-5)

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 155, PNR 110, PNR 120, PNR 130, PNR 182

Corequisite(s): PNR 155, PNR 170, PSY 201

PNR 155 MATERNAL/INFANT/CHILD NURSING (5-6-7)

This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 155, PNR 110, PNR 120, PNR 130, PNR 182

Corequisite(s): PNR 140, PNR 170, PSY 201

PNR 170 NURSING OF THE OLDER ADULT (1.5-1.5-2)

This course is a study utilizing the Nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 155, PNR 110, PNR 120, PNR 130, PNR 182

Corequisite(s): PNR 140, PNR 155, PSY 201

PNR 182 SPECIAL TOPICS IN PRACTICAL NURSING (2-0-2)

This course covers special topics in Practical Nursing. The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration, and calculation of drug dosages.

Prerequisite(s): Admission into the Practical Nursing Program

Corequisite(s): BIO 210, MAT 155, PNR 110

POLITICAL SCIENCE (PSC)

*** PSC 201 AMERICAN GOVERNMENT (3-0-3)**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** PSC 215 STATE AND LOCAL GOVERNMENT (3-0-3)**

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

PSYCHOLOGY (PSY)

PSY 103 HUMAN RELATIONS (3-0-3)

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

PSY 105 PERSONAL/INTERPERSONAL PSYCHOLOGY (3-0-3)

This course emphasizes the principles of psychology in the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

*** PSY 201 GENERAL PSYCHOLOGY (3-0-3)**

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite(s): RDG 032 with a grade of SC

*** PSY 203 HUMAN GROWTH AND DEVELOPMENT (3-0-3)**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite(s): PSY 201

*** PSY 208 HUMAN SEXUALITY (3-0-3)**

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Prerequisite(s): PSY 201

PSY 210 EDUCATIONAL PSYCHOLOGY (3-0-3)

This course is the study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning.

Prerequisite(s): PSY 201

*** PSY 212 ABNORMAL PSYCHOLOGY (3-0-3)**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s): PSY 201

PSY 215 PSYCHOLOGY OF THE MENTALLY RETARDED (3-0-3)

This course is a survey of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded.

Prerequisite(s): PSY 201

PSY 218 BEHAVIOR MODIFICATION (3-0-3)

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.

Prerequisite(s): PSY 201

PSY 230 INTERVIEWING TECHNIQUES (3-0-3)

This course develops skills necessary for interviewers in various organizational settings.

Prerequisite(s): PSY 105, PSY 201

PSY 231 COUNSELING TECHNIQUES (3-0-3)

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings.

Prerequisite(s): PSY 105, PSY 230

PSY 235 GROUP DYNAMICS (3-0-3)

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group processes in specialized settings.

Prerequisite(s): PSY 201

PSY 237 CRISIS MANAGEMENT (3-0-3)

This course is a study of the effects of crisis on people, the methods of intervention, and the use of multiple resources to re-establish individual functioning.

Prerequisite(s): PSY 105, PSY 230

PHYSICAL THERAPY (PTH)

PTH 101 PHYSICAL THERAPY PROFESSIONAL PREPARATION (2-0-2)

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

PTH 102 INTRODUCTION TO PHYSICAL THERAPY (1-3-2)

This course prepares the student to provide skilled basic patient care in a physical therapy setting.

PTH 105 INTRODUCTION TO KINESIOLOGY (2-3-3)

This course introduces musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

PTH 115 PATHOLOGY FOR PHYSICAL THERAPIST ASSISTANTS (3-0-3)

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

PTH 118 PHYSICAL AGENTS & MODALITIES (3-3-4)

This course prepares students to administer physical therapy intervention using physical agents and modalities.

PTH 220 PATIENT ASSESSMENT TECHNIQUES (3-3-4)

This course introduces patient assessment and data collection techniques commonly used in physical therapy.

PTH 226 THERAPEUTIC EXERCISES (2-3-3)

This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

PTH 228 MANUAL THERAPY TECHNIQUES (1-3-2)

This course introduces principles and basic techniques of manual therapy and wound care.

