Florence-Darlington Technical College 2014-2015 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. Inquires to the Commission should relate only to the accreditation status of the College.

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General Information

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.

HEOA Summary of Penalties

Florence-Darlington Technical College Compliance Statement and Summary of Penalties -- Unlawful Use of Copyrighted Material

Using, duplicating, or transmitting copyrighted material without first obtaining the owner's permission, including peer-to-peer sharing of music or video, is specifically prohibited.

Penalties for copyright violation are severe. Under federal law, a person found guilty of copyright infringement may be liable for actual and statutory damages from $200 to $150,000, attorney's fees, court costs, and criminal penalties, including jail time.

Academic Programs

Degree Programs

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

- Accounting
- Administrative Office Technology
- Associate in Arts
- Associate of Arts - Leadership and Management
- Associate of Arts - Robotics Production Technology
- 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 - Network Systems Management
- Criminal Justice Technology
- Dental Hygiene
- Diesel Technology - Caterpillar Dealer Service Technician Program
- Electronics Engineering Technology
- General Technology
- Health Information Management
- Human Services
- Human Services - Early Childhood Development Option
- Human Services - Early Childhood Development Option (Evening Program)
- HVAC - Heating, Ventilation and Air Conditioning Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Management
- Marketing
- Mechanical Engineering Technology - Mechanical Program of Study
- Mechanical Engineering Technology - Nuclear Program of Study
- Medical Laboratory Technology
- Nursing
- 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 Office Technology - Administrative Support
- Early Childhood Development
- Expanded Duty Dental Assisting
- Machine Tool
- Nursing - Practical Nursing (Fall Admission)
- Surgical Technology
- Welding

Certificate Programs

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

- Accounting
- Administrative Office Technology - Office Support Specialist
- Automotive Technology - Auto Body Repair
- Basic Automotive
- Civil Engineering Technology - Computer-Assisted Drafting
- Civil Engineering Technology - Engineering Graphics
- Civil Engineering Technology - Geographic Information Systems
- Cosmetology
- Computer Technology - CISCO Networking
- Computer Technology - Essential Web Development
- Computer Technology - Fundamentals of Networking
- Computer Technology - Information Technology for Sales
- Diesel and Heavy Equipment (Evening Program)
- Early Childhood Development
- Early Childhood Development (Evening Program)
- Electronics Engineering Technology - Process Control
- General Studies (for High School Dual Enrollment Only)
- Health Care Risk Management
- Health Information Management - Medical Coding (Fall Admission)
- Human Resources Management
- 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)
- Industrial Maintenance Technology
- International Business
- Machine Tool and Die
- Machine Tool Technology - Computer Numerical Control Programmer
- Machine Tool Technology - Computer Numerical Control Operator
- Machine Tool Technology - Machinist I - Tool & Die Cert
- Machine Tool Technology - Machinist I
- Machine Tool Technology - Machine Operator
- Management
- Medical Assisting
- Phlebotomy Technician
- Retail Merchandising
- Robotics Assembly Technician
- Welding
- Welding - MIG
- Welding - Pipe Welding

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. 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. Ben P. Dillard III
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 5,400 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.

Vision Statement

Florence-Darlington Technical College will provide the highest quality comprehensive and advanced technical education available with an emphasis on workforce development and nurturing entrepreneurs.

Statement of Mission

Florence-Darlington Technical College will provide a high quality education that furthers the regional economic development, enhances the quality of life in the region we serve and supports students' marketability in the 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 to all constituents, both internal and external to the College.

Educational Effectiveness

Florence-Darlington Technical College will offer first class delivery customized to the businesses and/or students' needs. Traditional lecture classes will be offered as well as customer-oriented learning environments emphasizing certifications, work experience credit, competence-based outcomes, self-paced individualized instruction and the infusion of technology in all programs of study.

Financial Stewardship

Florence-Darlington Technical College will have a fiscal base that enables the college to achieve its goals in a responsible and efficient manner.

Quality Programs and Services

Florence-Darlington Technical College will customize products and services that provide strategic value to meet customer needs.

Institutional Advancement

Florence-Darlington Technical College Educational Foundation will help FDTC reach its goals by building relationships, building business for FDTC and seeking financial support from alumni, corporations, foundations, friends, and other community resources.

Personal and Organizational Learning

Florence-Darlington Technical College encourages professional development of all its board, faculty and staff through ensuring that resources are proved and made available on an ongoing basis.

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 8:45pm. 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. 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

Casey Copeland, *Director*
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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

Trisha Ard, *Evening Assistant*
Trisha.Ard@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
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843.676.8568
Tammi.Lewis@fdtc.edu

Elizabeth Fralix, Evening Assistant
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Elizabeth.Fralix@fdtc.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.
Marie Ferguson, Director

Continuing Education

Register for our CE Conference NOW!

For Who?

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 is 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. Community Interest programs are offered on a self-supporting basis.

Senior Citizen Discounts

Due to the nature of continuing education funding, senior citizens pay the same fees as other students for all courses. Certain courses with "senior citizen" in the course title show tuition fees as listed for those courses.

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 (843-413-2715) or in person. Automatic refunds will be processed on courses cancelled by the College.

Admissions

Enrollment Center

The following services are located in the Enrollment Center:

- New students are encouraged to visit the Enrollment Center for initial advising and registration.

Admission Requirements & Procedures

Requirements

Individuals who possess a high school diploma or GED from an accredited institution recognized by the state of South Carolina will be allowed to enroll at FDTC upon successful completion of the college's application process and entrance requirements.

Exception to the above: An applicant who is a high school junior or senior must submit, prior to admission, written permission/recommendation from the principal/guidance counselor of the school he/she is attending to take classes at FDTC.

An applicant must submit satisfactory scores on either the SAT, ACT, or the college's

placement test. There is a five-year limit on all entrance test scores.

Procedures

1. Submit an online application for admissions.
2. Submit proof of high school graduation or GED from an accredited institution recognized by the state of South Carolina.
3. Submit appropriate entrance test scores (SAT, ACT, or college's placement test). Some programs may require additional test scores.
4. Some programs require a placement interview with the department head.
5. Students will be admitted into their chosen program with a proviso that they must meet test scores or take all necessary pre-requisite courses associated with the courses in their desired program. Allied Health applicants will be admitted into 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.
6. A faculty 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.

Admissions Waiver

Admissions waivers are available, for the student's first semester only, to designated student groups, providing them the opportunity to take curriculum courses without meeting the required SAT, ACT or COMPASS testing scores.

Designated student groups are defined as follows:

- Applicants who have earned a Bachelor's Degree, or advanced degree, and who meet all other requirements for his/her chosen program
- Applicants who have graduated from high school within one year of application; who are LIFE Scholarship eligible; and who meet all other requirements for his/her chosen program
- Applicants who apply for designated evening programs
- Admissions Representatives will have the authority to offer waivers based on special circumstances following an interview with an applicant

If a student enters a curriculum course via an admissions waiver and is unsuccessful in that course, the Faculty Advisor will: direct the student to take the COMPASS test (if applicable); complete a Change of Curriculum form (if applicable); register the student into the course level identified by the COMPASS, SAT or ACT score.

A waiver will only be offered once.

Readmission Requirements & Procedures

Readmission Requirements

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 more than one year after initial application) for reasons other than situations mentioned 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.

Readmission Procedures

1. Submit an online application
2. Readmit students must resubmit proof of high school graduation or GED from an accredited institution recognized by the state of South Carolina if they have not attended FDTC within the past two years.

Home Schooled Applicants

Individuals who possess a high school diploma approved by the South Carolina Association of Independent Home Schools (SCAIHS) or any legal alternate organization that provide a means of accountability and issues credible documentation of high school coursework recognized by the state of South Carolina will be allowed to enroll at FDTC upon successful completion of the college's entrance requirements.

Applicants must have satisfactory scores on either the SAT, ACT, or the college's placement test for entrance into their desired program.

Applicants 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.

Under some circumstances home schooled applicants 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 30 semester hours, including 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.

Undeclared Applicants

A student may also enter the College as an 'undeclared' student. An undeclared student is one who wishes to take courses for self-improvement and does not intend on entering a curriculum program. Undeclared students are not eligible for financial aid. An undeclared status student may take up to fifteen (15) credit hours. Students with 'undeclared' status must meet course pre-requisites and admissions test scores as designated by each course.

Transient Applicants

Transient Applicants 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. If a transient student does not submit a transient form, the student will be required to submit satisfactory scores on either the SAT, ACT, or the college's placements test for entrance into their desired course(s).

It is the transient student's responsibility to verify that the courses taken at FDTC transfer back to the parent institution.

Bridge Partnership Programs

FDTC has created partnerships with various four-year colleges and universities to provide Bridge Partnership Programs for our students. Bridge Programs allow the student to complete the first year at FDTC and transfer smoothly to the college or 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 Admissions for additional information.

Teacher Recertification Renewal

Teacher Recertification Renewal credit is offered at FDTC. It is recommended that courses be approved by the State Department of Education prior to enrollment. Teachers must submit an online application for admission and submit a copy of their current teacher's certificate.

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 with a grade of 'C' or better at an accredited U.S. college will 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 administered on campus by the Assessment Center for on-campus use only and is accepted for all programs as an alternate placement test. For ISATR testing times and fee information, contact the Assessment Center at 843.661.8293.

3. Students who require special assistance or accommodations for testing should contact the Director of Student Support & Grant Programs 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 to award class placement. 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. In addition, appropriate testing may be required prior to taking math courses.

	Compass	Asset	ACT	SAT
RDG 031	R 45-60	R 31-34	R 10-14	250-330
RDG 032	R 61-80	R 35-41	R 15-19	340-470
ENG 032	W 0-60	W 0-40	E 0-14	200-390
ENG 155**	W 61-100	W 41-54	E 15-36	400-800
ENG 100	W 61-77	W 41-45	E 15-19	400-470
ENG101/160	E 78-100 (Change E to W)	W 46	E 20	480-800
MAT 031	PA 0-42	NS 0-39	0-7	200-330
MAT 032	PA 43-59	NS 40-44	8-15	340-370
MAT 101/ 155 / 160 / 170	PA 60-100	EA 45-55	16	380-410
MAT102/165	A 44-59	A 45-48	17	420-470
MAT 110/120	A 60-100	A 49-55	20	480-800

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. Testing stops one hour prior to closing.