PTH 234 CLINICAL EDUCATION I (0-9-3)

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

PTH 242 ORTHOPEDIC MANAGEMENT (3-3-4)

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 246 NEUROMUSCULAR REHABILITATION (3-6-5)

This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

PTH 264 CLINICAL EDUCATION II (0-15-5)
This course provides advanced clinical experiences for the Physical Therapist Assistant student within a physical therapy setting.

PTH 270 SPECIAL TOPICS IN PHYSICAL THERAPY (3-0-3)
This course provides opportunities for specialized study of selected topics in physical therapy.

PTH 274 CLINICAL EDUCATION III (0-15-5)
This course requires the Physical Therapist Assistant student to demonstrate entry-level clinical skills within a physical therapy setting.

RADIOLOGICAL TECHNOLOGY (RAD)

RAD 101 INTRODUCTION TO RADIOGRAPHY (2-0-2)
This course provides an introduction to Radiologic Technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

RAD 110 RADIOGRAPHIC IMAGING I (3-0-3)
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s): MAT 110, RAD 101

RAD 115 RADIOGRAPHIC IMAGING II (3-0-3)
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s): RAD 110

RAD 121 RADIOGRAPHIC PHYSICS (4-0-4)
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisite(s): RAD 101

RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3)
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

Prerequisite(s): BIO 210

RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3)
This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s): RAD 130

RAD 153 APPLIED RADIOGRAPHY I (1-6-3)
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 165 APPLIED RADIOGRAPHY II (0-15-5)
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s): RAD 153

RAD 175 APPLIED RADIOGRAPHY III (0-15-5)
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s): RAD 153, RAD 165

RAD 201 RADIATION BIOLOGY (2-0-2)
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Prerequisite(s): RAD 101, RAD 121

RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2)
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s): BIO 210, BIO 211, RAD 130

RAD 210 RADIOGRAPHIC IMAGING III (3-0-3)
This course provides a detailed study of advanced methods and concepts of imaging.

Prerequisite(s): RAD 110, RAD 115, RAD 121

RAD 220 SELECTED IMAGING TOPICS (3-0-3)
This course is a study of advanced topics unique to the radiological sciences.

Prerequisite(s): RAD 210, RAD 230, RAD 257

RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3)
This course is a study of special radiographic procedures.

Prerequisite(s): RAD 130, RAD 136

RAD 235 RADIOGRAPHY SEMINAR I (0-3-1)
This course is a study of selected areas of radiography that are unique or new to the field.

Prerequisite(s): RAD 210, RAD 230, RAD 257

RAD 257 ADVANCED RADIOGRAPHY I (0-21-7)
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s): RAD 153, RAD 165, RAD 175

RAD 266 ADVANCED RADIOGRAPHY II (0-18-6)
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s): RAD 153, RAD 165, RAD 175, RAD 257

RAD 278 ADVANCED RADIOGRAPHY III (1-21-8)
This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s): RAD 153, RAD 165, RAD 175, RAD 257, RAD 266

READING (RDG)

RDG 031 DEVELOPMENTAL READING (3-0-3)
This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process.

Prerequisite(s): Appropriate placement scores

Corequisite(s): COL 103

RDG 032 DEVELOPMENTAL READING (3-0-3)
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

Prerequisite(s): RDG 031 or appropriate placement scores

Corequisite(s): COL 103

RELIGIOUS STUDIES (REL)

REL 103 COMPARATIVE RELIGION (3-0-3)
The course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

RESPIRATORY CARE (RES)

RES 101 INTRODUCTION TO RESPIRATORY CARE (2-3-3)
This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues.

Prerequisite(s): Program Director Approval

RES 111 PATHOPHYSIOLOGY (2-0-2)
This course is a study of the general principles and analyses of normal and diseased states.

Prerequisite(s): PSY 201, RES 141, RES 152

RES 121 RESPIRATORY SKILLS I (2-6-4)
This course includes a study of basic respiratory therapy procedures and their administration.

Prerequisite(s): Program Director Approval

RES 123 CARDIOPULMONARY PHYSIOLOGY (3-0-3)
This course covers cardiopulmonary physiology and related systems.

Prerequisite(s): Program Director Approval

RES 131 RESPIRATORY SKILLS II (3-3-4)
This course is a study of selected respiratory care procedures and applications.

Prerequisite(s): BIO 112 OR BIO 210 & BIO 211, MAT 110, RES 101, RES 121, RES 123

RES 141 RESPIRATORY SKILLS III (2-3-3)
This course covers mechanical ventilation systems, pediatrics and associated monitors.

Prerequisite(s): ENG 101, PHS 101, RES 131, RES 151, RES 246

RES 151 CLINICAL APPLICATIONS I (0-15-5)
This course covers the fundamental respiratory care procedures in the hospital setting.

Prerequisite(s): BIO 112 or BIO 210, BIO 211, MAT 110, RES 101, RES 121, RES 123

RES 152 CLINICAL APPLICATIONS II (0-9-3)
This course includes practice of respiratory care procedures in the hospital setting.

Prerequisite(s): ENG 101, PHS 101, RES 131, RES 151, RES 246

RES 204 NEONATAL/PEDIATRIC CARE (2-3-3)
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251, SPC 205

RES 232 RESPIRATORY THERAPEUTICS (2-0-2)
This course is a study of specialty areas in respiratory care, including rehabilitation.

Prerequisite(s): PSY 201, RES 141, RES 152

RES 236 CARDIOPULMONARY DIAGNOSTICS (2-3-3)
This course focuses on the purpose, use, and evaluation of equipment/ procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251, SPC 205

RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4)
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251, SPC 205

RES 246 RESPIRATORY PHARMACOLOGY (2-0-2)
This course includes a study of pharmacologic agents used in cardiopulmonary care.

Prerequisite(s): RES 101, RES 121, RES 123

RES 249 COMPREHENSIVE APPLICATIONS (2-0-2)
This course includes the integration of didactic and clinical training in respiratory care technology.

Prerequisite(s): PSY 201, RES 141, RES 152

RES 251 CLINICAL APPLICATIONS III (0-24-8)
This course includes rotations in all areas of pateint care with a primary emphasis on intensive care.

Prerequisite(s): PSY 201, RES 141, RES 152

RES 265 ADVANCED CLINICAL APPLICATIONS I (0-9-3)
This course includes advanced clinical training in respiratory care.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251, SPC 205

RES 276 ADVANCED CLINICAL APPLICATIONS II (0-18-6)
This course provides practice of advanced patient care procedures.

Prerequisite(s): RES 204, RES 236, RES 244, RES 246, RES 265

SOCIOLOGY (SOC)

*** SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3)**
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

Prerequisite(s): RDG 032 with a grade of SC

*** SOC 102 MARRIAGE AND THE FAMILY (3-0-3)**
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

*** SOC 205 SOCIAL PROBLEMS (3-0-3)**
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

Prerequisite(s): SOC 101

*** SOC 210 JUVENILE DELINQUENCY (3-0-3)**
This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite(s): SOC 101

*** SOC 220 SOCIOLOGY OF THE FAMILY (3-0-3)**
This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

Prerequisite(s): SOC 101

*** SOC 235 THANATOLOGY (3-0-3)**
This course is a study of dying, death, bereavement, and widow/widowerhood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field.

Prerequisite(s): SOC 101

SPANISH (SPA)

*** SPA 101 ELEMENTARY SPANISH I (4-0-4)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

*** SPA 102 ELEMENTARY SPANISH II (4-0-4)**
This course continues development of the basic language skills and the study of the Hispanic cultures.

Prerequisite(s): SPA 101

SPEECH (SPC)

*** SPC 205 PUBLIC SPEAKING (3-0-3)**

This course is an introduction to principles of public speaking with application of speaking skills. Successful completion of ENG 101 is recommended.

Prerequisite(s): ENG 100 and appropriate placement scores, or appropriate English/Writing and Reading scores

SURGICAL TECHNOLOGY (SUR)

SUR 101 INTRO. TO SURGICAL TECHNOLOGY (3-6-5)

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, wound healing.