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
- Computer Technology
- 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 South Carolina 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. Tax documents and Drivers License will be used to determine residency.

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.

It is recommended that all F-1 and M-1 visa students provide official immunization records and related documentation to verify condition of good health. Additionally, visa students are responsible for obtaining 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)	$1,884	$2,016	$2,928	$3,972
Part-Time per Credit Hour	($157.00)	($168.00)	($244.00)	($331.00)
Technology Fee	$50	$50	$50	$50
Activity Fee	$35	$35	$35	$35
Total Tuition	$1,969	$2,101	$3,013	$4,057

* Florence and Darlington county legal taxpaying 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.**

NOTE: Students will **NOT** receive a bill for tuition and fees via U.S. mail. Check WebAdvisor under "View Accounts and Make Payments" for tuition amounts due.

The College has removed the tuition cap, which limited student tuition to the cost of 12 credit hours per term. Students will now pay a per-credit hour charge for **all hours taken**.

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 $76 to $233.

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

Debit or Credit Card (VISA, MasterCard, Discover)

Credit or debit card payments may be made online through WebAdvisor or by telephone. Credit or debit cards are also accepted at the Business Office located in Building 5000 and at our satellite sites in Lake City and Hartsville.

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.

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. Loan refund checks will be mailed approximately three weeks after classes begin. All other refund checks will be mailed by mid-term.

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 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 contact the Business Office to make payment arrangements.

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 - 7th Business Day of the Term	100%
After 7th Business Day of the Term	0%
8-Week Session	
Before the first date in term that classes are offered (start of term)	100%
1st - 5th Business Day of the Term	100%
After 5th Business 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 - 7th Business Day of the Term	100%
After 7th Business 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 - 5th Business Day of the Term	100%
After 5th Business 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 - 5th Business Day of the Term	100%
After 5th Business 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 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. Loan checks for any remaining funds will be mailed to the student's home address approximately three weeks after classes begin. All other refund checks will be mailed by mid-term. 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 Direct Lending 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

Online *(fast & easy)*

First...

1. Get PIN needed to apply.
2. Apply online.

Application is processed...

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

After application has been processed...

1. Check Student Aid Report for accuracy of data processed.
2. Check award amount.

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 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 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

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 33, Post 9-11; 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 online. Review course offerings on our website via WebAdvisor's Schedule of Classes, which is made available 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 primary responsibility for insuring the security, confidentiality, and integrity of student records lies with the Registrar and Registrar Services staff members. FDTC complies fully with the Family Educational Rights and Privacy Act of 1974(FERPA) and supports the right of students to inspect and review their educational records. Students receive annual notification about FERPA confidentiality requirements.

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 seven (7) business days of the term for a 15 week or 12 week course. A student may add a course during the first five (5) days and drop a course during the first five (5) days of the term for an 8 week or 5 week course. 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).

Drop/No-Show

A student who does not login to their online course during the first five (5) days of class, nor attend any class meeting prior to the drop date will be dropped as a no-show.

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.

- 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.

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 Leadership and Management
- Associate in Marketing
- Associate in Management
- Associate in Robotics Production
- Certificate in Accounting
- Certificate in International Business
- Certificate in Management
- Certificate in Robotics Assembly Technician

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 they participate in online discussion groups, and take assessments within the Learning Management System. 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.

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

- Internet - via Online College

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. The Online College

The Online College provides students an opportunity to take courses without the typical time constraints associated with on-campus courses. The course learning outcomes are the same as any other course in a traditional instructional format. Students enrolling in an online course must have access to a computer and internet service.

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 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, HIM 102, MED 102, 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/drug screening 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's Office by going to www.getmytranscript.com.

Grade Appeals

If a student feels that he/she has grounds for challenging a grade, the appeal must take place within the semester following the term in which the grade was received. Example: A Spring semester grade may be appealed during Summer or Fall term; Fall grades may be appealed during Spring term; Summer grades may be appealed during Fall term. The appeal must begin with the instructor who issued the grade in question.

Grade Point System

Students are required to maintain a certain level of quality points while completing the required number of credit hours for an associate degree, diploma, or certificate. The standard is based on the quality point system. The grade received in a course indicates the number of quality points per semester hour. Grade points are computed by multiplying the number of semester hour credits per course by the grade earned. The grade point average (GPA) is computed by dividing the total number of grade points by the total number of semester hours taken. A cumulative grade point average of 2.0 or higher is required for graduation. In the calculation of the grade point average, a repeated course will be counted only once in computing net semester hours taken. The highest grade earned on a repeated course will determine the number of quality points earned. Quality points earned per semester hour are as follows:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality point
- I = 0 quality points until course is completed
- F = 0 quality points

(Grades of E, W, WF, TR, AU, and any grade with an asterisk behind it, do not earn quality points.)

Sample Computation of GPA:

Grade Point Conversion	x Semester Hours	= Quality Points
A = 4	x 3	= 12
B = 3	x 3	= 9
C = 2	x 4	= 8
F = 0	x 3	= 0
Totals: 13		29

(Divide products total by total semester hours.)

29 / 13 = 2.231 GPA

NOTE: A lifetime GPA will be calculated upon request for the purpose of Life Scholarship eligibility.

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 later 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	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 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 cumulative final 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. Fall graduates and potential Summer graduates (with 12 hours or less to complete) may participate in the May Exercises. 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 7130.

Students must have appropriate identification, valid FDTC ID card, to utilize services.

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

Tutorial Services

Success Center

The Success Center provides academic support and preparation services to all FDTC Students. For more information, call the Success Center at 843.661.8281 or visit the Center in room 300 in the 300 Building.

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

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 843-676-8076 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 view available positions on the Florence Darlington Technical College web page @ http://www.fdtc.edu/StudentServices/employment/default.asp. Contact the Student Activities Office at 843.661.8576 or 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. A 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

Florence-Darlington Technical College will make every effort to meet the needs of students with disabilities by providing reasonable accommodations for an equal access education.

After admission to FDTC, students requesting assistance must self-identify and provide current medical documentation (within the last three years). Medical documentation should include a diagnosis, prognosis, restrictions or limitations that the disability might dictate, as well as specified reasonable accommodations.

A qualified individual with a disability is an individual who has a physical, mental, or sensory impairment that substantially limits one or more major life activities, has a record of such impairment, or is perceived to have such impairment.

It is recommended that students notify ADA Services of special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality, availability, and provision of the services needed in a timely manner. For more information contact the ADA Services Office at (843) 661-8029 or (843) 661-8218. Additional information concerning students with disabilities as well as other information pertaining to ADA can be found on the National ADA site.

Florence-Darlington Technical College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, national or ethnic origin, disability, sex or age in its enrollment policies, academic programs, student activities or employment practices. In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Florence-Darlington Technical College offers equal access and opportunity in its enrollment policies and will make reasonable accommodations for individuals with disabilities to its academic programs, student services, employment practices and facilities. Florence-Darlington Technical College ensures that no otherwise qualified person will be denied these provisions on the basis of a disability.

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 520 member schools in 43 states and is the national governing body of 28 different sports of three divisions. Approximately 60,000 student athletes compete in one of 24 regions and every year the NJCAA hosts 48 national championship events and nine (9) football bow games. The purpose is to promote and foster Junior College athletics on intersectional and national levels so that the 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 technology 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

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

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

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

Religion (REL)
REL 103 Comparative Religion

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 165 Statistics
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

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 Technical and General Education.

Associate in Science
Degree: Associate in Science

See Health and Sciences.

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		3	0	3
Principles of Accounting I				
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
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.)

   a. Bachelor of Arts - Criminal Justice

   b. Bachelor of Science - Business Administration/Accounting

   c. Bachelor of Science - Business Administration/General

   d. Bachelor of Science - Business Administration/Management

   e. 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 165	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 II	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
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

FDTC	Class	Credits	Limestone College Course
MKT 101	Marketing	3	BA 341
AOT 162 (previously OST 162)	Basic Information Processing	3	Elective

Other Hours Required for Graduation

FDTC Course	Class	Credits	Limestone College 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 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 Course	Class	Credits	Limestone College 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 Course	Class	Credits	Limestone College 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 Course	Class	Credits	Limestone College 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

FDTC	Class	Credits	Limestone College Course
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

Morris College Transfer Agreement

Accounting
FDTC Degree: Associate in Business with a major in Accounting

FDTC		Morris College		Action
ENG 103	Fundamentals of Composition	ENG 101	English Composition I	Accept
ENG 104	Research and Composition			
ENG 202	Introduction to Literature		Evaluate Humanities/ Fine Arts course	
ENG 205	African American Literature			
HIS 104	World History			
HIS 106	African American History			
SOC 101/ GEO 201	Principles of Sociology or World Regional Geography			
PSY 201	General Psychology			
BIO 100	Biological Sciences			
PHS 100	Physical Sciences			
REL 201	Literature and Religion of the Old Testament			
REL 202	Literature and Religion of the New Testament			
MAT 103	College Algebra	MAT 110	College Algebra (in leu of MAT 155)	Accept
EDU 210	Health and Physical Education			
ART 101	Art Appreciation		Evaluate Humanities / Fine Arts course	
MUS 101	Music Appreciation		Evaluate Humanities / Fine Arts course	
CIS 101	Introduction to Computers	AOT 162	Basic Information Processing	Accept
FRS 100	Freshman Seminar		Waive if student has 24 hours; student will need one additional hour of electives	
SMS 200	Sophomore Seminar		Waive if student has 55 hours; student will need one additional hour of electives	
SPH 103	Voice and speech Improvement	SPC 205	Public Speaking	Accept
SPA/FRE 201	Intermediate Spanish or French I			
SPA/FRE 202	Intermediate Spanish or French II			
JRS 300	Junior Seminar			
BUS 375	Principles of Management			
BUS 380	Principles of Marketing			
BUS 385	Financial Accounting	ACC 111 and ACC 112	Accounting Concepts and Organizational Accounting	Accept

		or	or	
		ACC 101	Accounting Principles	Accept
BUS 390	Business Communications			
BUS 395	Statistics	BUS 240	Business Statistics	Accept
BUS 400	Business Law and Ethics			
BUS 405	Operations Management			
BUS 410	Managerial Accounting	ACC 115	Managerial Accounting	Accept
BUS 465	International Business Management	BUS 250	Introduction to International Business	Accept
BUS 470	Human Resource Management			
BUS 475	Managerial Finance			
BUS 480	Management Information Systems			
BUS 490	Organizational Behavior			
BUS 495	Business Policy			
BUS 497	Business Research			
ECO 301	Principles of Economics I	ECO 210	Macroeconomics	Accept
ECO 302	Principles of Economics II			Accept
	Electives (15 hours)	ACC 102	Accounting Principles II	Accept as Electives
		ACC 111	Accounting Concepts	Accept as Electives
		ACC 112	Organizational Accounting	Accept as Electives
		ACC 124	Individual Tax Procedures	Accept as Electives
		ACC 150	Payroll Accounting	Accept as Electives
		ACC 230	Cost Accounting I	Accept as Electives
		ACC 231	Cost Accounting II	Accept as Electives
		ACC 240	Computerized Accounting	Accept as Electives
		ACC 265	Not-For-Profit Accounting	Accept as Electives
		BUS 123	Business Law II	Accept as Electives
		MGT 280	Executive Development	Accept as Electives
		*	*General Elective	Accept as Electives

The general elective may transfer as a general education course or as a major course rather than as an elective, depending on the specific course selected.

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

FDTC		Morris College		Action
ENG 103	Fundamentals of Composition	ENG 101	English Composition I	Accept
ENG 104	Research and Composition			
ENG 202	Introduction to Literature		Evaluate Humanities/ Fine Arts course	
ENG 205	African American Literature			
HIS 104	World History			
HIS 106	African American History			
SOC 101/ GEO 201	Principles of Sociology or World Regional Geography			
PSY 201	General Psychology			

BIO 100	Biological Sciences			
PHS 100	Physical Sciences			
REL 201	Literature and Religion of the Old Testament			
REL 202	Literature and Religion of the New Testament			
MAT 103	College Algebra	MAT 110	College Algebra (in leu of MAT 155)	Accept
EDU 210	Health and Physical Education			
ART 101	Art Appreciation		Evaluate Humanities / Fine Arts course	
MUS 101	Music Appreciation		Evaluate Humanities / Fine Arts course	
CIS 101	Introduction to Computers	AOT 162	Basic Information Processing	Accept
FRS 100	Freshman Seminar		Waive if student has 24 hours; student will need one additional hour of electives	
SMS 200	Sophomore Seminar		Waive if student has 55 hours; student will need one additional hour of electives	
SPH 103	Voice and speech Improvement	SPC 205	Public Speaking	Accept
SPA/FRE 201	Intermediate Spanish or French I			
SPA/FRE 202	Intermediate Spanish or French II			
JRS 300	Junior Seminar			
BUS 375	Principles of Management	MGT 101	Principles of Management	Accept
BUS 380	Principles of Marketing	MKT 101	Marketing	Accept
BUS 385	Financial Accounting	ACC 111 **and** ACC 112	Accounting Concepts **and** Organizational Accounting	Accept
		or	or	
		ACC 101	Accounting Principles	Accept
BUS 390	Business Communications			
BUS 395	Statistics	BUS 240	Business Statistics	Accept
BUS 400	Business Law and Ethics			
BUS 405	Operations Management			
BUS 410	Managerial Accounting	ACC 115	Managerial Accounting	Accept
BUS 465	International Business Management	BUS 250	Introduction to International Business	Accept
BUS 470	Human Resource Management			
BUS 475	Managerial Finance			
BUS 480	Management Information Systems			
BUS 490	Organizational Behavior			
BUS 495	Business Policy			
BUS 497	Business Research			
ECO 301	Principles of Economics I			
ECO 302	Principles of Economics II	ECO 210	Macroeconomics	ECO 210 Macroeconomics will transfer as ECO 301
		or	or	

		ECO 211	Microeconomics	ECO 211 Microeconomics will transfer as ECO 302
	Electives (15 hours)	ACC 124	Accounting Principles II	Accept as Electives
		ACC 240	Computerized Accounting	Accept as Electives
		ACC 112	Organizational Accounting	Accept as Electives
		BUS 123	Business Law II	Accept as Electives
		BUS 268	Special Projects in Business	Accept as Electives
		ECO 301	Economic Concepts	Accept as Electives
		MGT 121	Small Business Operations	Accept as Electives
		MGT 240	Management Decision Making	Accept as Electives
		MGT 280	Executive Development	Accept as Electives
		MKT 240	Advertising	Accept as Electives
		MKT 250	Consumer Behavior	Accept as Electives
		*	*General Elective	Accept as Electives

The general elective may transfer as a general education course or as a major course rather than as an elective, depending on the specific course selected.

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

FDTC		Morris College		Action
ENG 103	Fundamentals of Composition	ENG 101	English Composition I	Accept
ENG 104	Research and Composition			
ENG 202	Introduction to Literature		Evaluate Humanities/Fine Arts course	
ENG 205	African American Literature			
HIS 104	World History			
HIS 106	African American History			
SOC 101/GEO 201	Principles of Sociology or World Regional Geography			
PSY 201	General Psychology			
BIO 100	Biological Sciences			
PHS 100	Physical Sciences			
REL 201	Literature and Religion of the Old Testament			
REL 202	Literature and Religion of the New Testament			
MAT 103	College Algebra	MAT 110	College Algebra (in leu of MAT 155)	Accept
EDU 210	Health and Physical Education			
ART 101	Art Appreciation		Evaluate Humanities / Fine Arts course	
MUS 101	Music Appreciation		Evaluate Humanities / Fine Arts course	
CIS 101	Introduction to Computers	AOT 162	Basic Information Processing	Accept
FRS 100	Freshman Seminar		Waive if student has 24 hours; student will need one additional hour of electives	
SMS 200	Sophomore Seminar		Waive if student has 55 hours; student will need one additional hour of electives	

SPH 103	Voice and speech Improvement	SPC 205	Public Speaking	Accept
SPA/FRE 201	Intermediate Spanish or French I			
SPA/FRE 202	Intermediate Spanish or French II			
JRS 300	Junior Seminar			
BUS 375	Principles of Management	MGT 101	Principles of Management	Accept
BUS 380	Principles of Marketing	MKT 101	Marketing	Accept
BUS 385	Financial Accounting	ACC 111 and ACC 112	Accounting Concepts and Organizational Accounting	Accept
		or	or	
		ACC 101	Accounting Principles	Accept
BUS 390	Business Communications			
BUS 395	Statistics	BUS 240	Business Statistics	Accept
BUS 400	Business Law and Ethics			
BUS 405	Operations Management			
BUS 410	Managerial Accounting	ACC 115	Managerial Accounting	Accept
BUS 465	International Business Management	BUS 250	Introduction to International Business	Accept
BUS 470	Human Resource Management			
BUS 475	Managerial Finance			
BUS 480	Management Information Systems			
BUS 490	Organizational Behavior			
BUS 495	Business Policy			
BUS 497	Business Research			
ECO 301	Principles of Economics I			
ECO 302	Principles of Economics II	ECO 210	Macroeconomics	ECO 210 Macroeconomics will transfer as ECO 301
		or	or	
		ECO 211	Microeconomics	ECO 211 Microeconomics will transfer as ECO 302
	Electives (15 hours)	ACC 124	Accounting Principles II	Accept as Electives
		ACC 240	Computerized Accounting	Accept as Electives
		ACC 112	Organizational Accounting	Accept as Electives
		BUS 123	Business Law II	Accept as Electives
		BUS 268	Special Projects in Business	Accept as Electives
		ECO 301	Economic Concepts	Accept as Electives
		MGT 121	Small Business Operations	Accept as Electives
		MGT 240	Management Decision Making	Accept as Electives
		MGT 280	Executive Development	Accept as Electives
		MKT 240	Advertising	Accept as Electives
		MKT 250	Consumer Behavior	Accept as Electives

		*	*General Elective	Accept as Electives

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 homepage 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 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

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

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*
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

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

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 homepage at http://www.che400.state.sc.us/

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

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	165	Statistics	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	261	Office Spreadsheet Applications	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	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
MGT	280	Executive Development	3	0	3
			30	0	30

Minimum Total Credit Hours: 60

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
MAT	165	Statistics	3	0	3
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	0	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
ENG	101	English Composition I	3	0	3
MGT	280	Executive Development	3	0	3
SPC	205	Public Speaking	3	0	3
			15	0	15

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	230	Cost Accounting I	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
			15	0	15

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ACC	102	Accounting Principles II	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
BUS	240	Business Statistics	3	0	3
			15	0	15

Minimum Total Credit Hours: 60

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

COURSE REQUIREMENTS

General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	165	Statistics	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
			12	0	12

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	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
			32	8	34

Minimum Total Credit Hours: 61

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	165	Statistics	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	210	Document Production	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
			12	0	12

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
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
			11	8	13

Minimum Total Credit Hours: 61

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

Course			Class	Lab	Credit
MAT	111	College Trigonometry	3	0	3
PHY	202	Physics II	3	3	4
		*CET students take CHM 101 in lieu of PHY 202.			
			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 -- History (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	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3

Group F -- Humanities and/or Social Sciences (20 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 G -- Elective Courses (12 to 15 semester hours)

Any course on the articulation agreement for transfer between South Carolina Universities and SC Technical Colleges (a.k.a. the state transfer list) plus the following courses. Students should take courses excluding those courses already used for another category.