Prerequisite(s): AHS 102, BIO 112, BIO 115, ENG 101, MAT 155, PSY 201

Corequisite(s): SUR 102

SUR 102 APPLIED SURGICAL TECHNOLOGY (3-6-5)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s): AHS 102, BIO 112, BIO 115, ENG 101, MAT 155, PSY 201

Corequisite(s): SUR 101

SUR 103 SURGICAL PROCEDURES I (4-0-4)

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Prerequisite(s): SUR 101, SUR 102

Corequisite(s): SUR 104, SUR 111

SUR 104 SURGICAL PROCEDURES II (4-0-4)

This course is a study of the various specialties of surgical procedures.

Prerequisite(s): SUR 101, SUR 102

Corequisite(s): SUR 103, SUR 111

SUR 111 BASIC SURGICAL PRACTICUM (0-21-7)

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Prerequisite(s): SUR 101, SUR 102

Corequisite(s): SUR 103, SUR 104

SUR 113 ADVANCED SURGICAL PRACTICUM (0-18-6)

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations.

Prerequisite(s): SUR 101, SUR 102, SUR 103, SUR 104, SUR 111

Corequisite(s): SUR 120

SUR 120 SURGICAL SEMINAR (2-0-2)

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s): SUR 101, SUR 102, SUR 103, SUR 104, SUR 111

Corequisite(s): SUR 113

SUR 220 PERIOPERATIVE NURSING I (3-6-5)

This course will prepare a registered nurse for entry level perioperative practice in a hospital/surgery center. The student will be able to perform basic scrub and circulating duties in accordance with AORN Standards, Recommended Practices and Guidelines.

SUR 221 PERIOPERATIVE NURSING II (4-0-4)

This course provides an understanding of the anatomy & physiology of all specialty surgical systems, associated procedures & required instrumentation, wound closure material & medications used. Patient safety, medical-legal aspects, & a team approach is included.

THEATER (THE)

*** THE 101 INTRODUCTION TO THEATRE (3-0-3)**

This course includes the appreciation and analysis of theatrical literature, history, and production. (Internet Only)

Prerequisite(s): Appropriate reading score

WELDING (WLD)

WLD 102 INTRODUCTION TO WELDING (2-0-2)

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

WLD 103 PRINT READING I (1-0-1)

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 104 GAS WELDING AND CUTTING (0-6-2)

This course covers gas welding, brazing, soldering, and cutting of metals.

WLD 105 PRINT READING II (1-0-1)

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.

Prerequisite(s): WLD 103

WLD 110 WELDING SAFETY & HEALTH (1-0-1)

This course is an introduction to safety and health hazards associated with welding and related processes.

WLD 111 ARC WELDING I (1-9-4)

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 ARC WELDING II (1-9-4)

This course is a study of arc welding of ferrous and/or non-ferrous metals.

Prerequisite(s): WLD 111

WLD 116 WELDING (CATERPILLAR STUDENTS) (1-3-2)

This course is designed to acquaint students with common welding and techniques/equipment used currently in trades and industry. Students are expected to develop basic skills in general welding. Consideration is given to welding with arc and oxyacetylene in various positions, hard surfacing, brazing, cutting, electrode selection, and metal identification.

WLD 118 GAS METAL ARC WELDING FERROUS I (1-9-4)

This course covers the equipment set-up and fundamental techniques for gas metal arc welding on ferrous materials.

WLD 134 INERT GAS WELDING NON-FERROUS (2-3-3)

This course covers fundamental techniques for welding non-ferrous metals.

WLD 136 ADVANCED INERT GAS WELDING (0-6-2)

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

WLD 140 WELD TESTING (1-0-1)

This is an introductory course in destructive and non-destructive testing of welded joints.

WLD 142 MAINTENANCE WELDING (E-MET STUDENTS) (2-3-3)

This course covers gas and arc welding processes used in maintenance shops.

WLD 145 FIELD WELDING (AUT STUDENTS) (1-3-2)

This course covers welding with portable welding machines in field use.

WLD 154 PIPE FITTING & WELDING (3-3-4)

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

WLD 160 FABRICATION WELDING (1-6-3)

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes.

WLD 170 QUALIFICATION WELDING (2-6-4)

This course covers the procedures and practices used in taking welder qualification tests.

WLD 204 METALLURGY (3-0-3)

This course covers the characteristics of ferrous and non-ferrous metals.

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