Course			Class	Lab	Credit
ARV	123	Composition and Color **	3	0	3
BUS	123	Business Law II **	3	0	3
COL	103	College Skills **	3	0	3
CPT	170	Microcomputer Applications **	3	0	3
ENG	238	Creative Writing **	3	0	3
HIS	115	African-American History **	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
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
REL	103	Comparative Religion**	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: 61

ASSOCIATE IN ARTS - LEADERSHIP AND MANAGEMENT PROGRAM OF STUDY

DEGREE: Associate in Arts

Students in the Associate in Arts degree program take classes on line and 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, MGT

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.

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

Mathematics (6 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

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	230	Women in Literature	3	0	3

Humanities and/or Social Sciences (15 semester hours)

PHI 110 and SOC 101 are required courses for the Leadership and Management Program of Study.* 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
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	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	110	Ethics	3	0	3
PSC	201	American Government	3	0	3
PSC	215	State and Local Government	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
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4

Leadership and Management (18 semester hours)

Course			Class	Lab	Credit
MGT	101	Principles of Management**	3	0	3
MGT	150	Fundamentals of Supervision**	3	0	3
MGT	240	Management Decision Making**	3	0	3
MGT	250	Situational Supervision**	3	0	3
MGT	255	Organizational Behavior**	3	0	3
MGT	260	Leadership Fundamentals**	3	0	3

Elective Courses (6 semester hours)

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

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	230	Women in Literature	3	0	3
ENG	238	Creative Writing**	3	0	3
ENG	260	Advanced Technology Communication	3	0	3
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

** 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: 60

ASSOCIATE IN ARTS - ROBOTICS PRODUCTION TECHNOLOGY PROGRAM OF STUDY

DEGREE: Associate in Arts

Students in the Associate in Arts degree program take classes on line and 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: AMT, EET, EGR, ENG 101, ENG 102, IET

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.

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

Mathematics (6 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

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	230	Women in Literature	3	0	3

Humanities and Social Sciences (15 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
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	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	110	Ethics	3	0	3
PSC	201	American Government	3	0	3
PSC	215	State and Local Government	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
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4

Robotics Production Technician (24 semester hours)

Course			Class	Lab	Credit
AMT	106	Manufacturing Workplace Skills**	3	0	3
AMT	155	Principles of Maintenance**	3	0	3
AMT	160	Principles of Quality and Continuous Improvement**	3	0	3
AMT	161	Computer Systems and Sensors**	2	3	3
AMT	220	Concepts of Lean Manufacturing**	3	0	3

			Class	Lab	Credit
EET	275	Intro to Robotics Manufacturing Technology**	2	3	3
EGR	175	Manufacturing Processes**	3	0	3
IET	223	Industrial Safety **	3	0	3

Elective Courses (6 semester hours)

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

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	230	Women in Literature	3	0	3
ENG	238	Creative Writing**	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
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: 66

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
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
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
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4
THE	101	Introduction to Theatre	3	0	3
REL	103	Comparative Religion **	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

Course			Class	Lab	Credit
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 (12 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
REL	103	Comparative Religion **	3	0	3
SPA	201	Intermediate Spanish I	3	0	3
SPA	202	Intermediate Spanish II	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

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	3	0	3
		*Serves as Humanities/Fine Arts Elective.			
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
WLD	145	Field Welding (AUT Students)	1	3	2
			23	59	41

Minimum Total Credit Hours: 79

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
ECO	201	Economic Concepts	3	0	3
			7	12	11

Minimum Total Credit Hours: 79

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
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	31

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 OR	3	0	3
EGR	120	Engineering Computer Applications	3	0	3
WLD	145	Field Welding (AUT Students)	1	3	2
			20	45	35

Minimum Total Credit Hours: 81

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 OR	3	0	3
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
DHM	151	Drive Trains	2	6	4
			2	6	4

Minimum Total Credit Hours: 81

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 - NETWORK SYSTEMS MANAGEMENT

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

The Network 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.

NOTE: If students place in developmental courses, they must complete CPT 104.

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	3	0	3
IST	202	CISCO Router Configuration	3	0	3
IST	203	Advanced Cisco Router Configuration	3	0	3
IST	204	CISCO Troubleshooting	3	0	3
			18	0	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	3	0	3
CPT	285	PC Hardware Concepts	3	0	3
IST	209	Fundamentals of Wireless LANs	3	0	3
IST	257	LAN Network Server Technologies	3	0	3
IST	291	Fundamentals of Network Security I	3	0	3
IST	295	Fundamentals of Voice Over IP	3	0	3
CPT	186	Visual Basic.NET	3	0	3
		OR			
IST	227	Internet Operations & Management	3	0	3
		OR			
IST	290	Special Topics in Information Sciences	3	0	3
			27	0	27

Minimum Total Credit Hours: 63

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

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

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	168	Programming Logic And Design	3	0	3
CPT	257	Operating Systems	3	0	3
IST	202	CISCO Router Configuration	3	0	3
MAT	120	Probability And Statistics	3	0	3
			12	0	12

SEMESTER 3 (Summer)

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

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
CPT	242	Database	3	0	3
IST	204	CISCO Troubleshooting	3	0	3
IST	209	Fundamentals of Wireless LANs	3	0	3
CPT	186	Visual Basic.NET	3	0	3
		OR			
IST	227	Internet Operations & Management	3	0	3
		OR			
IST	290	Special Topics in Information Sciences	3	0	3
			12	0	12

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
CPT	240	Internet Programming With Databases	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
IST	150	Project Management Essentials for IT Professionals	3	0	3

Course			Class	Lab	Credit
IST	291	Fundamentals of Network Security I	3	0	3
IST	295	Fundamentals of Voice Over IP	3	0	3
			15	0	15

Minimum Total Credit Hours: 63

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 210, ENG 101, PSY 201, MAT 165

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 - Minimum fifteen hours of observation in a dental office preferably with a RDH, or experience working in a dental office

4. Minimum Cumulative GPA of 2.5

5. Current CPR Certification by American Heart Association or American Red Cross

6. Hepatitis B Immunization, Signed Informed Refusal or Titer

7. MMR Immunization or Titer

8. Chicken Pox Vaccination or Titer

9. One-Stepped 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.

13. Applications available on FDTC.edu website March 1st for Fall admission.

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, 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 AAS.DHG 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 AAS.DHG curriculum: BIO 211 (1st semester), CHM 105 (2ND semester), BIO 115 (3rd semester), SOC 101 (5th semester), Humanities/Fine Arts Elective (5th semester).

COURSE REQUIREMENTS

Prerequisites:

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	165	Statistics	3	0	3
PSY	201	General Psychology	3	0	3
			12	3	13

General Education Courses

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
SOC	101	Introduction to Sociology	3	0	3
SPC	205	Public Speaking	3	0	3
			9	3	10

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	242	Integrated Dental Hygiene II	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	39	26

Minimum Total Credit Hours: 81

SEMESTER CURRICULUM

To be completed before the final semester of study.

Course			Class	Lab	Credit
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	165	Statistics	3	0	3
PSY	201	General Psychology	3	0	3
			12	3	13

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AHS	113	Head And Neck Anatomy	0	3	1
BIO	211	Anatomy And Physiology II	3	3	4
DHG	125	Tooth Morphology & Histology	1	3	2
DHG	154	Preclinical Dental Hygiene	2	6	4
SPC	205	Public Speaking	3	0	3
			9	15	14

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
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
			9	15	14

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
DHG	241	Integrated Dental Hygiene I	0	3	1
			8	15	13

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
			6	18	12

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
DHG	230	Public Health Dentistry	3	0	3
DHG	242	Integrated Dental Hygiene II	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: 81

DIESEL TECHNOLOGY - CATERPILLAR DEALER SERVICE TECHNICIAN PROGRAM DEGREE

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. 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

Course			Class	Lab	Credit
CWE	124	Cooperative Work Experience II *Internship #2	0	20	4
CWE	214	Cooperative Work Experience III *Internship #3	0	20	4
CWE	224	Cooperative Work Experience IV *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 III *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 IV *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

ELECTRONICS ENGINEERING TECHNOLOGY

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
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	6	14

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	201	Physics I	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
PHY	202	Physics II	3	3	4
			9	9	12

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

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 specialties to meet the needs of employees who have a variety of job responsibilities. The student and the academic advisor work together 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 OR	Ensure Computer Competence	0	0	0
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

HEALTH INFORMATION MANAGEMENT

DEGREE: Associate in Health Science

To provide quality HIM graduates in response to the educational, economic, and area health care delivery system needs.

HIM specialists assemble patient's health information by ensuring all forms are properly signed and completed per hospital policy, regulatory and accrediting body organizations. They regularly communicate with physicians and other healthcare professionals to clarify information regarding diagnoses so they may code and bill correctly. HIM specialists use computer programs to tabulate and analyze data to help improve patient care, costs, for legal actions, in response to surveys, and for use in research studies. This is one of the few positions in healthcare that require little or no direct patient contact. HIM specialists may be employed by the HIM department of any healthcare facility as well as by cancer registry, utilization review, and quality improvement departments.

According to the Bureau of Labor and Statistics 2005 Occupational Outlook Handbook, the median annual earnings income is about $25,000. According to salary.com, for the Pee Dee area, the median salary is $43,148 annually. The projected job growth rate for HIM is 36% over the next decade.

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Avenue Suite 2150
Chicago, IL 60601-5800
312-233-1131

PREREQUISITES FOR ENTRANCE

Required Courses

High School: Algebra I, 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. Hepatitis B immunization, Signed Informed Refusal or Titer
4. MMR Immunization, Signed Informed Refusal or Titer
5. Chicken Pox Vaccination or Titer
6. Two-Step PPD / Chest X-Ray
7. 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: ALL
3. Curriculum Completion Requirement - 24 months

COURSE REQUIREMENTS

Course			Class	Lab	Credit
HIM	103	introduction to Health Information Management & Coding	3	0	3
HIM	115	Medical Reports & The Law	2	0	2
HIM	140	Current Procedural Terminology I	3	0	3
SPC	205	Public Speaking	3	0	3
			12	0	11

General Education Courses

Course			Class	Lab	Credit
BIO	210	Anatomy and Physiology I	3	3	4
	OR				
BIO	112	Basic Anatomy and Physiology	3	3	4
BIO	211	Anatomy and Physiology II	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	6	20

Required Major Core Courses

Course			Class	Lab	Credit
HIM	110	Health Information Science I *Taught First 10-weeks	2	3	3
HIM	120	Health Information Science II *Taught First 5-Weeks	2	3	3
HIM	130	Billing and Reimbursement	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	163	Supervised Clinical Practice I *Taught Last 5-Weeks	0	9	3
HIM	164	Supervised Clinical Practice II *Taught Last 5-Weeks	0	9	3
HIM	216	Coding and Classification I	2	3	3
HIM	225	Coding and Classification II *Taught First 5-Weeks	2	3	3
HIM	265	Supervisory Principles	2	3	3
HIM	266	Computers in Health Care *Taught First 10-Weeks	2	3	3
			18	36	30

Other Hours Required for Graduation

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
			3	0	3

Minimum Total Credit Hours: 64

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
	OR				
BIO	112	Basic Anatomy and Physiology	3	3	4
ENG	101	English Composition I	3	0	3
HIM	103	introduction to Health Information Management & Coding	3	0	3
			12	3	13

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
BIO	211	Anatomy and Physiology II	3	3	4
HIM	103	introduction to Health Information Management & Coding	3	0	3
MAT	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
			12	3	13

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
HIM	110	Health Information Science I *Taught First 10-weeks	2	3	3
HIM	115	Medical Reports & The Law	2	0	2
HIM	130	Billing and Reimbursement	3	0	3
HIM	163	Supervised Clinical Practice I *Taught Last 5-Weeks	0	9	3
HIM	266	Computers in Health Care *Taught First 10-Weeks	2	3	3
			9	15	14

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
HIM	135	Medical Pathology	3	0	3
HIM	140	Current Procedural Terminology I	3	0	3
HIM	216	Coding and Classification I	2	3	3
HIM	265	Supervisory Principles	2	3	3
			9	9	12

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
HIM	120	Health Information Science II *Taught First 5-Weeks	2	3	3
HIM	164	Supervised Clinical Practice II *Taught Last 5-Weeks	0	9	3
HIM	225	Coding and Classification II *Taught First 5-Weeks	2	3	3
			4	15	9

Minimum Total Credit Hours: 64

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 accredited by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
3337 Duke Street
Alexandria, VA 22314

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

8. High School Diploma or GED

9. Minimum Cumulative GPA of 2.0

ACADEMIC REQUIREMENTS

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

5. Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC

6. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

7. 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 accredited by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
3337 Duke Street
Alexandria, VA 22314

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.

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ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

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Council for Standards in Human Service Education
3337 Duke Street
Alexandria, VA 22314

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 OR	Contemporary Mathematics	3	0	3
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 accredited by Council for Standards in Human Service Education (http://www.cshse.org).

Council for Standards in Human Service Education
3337 Duke Street
Alexandria, VA 22314

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 OR	3	0	3
MAT	110	College Algebra	3	0	3

Course			Class	Lab	Credit
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 OR	3	0	3
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

			Class	Lab	Credit
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	3	0	3
		*Serves as Humanities/Fine Arts Elective			
MAT	140	Algebra, Geometry, and Trigonometry 1	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	3	0	3
		*Students are strongly encouraged to take CPT 170.			

			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	120	Basic Air Conditioning	3	3	4
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			11	12	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACR	106	Basic Electricity for HVAC/R	3	3	4
ACR	107	Wiring Diagrams	2	0	2
ACR	110	Heating Fundamentals	3	6	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	3	0	3
		*Students are strongly encouraged to take CPT 170.			
			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	3	0	3
		*Serves as Humanities/Fine Arts Elective			
			4	23	9

Minimum Total Credit Hours: 77

INDUSTRIAL MAINTENANCE TECHNOLOGY

DEGREE: Degree in Applied Science with a major in Industrial Maintenance

This degree provides students with fundamental mechanical skills associated with entry-level maintenance positions in manufacturing settings.

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. Does Not Require High School Diploma or GED (<u>NOTE</u>: 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.

COURSE REQUIREMENTS

General Education Courses

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
ECO	201	Economics Concepts	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
EGR	120	Engineering Computer Applications	3	0	3
HSS	205	Technology and Society	3	0	3
			18	0	18

Required Major Core Courses

Course			Class	Lab	Credit
IMT	131	Hydraulics & Pneumatics	3	3	4
IMT	140	Industrial Electricity	3	6	5
IMT	141	Electrical Control Devices	3	6	5
IMT	161	Mechanical Power Applications	3	3	4
IMT	210	Basic Industrial Skills I	2	3	3
IMT	211	Basic Industrial Skills II	2	3	3
IMT	212	Electrical Theory	2	3	3
IMT	214	Industrial Writing	1	6	3
			19	33	30

Other Hours Required for Graduation

Course			Class	Lab	Credit
WLD	142	Maintenance Welding(E-Met Students)	2	3	3
MTT	101	Introduction to Machine Tool	1	3	2
IMT	233	Programmable Logic Controllers	2	3	3
IMT	202	Electrical Troubleshooting	2	6	4
IMT	203	Mechanical Troubleshooting	2	6	4
XXX	XXX	Elective: General	3	0	3
			12	21	19

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
IMT	210	Basic Industrial Skills I	2	3	3
IMT	212	Electrical Theory	2	3	3
EGR	120	Economics Concepts	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			10	6	12

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
IMT	211	Basic Industrial Skills II	2	3	3
IMT	140	Industrial Electricity	3	6	5
WLD	142	Maintenance Welding(E-Met Students)	2	3	3
ENG	160	Technical Writing	3	0	3
			10	12	14

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
IMT	214	Industrial Writing	1	6	3
IMT	202	Electrical Troubleshooting	2	6	4
PSY	103	Human Relations	3	0	3
MTT	101	Introduction to Machine Tool	1	3	2
			7	15	12

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
IMT	141	Electrical Control Devices	3	6	5
IMT	161	Mechanical Power Applications	3	3	4
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: General	3	0	3
			12	9	15

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
IMT	233	Programmable Logic Controllers	2	3	3
IMT	131	Hydraulics & Pneumatics	3	3	4
IMT	203	Mechanical Troubleshooting	2	6	4
HSS	205	Technology and Society	3	0	3
			10	12	14

Minimum Total Credit Hours: 67

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. 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 blue-prints 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 opportunities 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.

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester.

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	105	Machine Tool Math	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
MTT	205	Tool & Die Math Applications	3	0	3
MTT	255	CNC Programming II	2	3	3
			13	42	27

Other Hours Required for Graduation

Course			Class	Lab	Credit
MTT	141	Metal & Heat Treatment	3	0	3
MTT	211	Die Theory	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
MTT	250	Principles of CNC	3	0	3
MTT	251	CNC Operations	2	3	3

Course			Class	Lab	Credit
MTT	252	CNC Setup and Operations	2	6	4
MTT	253	CNC Programming & Operations	0	9	3
MTT	254	CNC Programming	0	9	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			20	30	30

Minimum Total Credit Hours: 66

SEMESTER CURRICULUM

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

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory & Practice I	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
			9	15	14

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	141	Metals and Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
			8	15	13

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	250	Principles of CNC	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			10	12	14

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
MTT	205	Tool & Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	253	CNC Programming & Operations	0	9	3
			8	12	12

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MTT	252	CNC Setup and Operations	2	6	4
MTT	254	CNC Programming I	0	9	3
MTT	255	CNC Programming II	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			7	18	13

Minimum Total Credit Hours: 66

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: MGT

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	165	Statistics	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	261	Office Spreadsheet Application	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
BAF	101	Personal Finance	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	240	Management Decision Making	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
			30	0	30

Minimum Total Credit Hours: 60

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	0	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3
ENG	101	English Composition I	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	0	15

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	115	Managerial Accounting	3	0	3
BAF	101	Personal Finance	3	0	3
MAT	165	Statistics	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
BUS	240	Business Statistics	3	0	3
MGT	240	Management Decision Making	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
			15	0	15

Minimum Total Credit Hours: 60

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

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	165	Statistics	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
BUS	123	Business Law II	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			12	0	12

Other Hours Required for Graduation

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
BAF	101	Personal Finance	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	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			33	0	33

Minimum Total Credit Hours: 60

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	0	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
ENG	101	English Composition I	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	0	15

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
ACC	150	Individual Tax Procedures	3	0	3
BAF	101	Personal Finance	3	0	3
MAT	165	Statistics	3	0	3
MKT	120	Sales Principles	3	0	3
SPC	205	Public Speaking	3	0	3
			15	0	15

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
BUS	240	Business Statistics	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			15	0	15

Minimum Total Credit Hours: 60

MECHANICAL ENGINEERING TECHNOLOGY - MECHANICAL PROGRAM OF STUDY

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

This program uses classroom and laboratory experiences to prepare graduates to work as engineering technicians and related engineering technology positions in various industries and production facilities. The intent is broad-based education that gives the student a number of career choices.

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: MET

COURSE REQUIREMENTS

General Education Courses

Course			Class	Lab	Credit
CHM	110	College Chemistry I	3	3	4
ENG	101	English Composition I	3	0	3
ENG	260	Adv. Technical Communications	3	0	3
MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social Behavioral Sciences	3	0	3
			24	6	26

Required Major Core Courses

Course			Class	Lab	Credit
EGR	194	Statics & Strength of Materials	3	3	4
EGT	252	Advanced CAD	2	3	3
EGR	170	Engineering Materials	2	3	3
EGR	120	Computer Applications	3	0	3
EGT	106	Print Reading & Sketching	3	0	3
			13	9	16

Other Hours Required for Graduation

Course			Class	Lab	Credit
MET	213	Dynamics	3	0	3
MET	216	Mechanics of Fluid Systems	2	3	3
MET	224	Hydraulics & Pneumatics	2	3	3
MET	226	Applied Heat Principles	3	3	4
MET	231	Machine Design	3	3	4
MET	240	Mechanical Senior Project	0	3	1
NET	113	Nuclear Physics	2	3	3
NET	130	Radiological Protection	3	0	3
EET	103	Introduction to Electronics	2	3	3
EEM	251	Programmable Logic Controllers	2	3	3
			22	24	30

Minimum Total Credit Hours: 72

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	101	English Composition	3	0	3
MAT	110	College Algebra	3	0	3
EGT	106	Print Reading & Sketching	3	0	3
EGR	120	Computer Applications	3	0	3
XXX	XXX	Elective: Social Behavior Sciences	3	0	3
			15	0	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MAT	120	Probability & Statistics	3	0	3
CHM	110	College Chemistry I	3	3	4
NET	130	Radiological Protection	3	0	3
XXX	XXX	Elective: Humanities	3	0	3
			12	3	13

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
PHY	201	Physics I	3	3	4
ENG	260	Advanced Technical Communications	3	0	3
EET	103	Introduction to Electronics	2	3	3
EGR	194	Statics & Strength of Materials	3	3	4
			11	9	14

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EGR	170	Engineering Materials	2	3	3
MET	216	Mechanics of Fluid Systems	2	3	3
MET	213	Dynamics	3	0	3
NET	113	Nuclear Physics	2	3	3
EGT	252	Advanced CAD	2	3	3
			11	12	15

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MET	224	Hydraulics & Pneumatics	2	3	3
MET	226	Applied Heat Principles	3	3	4
MET	240	Mechanical Senior Project	0	3	1
MET	231	Machine Design	3	3	4
EEM	251	Programmable Logic Controllers	2	3	3
			10	15	15

Minimum Total Credit Hours: 72

MECHANICAL ENGINEERING TECHNOLOGY - NUCLEAR PROGRAM OF STUDY

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

This program uses classroom and laboratory experiences to prepare graduates to work as engineering technicians and related engineering technology positions in industries relating to nuclear power generation

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: NET

COURSE REQUIREMENTS

General Education Courses

Course			Class	Lab	Credit
CHM	110	College Chemistry I	3	3	4
ENG	101	English Composition I	3	0	3
ENG	260	Adv. Technical Communications	3	0	3
MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social Behavioral Sciences	3	0	3
			24	6	26

Required Major Core Courses

Course			Class	Lab	Credit
EGR	120	Engineering Computer Applications	3	0	3
EGR	170	Engineering Materials	2	3	3
EGT	106	Print Reading & Sketching	3	0	3
NET	113	Nuclear Physics	2	3	3
NET	130	Radiological Protection	3	0	3
NET	230	Nuclear Plant Chemistry	2	3	3
			15	9	18

Other Hours Required for Graduation

Course			Class	Lab	Credit
EET	103	Introduction to Electronics	2	3	3
MET	216	Fluid Mechanics	2	3	3
MET	224	Hydraulics & Pneumatics	2	3	3
MET	226	Applied Heat Principles	3	3	4
MET	240	Mechanical Senior Project	0	3	1
NET	112	Nuclear Power Plant Components	3	0	3
NET	215	Nuclear Reactor Physics	2	3	3
NET	237	Nuclear Reactor Safety	2	0	2
NET	240	Nuclear Primary & Secondary Systems	3	0	3
			21	21	28

Minimum Total Credit Hours: 72

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EGR	120	Computer Applications	3	0	3
EGT	106	Print Reading & Sketching	3	0	3
ENG	101	English Composition	3	0	3
MAT	110	College Algebra	3	0	3
NET	112	Nuclear Power Plant Components	3	0	3
			15	0	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CHM	110	College Chemistry I	3	3	4
MAT	120	Probability & Statistics	3	0	3
NET	130	Radiological Protection	3	0	3
XXX	XXX	Elective: Humanities	3	0	3
			12	3	13

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
EET	103	Intro to Electronics	2	3	3
ENG	260	Advanced Technical Communications	3	0	3
NET	122	Nuclear Electrical Sciences	2	3	3
NET	237	Nuclear Reactor Safety	2	0	2
PHY	201	Physics I	3	3	4
			12	9	15

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
EGR	170	Engineering Materials	2	3	3
MET	216	Mechanics of Fluid Systems	2	3	3
NET	113	Nuclear Physics	2	3	3
NET	230	Nuclear Plant Chemistry	2	3	3
NET	240	Nuclear Primary & Secondary Systems	3	0	3
			11	12	15

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MET	224	Hydraulics & Pneumatics	2	3	3
MET	226	Applied Heat Principles	3	3	4
MET	240	Mechanical Senior Project	0	3	1
NET	215	Nuclear Reactor Physics	2	3	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
			10	12	14

Minimum Total Credit Hours: 72

MEDICAL LABORATORY TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Cnology

Medical Laboratory Technicians perform laboratory tests to obtain data that will be used by physicians and other medical staff 70% of the time 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 personnel work in hospital laboratories in the specialized 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's in South Carolina have a 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. Minimum Cumulative GPA of 2.0

4. Current CPR Certification by American Heart Association or American Red Cross

5. Hepatitis B Immunization, Signed Informed Refusal or Titer

6. MMR Immunization or Titer

7. Chicken Pox Vaccination or Titer

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: MLT

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 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	112	Basic Anatomy And Physiology	3	3	4
CHM	105	General Organic And Biochemistry	3	3	4
ENG	101	English Composition I	3	0	3
MAT	165	Statistics	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
MLT	102	Medical Lab Fundamentals	2	3	3
MLT	104	Basic Medical Microbiology	1	3	2
MLT	105	Medical Microbiology	3	3	4

Course			Class	Lab	Credit
MLT	108	Urinalysis & Body Fluids	2	3	3
MLT	115	Immunology	2	3	3
MLT	120	Immunohematology	3	3	4
MLT	131	Clinical Chemistry	2	3	3
			15	21	22

Other Hours Required for Graduation

Course			Class	Lab	Credit
MLT	210	Advanced Hematology	3	3	4
MLT	240	Integrated Lab Concepts	1	9	4
MLT	241	Medical Lab Transition	0	9	3
MLT	242	Survey in Medical Laboratory Technology	0	15	5
MLT	251	Clinical Experience I	1	12	5
MLT	252	Clinical Experience II	1	12	5
			6	60	26

Minimum Total Credit Hours: 68

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BIO	112	General Anatomy And Physiology	3	3	4
CHM	105	General Organic And Biochemistry	3	3	4
MLT	102	Fundamentals of Medical Laboratory Technology	2	3	3
MLT	115	Immunology	2	3	3
			10	12	14

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MAT	165	Statistics	3	0	3
MLT	104	Basic Microbiology	1	3	2
MLT	210	Advanced Hematology	3	3	4
			10	6	12

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
PSY	201	General Psychology	3	0	3
MLT	131	Clinical Chemistry	2	3	3
			5	3	6

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
MLT	105	Medical Microbiology	3	3	4
MLT	108	Urinalysis & Body Fluids	2	3	3
MLT	120	Immunohematology	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			11	9	14

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MLT	240	Integrated Laboratory Concepts	1	9	4
MLT	241	Medical Lab Transition	0	9	3
MLT	242	Survey in Medical Laboratory Technology	0	15	5
			1	33	12

SEMESTER 6 (Summer)

Course			Class	Lab	Credit
MLT	251	Clinical Experience I	1	12	5
MLT	252	Clinical Experience II	1	12	5
			2	24	10

Minimum Total Credit Hours: 68

NURSING

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 $58,940 (May 2012).

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Accreditation Commision for Education in Nursing, Inc. (http://www.acenursing.org).

Accreditation Commission for Education in Nursing, INC.
3343 Peachtree Road NE
Suite 850
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.gov/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
803.896.4300

NOTE: The LLR Board of Nursing may deny licensure to graduates of nursing programs based on evidence of unlawful acts, incompetence, unprofessional conduct, or other misconduct. Background checks and drug screening will be requested prior to nursing clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude a student from eligibility for entering the clinical and from applying to take the NCLEX exam.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

ADN Program Pre-Application Requirements

1. Complete a Florence-Darlington College Admission Application

2. Attend a Nursing Career Talk

3. An official copy of the applicant's high school transcript/GED and official transcripts from colleges or universities previously attended recieved in Registrar's Office. High school ecredentials are required unless applicant has earned12 college credits or received an Associate in Arts/Science or Bachelor's degree or higher from a regionally accredited institution.

4. Must have a Program GPA of 2.5 or higher to qualify for admission. There is no rounding of GPA scores.

5. Take the TEAS Test and make a Score of Proficient or above

6. There is a two year waiting period beginning with the last NUR/PHM course taken if unsuccessful in a nursing program.

7. BIO courses must be taken within 5 years of the applicatiojn

Other Requirements

1. Departmental Approval

2. Current CPR Certification by American Heart Association or American Red Cross.

3. Hepatitis B Immunization, Signed Informed Refusal or Titer

4. MMR Immunization or Titer

5. Chicken Pox Vaccination or Titer

6. Two-Step PPD/Chest X-Ray

7. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

8. Recent Photograph - Photograph will not be returned.

9. Satisfactory Background Check and Drug Screen

ACADEMIC REQUIREMENTS

1. A grade of "C" or better is required on all courses in the nursing curriculum.

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. A 2 Step PPD is required upon entrance to the Nursing Curriculum and maintain yearly with a 1 step.

5. Curriculum Completion Requirement - 36 months

6. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.

7. Dismissal Policy: A student who receives a grade below "C" for any three or more NUR/PHM courses will be dismissed from the program.

8. Reentry Policy: There is a 2 year waiting period beginning with the last NUR/PHM course taken.

9. Satisfactory Background Check and Drug Screen.

COURSE REQUIREMENTS

Prerequisites:

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
			12	3	13

General Education Courses

Course			Class	Lab	Credit
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			3	0	3

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

FALL ADMISSION SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course			Class	Lab	Credit
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
BIO	210	Anatomy & Physiology	3	3	4
			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

SPRING ADMISSION SEMESTER CURRICULUM

SEMESTER 1 (SPRING)

Course			Class	Lab	Credit
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
BIO	210	Anatomy & Physiology	3	3	4
			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 (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
			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 $58,940 (May 2012).

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Accreditation Commision for Education in Nursing, Inc. (http://www.acenursing.org).

Accreditation Commission for Education in Nursing, INC.
3343 Peachtree Road NE
Suite 850
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.gov/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
803.896.4300

NOTE: The LLR Board of Nursing may deny licensure to graduates of nursing programs based on evidence of unlawful acts, incompetence, unprofessional conduct, or other misconduct. Background checks and drug screening will be requested prior to nursing clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude a student from eligibility for entering the clinical and from applying to take the NCLEX exam.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

LPN to ADN Transition Pre-Application Requirements

8. Complete a Florence-Darlington College Admission Application

9. Attend a Nursing Career Talk

10. An official copy of the applicant's high school transcript/GED and official transcripts from colleges or universities previously attended recieved in Registrar's Office. High school ecredentials are required unless applicant has earned12 college credits or received an Associate in Arts/Science or Bachelor's degree or higher from a regionally accredited institution.

11. Must have a Program GPA of 2.5 or higher to qualify for admission. There is no rounding of GPA scores.

12. Completion of pre-requisites: BIO 210, MAT 110, ENG 101, BIO 211, and PSY 201 with a grade of "C" or better.

13. There is a two year waiting period beginning with the last NUR/PHM course taken if unsuccessful in a nursing program.

14. Licensed as an LPN in South Carolina without disciplinary action

Other Requirements

1. Departmental Approval

2. Current CPR Certification by American Heart Association or American Red Cross

3. Hepatitis B Immunization, Signed Informed Refusal or Titer

4. MMR Immunization or Titer

5. Chicken Pox Vaccination or Titer

6. Two-Step PPD/Chest X-Ray

7. Medical Examination - Forms are provided by the college and should be current (within one year) to complete.

8. Recent Photograph - Photograph will not be returned

9. Satisfactory Background Check and Drug Screen

ACADEMIC REQUIREMENTS

1. A grade of "C" or better is required on all courses in the nursing curriculum.

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. A 2 Step PPD is required upon entrance to the Nursing Curriculum and maintain yearly with a 1 step.

5. Curriculum Completion Requirement - 24 months (NOTE: The Associate Dean of Nursing must approve part-time sequence.)

6. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.

7. Dismissal Policy: A student who receives a grade below "C" for any two or more NUR/PHM courses will be dismissed from the program.

8. Reentry Policy: There is a 2 year waiting period beginning with the last NUNR/PHM course taken.

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	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	39	31

Minimum Total Credit Hours: 31

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
NUR	201	Transitional	2	3	3
PHM	115	Drug Classification I	2	0	2
			4	3	5

SEMESTER 2 (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
			8	18	14

SEMESTER 3 (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
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			6	18	12

Minimum Total Credit Hours: 31

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

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	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	214	Property Law	3	0	3
LEG	222	Constitutional Law	3	0	3
LEG	230	Legal Writing	3	0	3
LEG	232	Law Office Management	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	240	Claims Investigation	3	0	3
		*LEG 201 is Prerequisite for LEG 240.			
	OR				
LEG	216	Administrative Law	3	0	3
LEG	242	Law Practice Workshop	1	8	3
		*Must be a 2nd-year LEG student with a 2.0 GPA			
LEG	244	Special Projects For Paralegals	1	8	3
		*Must be a 2nd-year LEG student with a 2.0 GPA			
			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	132	Legal Bibliography	3	0	3
LEG	135	Introduction To Law And Ethics	3	0	3
LEG	222	Constitutional Law	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	3	0	3
		*LEG 201 is Prerequisite for LEG 240.			
	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	214	Property Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	242	Law Practice Workshop	1	8	3
		*Must be a 2nd-year LEG student with a 2.0 GPA			
			13	8	15

SEMESTER 5 (Spring)

Course			Class	Lab	Credit
LEG	232	Law Office Management	3	0	3
LEG	244	Special Projects For Paralegals	1	8	3
		*Must be a 2nd-year LEG student with a 2.0 GPA			
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	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	214	Property Law	3	0	3
LEG	222	Constitutional Law	3	0	3
LEG	230	Legal Writing	3	0	3
LEG	232	Law Office Management	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	240	Claims Investigation OR	3	0	3
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	132	Legal Bibliography	3	0	3
LEG	135	Introduction To Law And Ethics	3	0	3
LEG	222	Constitutional Law	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	214	Property Law	3	0	3
LEG	231	Criminal Law	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 OR	3	0	3
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.

The Physical Therapist Assistant curriculum is arranged as a One-Plus-One program. Phase I courses, qualified students are eligible to apply to Phase II, which covers academic and clinical physical therapist assistant coursework. This phase may be completed full-time over 4 successive semesters or via an Extended Track option over 6 semesters. Clinical course assignments during Phase II may require students to travel and arrange temporary accommodations away from home. Graduates of this program must pass a national licensure 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 - Attendance at Career Talk is required within first semester of 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, Signed Informed Refusal or Titer

6. MMR Immunization or Titer

7. Chicken Pox Vaccination or Titer

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
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	270	Special Topics in Physical Therapy	3	0	3
SPC	205	Public Speaking	3	0	3
			26	12	30

Minimum Total Credit Hours: 78

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
			15	3	16

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 (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	234	Clinical Education I	0	9	3
PTH	270	Special Topics in Physical Therapy	3	0	3
			10	15	15

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	274	Clinical Education III	0	15	5
			0	30	10

Minimum Total Credit Hours: 78

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: BIO 210, BIO 211, MAT 110

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. Minimum Cumulative GPA of 2.0

4. Current CPR Certification by American Heart Association or American Red Cross

5. Hepatitis B Immunization, Signed Informed Refusal or Titer

6. MMR Immunization or Titer

7. Chicken Pox Vaccination or Titer

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	3	0	3
		*Both ENG 101 & SPC 205 may be substituted for ENG 160.			
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	2F	0	2
RAD	130	Radiographic Procedures I	2	3	3
RAD	136	Radiographic Procedures II	2	3	3
RAD	153	Applied Radiography I	0	9	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
			15	87	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	0	9	3
			13	12	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 Web site, the median annual income for respiratory therapists was approximately $55,870 for 2012. Employment of respiratory therapists is expected to grow by 19% (faster than average) through the year 2022, 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.

Applications are accepted March 1 – Last Business day of March. All prerequisites must be completed by the end of the Spring Semester in which you apply. Respiratory Care application, entrance map, and advising worksheets may be downloaded or printed at http://www.fdtc.edu/academics/programs/catalog/forms/default.asp.

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Commission on Accreditation for Respiratory Care (http://www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
817.283.2835

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. Minimum Cumulative GPA of 2.0
4. Hepatitis B Immunization, Signed Informed Refusal or Titer
5. MMR Immunization or Titer
6. Chicken Pox Vaccination or Titer
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.
9. 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

Prerequisites:

Course			Class	Lab	Credit
BIO	112	Basic Anatomy And Physiology *BIO 210 & 211 may be substituted for BIO 112.	3	3	4
MAT	110	College Algebra	3	0	3
PHS	101	Physical Science I	3	3	4
			9	6	11

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: 83

SEMESTER CURRICULUM

To be completed before the final semester of study.

Course			Class	Lab	Credit
BIO	112	Basic Anatomy And Physiology *BIO 210 & 211 may be substituted for BIO 112.	3	3	4
MAT	110	College Algebra	3	0	3
PHS	101	Physical Science I	3	3	4
			9	6	11

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: 83

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.

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

COURSE REQUIREMENTS

General Education Courses

Course			Class	Lab	Credit

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	160	Math for Business & 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
			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	261	Office Spreadsheet Applications	3	0	3
			12	0	12

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
AOT	120	Introduction To Machine Transcription	3	0	3
AOT	210	Document Production	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	103	Human Relations	3	0	3
			12	0	12

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
AOT	165	Information Processing Software	3	0	3
AOT	270	SCWE in Administrative Office Technology	0	12	3
			3	12	6

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.

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. 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

Course			Class	Lab	Credit
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 chair-side 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

PREREQUISITES 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. Minimum Cumulative GPA of 2.0

4. Current CPR Certification by American Heart Association or American Red Cross

5. Hepatitis B Immunization, Signed Informed Refusal or Titer

6. MMR Immunization or Titer

7. Chicken Pox Vaccination or Titer

8. One-Stepped 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. 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: 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.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester

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	105	Machine Tool Math	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
			8	39	21

Other Hours Required for Graduation

Course			Class	Lab	Credit
MTT	141	Metals & Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
MTT	250	Principles of CNC	3	0	3
PSY	103	Human Relations	3	0	3
			10	3	11

Minimum Total Credit Hours: 41

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
			9	15	14

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	141	Metals & Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
			8	15	13

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	250	Principles of CNC	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			10	12	14

Minimum Total Credit Hours: 41

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.gov/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
803.896.4300

NOTE: The LLR Board of Nursing may deny licensure to graduates of nursing programs based on evidence of unlawful acts, incompetence, unprofessional conduct, or other misconduct. Background checks and drug screening will be requested prior to nursing clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude a student from eligibility for entering the clinical and from applying to take the NCLEX exam.

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. Departmental Approval

2. Current CPR Certification by American Heart Association or American Red Cross

3. Hepatitis B Immunization, Signed Informed Refusal or TiterMinimum Cumulative GPA of 2.0

4. MMR Immunization or Titer

5. Chicken Pox Vaccination or Titer

6. Two-Step PPD/Chest X-Ray

7. Medical Examination - Forms are provided by the college and should be current (within one year) to complete.

8. Recent Photograph - Photograph will not be returned

9. Satisfactory Background Check and Drug Screen

ACADEMIC REQUIREMENTS

1. A grade of "C" or better is required on all courses in the nursing curriculum.

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. A 2 Step PPD is required upon entrance to the Nursing Curriculum and maintain yearly with a 1 step.

5. Curriculum Completion Requirement - 24 months

6. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.

7. Dismissal Policy: A student who receives a grade below "C" for any two or more PNR courses will be dismissed from the program.

8. Reentry Policy: There is a 2 year waiting period beginning with the last PNR course taken.

9. Satisfactory Background Check and Drug Screen.

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 PN: Pharmacology	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 allied health 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 and physiology, surgical instrumentation, aseptic technique, surgical supplies and procedures allows the surgical technologist to function as an integral member of the surgical team.

Graduates from the program are prepared for entry level positions in many diverse areas of the health care system, such as: Operating Rooms, Labor and Delivery units, GI and Cardiac Catheterization Suites, Ambulatory Surgery Centers, Sterile Supply units, Emergency Rooms, Anesthesia Technologists, Cell Saver Technologists, Physician Offices, Private Scrubs, Instrument Sales Representatives, and Veterinary Assistants. Graduates of the Surgical Technology program qualify to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) National Certification Exam. The Association of Surgical Technologists (AST) reports the mean salary for Certified Surgical Technologists is $32,000.

Applications to the Surgical Technology program are accepted March 1-31st . Qualified applicants will have either successfully completed or be enrolled in all required General Education courses at the time of application. A program entrance map is located in the forms section of the FDTC web site.

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

PREREQUISITES 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. Prior Experience / Observation - Attendance at Career Talk expected.

3. Departmental Approval

4. Minimum Cumulative GPA of 2.0

5. Current CPR Certification by American Heart Association or American Red Cross

6. Hepatitis B Immunization, Signed Informed Refusal or Titer

7. MMR Immunization or Titer

8. Chicken Pox Vaccination or Titer

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.

13. 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

Dismissal Policy: A student who has been unsuccessful at three or more required courses will be dismissed from the program and will not be eligible to re-enter the program.

Reentry Policy: Any student re-entering the program due to unsuccessful completion of SUR 101, SUR 102, SUR 103, SUR 104, SUR 111, or SUR 113 must, prior to returning, successfully complete the following requirements:

1. Surgical Skills Assessment (Skills taught in SUR 101 and SUR 102)

2. Comprehensive Surgical Instrumentation Assessment (Surgical Instrumentation taught in SUR 101 and SUR 102)

3. Cumulative GPA of 2.0 or greater

These requirements must be completed prior to advancing to SUR 103, SUR 104, SUR 111, SUR 113, or SUR 120. The length of time before re-entry will be determined by the number of applicants who have never attempted the surgical classes.

If a student must withdraw due to pregnancy or illness and is good standing academically, he/she may re-enter upon the next available slot, providing the student has proficiently completed the Surgical Skills Assessments (skills taught in SUR 101 and SUR 102) and the Comprehensive Surgical Instrumentation Assessment (Surgical Instrumentation taught in SUR 101 and SUR 102).

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	165	Statistics	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 (Spring)

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy And Physiology	3	3	4
MAT	165	Statistics	3	0	3
			9	3	10

SEMESTER 2 (Summer)

Course			Class	Lab	Credit
BIO	115	Basic Microbiology	2	3	3
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
			8	3	9

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
SUR	101	Intro. to Surgical Technology	3	6	5
SUR	102	Applied Surgical Technology	3	6	5
			6	12	10

SEMESTER 4 (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 5 (Summer)

Course			Class	Lab	Credit
SUR	113	Advanced Surgical Practicum	0	18	6
SUR	120	Surgical Seminar	2	0	2
			2	18	8

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.

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	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

Course			Class	Lab	Credit
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	160	Fabrication Welding	2	3	3
WLD	201	Welding Metallurgy	2	0	2
WLD	212	Destructive Testing	2	0	2
			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	201	Welding 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	1	9	4
			12	21	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

Certificates

ACCOUNTING

CERTIFICATE: Associate in Applied Science with a major in Accounting

This certificate program is designed to prepare for job opportunities in the areas of entry level book keeping and payroll.

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

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
ACC	112	Organizational Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	123	Business Law II	3	0	3
MGT	280	Executive Development	3	0	3
			24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
			6	0	6

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
MGT	280	Executive Development	3	0	3
			6	0	6

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
AOT	261	Office Spreadsheet Application	3	0	3
ECO	201	Economic Concepts	3	0	3
			6	0	6

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
			6	0	6

Minimum Total Credit Hours: 24

ADMINISTRATIVE OFFICE TECHNOLOGY - OFFICE SUPPORT SPECIALIST

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.

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. 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

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

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.

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. 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.

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
			19	49	32

Minimum Total Credit Hours: 32

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	111	Structural Repair II	3	6	5
ABR	113	Sheet Metal Repair II	2	6	4
			7	15	12

SEMESTER 3 (Summer)

Course			Class	Lab	Credit

ABR	109	Accessories	2	3	3
ABR	118	Refinishing II	2	3	3
ABR	119	Estimating Repairs	1	3	2
			5	9	7

Minimum Total Credit Hours: 32

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.

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. 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.

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

CERTIFIED NURSING ASSISTANT

CERTIFICATE: Certificate in Applied Science with a major in Certified Nursing Assistant

The Nursing Assistant Certificate will be the foundation of stackable, short-term, entry-level certificates in the health care arena. This certificate will provide a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop basic nursing skills required of nursing assistants in skilled health care settings, such as activity of daily living, vital signs, eating, elimination, and safety measures. Instructional methods will be varied including classroom, online/hybrid, simulation/virtual reality, and clinical rotations. Upon completion of this certificate, the student will be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination. Successful completion of the exam, along with listing on the South Carolina Nurse Aide Registry is required to work as a Certified Nursing Aide in South Carolina.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

SEMESTER CURRICULUM

SEMESTER 1

Course			Class	Lab	Credit
AHS	180	Health Careers Preperation	3	0	3
CPT	101	Introduction to Computers	3	0	3
RDG	101*	College Reading	3	0	3
AHS	102*	Medical Terminology	3	0	3
			12	0	12

SEMESTER 2

Course			Class	Lab	Credit
AHS	131	Computers in Healthcare	3	0	3
AHS	105	Medical Ethics and Law	2	0	2
BIO	110	General Anatomy and Physiology	3	0	3
NUR	102	Basic Nursing Care Skills	2	6	4
			10	6	12

*Courses Given over 8-week session

Minimum Total Credit Hours: 24

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.

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

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

Course			Class	Lab	Credit
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.

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

Course Requirements

Course			Class	Lab	Credit
COL	103	College Skills	3	0	3

Course			Class	Lab	Credit
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

CIVIL ENGINEERING TECHNOLOGY - GEOGRAPHIC INFORMATION SYSTEMS

CERTIFICATE: Certificate in Applied Science with a major in Geographic Information Systems

This certificate provides students with fundamental skills associated with entry-level Geographic Information systems positions in industry. This program is designed to introduce students to the geographic information systems used to evaluate large amounts of data. Students will acquire techniques for retrieving spatial and database information which will be used in preparing analytical reports.

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

Course Requirements

Course			Class	Lab	Credit
EGR	120	Engineering Computer Applications	3	0	3
GMT	101	Introduction to Geographic Information Systems	3	0	3
GMT	103	Introduction to Global Positioning Systems	3	0	3
GMT	115	Fundamentals of Cartography & Photogrammetry/Imaging	4	0	4
GMT	240	Geographic Information Systems Analysis and Reporting	4	0	4
GMT	261	Special Topics Related to GIS	1	0	1
			18	0	18

Minimum Total Credit Hours: 39

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
EGR	120	Engineering Computer Applications	3	0	3
GMT	101	Introduction to Geographic Information Systems	3	0	3
			6	0	6

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
GMT	103	Introduction to Global Positioning Systems	3	0	3
GMT	115	Fundamentals of Cartography & Photogrammetry/Imaging	4	0	4
			7	0	7

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
GMT	240	Geographic Information Systems Analysis and Reporting	4	0	4
GMT	261	Special Topics Related to GIS	1	0	1
			5	0	5

Minimum Total Credit Hours: 18

COMPUTER TECHNOLOGY - CISCO NETWORKING (DAY)

CERTIFICATE: Certificate in Applied Science with a major in Cisco Networking

This certificate is designed to help students attain the skills necessary to install, configure and support Cisco devices in a small to medium organization or as part of a team in a large enterprise. This program will also help students prepare for the Cisco Certified Network Associate (CCNA) certification examination.

PREREQUISITES 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. Math 102 or appropriate scores
2. English 100 or appropriate scores

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
IST	201	Cisco Internetworking Concepts	3	0	0
IST	202	Cisco Router Configuration	3	0	0
IST	203	Advanced Cisco Router Configuration	3	0	0
IST	204	Cisco Troubleshooting	3	0	0
			12	0	0

Minimum Total Credit Hours: 12

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
IST	201	Cisco Internetworking Concepts	3	0	0
			3	0	0

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
IST	202	Cisco Router Configuration	3	0	0
			3	0	0

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
IST	203	Advanced Cisco Router Configuration	3	0	0
			3	0	0

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
IST	204	Cisco Troubleshooting	3	0	0

			3	0	0

Minimum Total Credit Hours: 12

COMPUTER TECHNOLOGY - CISCO NETWORKING (EVENING)

CERTIFICATE: Certificate in Applied Science with a major in Cisco Networking

This certificate is designed to help students attain the skills necessary to install, configure and support Cisco devices in a small to medium organization or as part of a team in a large enterprise. This program will also help students prepare for the Cisco Certified Network Associate (CCNA) certification examination.

PREREQUISITES 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. Math 102 or appropriate scores
2. English 100 or appropriate scores

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
IST	201	Cisco Internetworking Concepts	3	0	0
IST	202	Cisco Router Configuration	3	0	0
IST	203	Advanced Cisco Router Configuration	3	0	0
IST	204	Cisco Troubleshooting	3	0	0
			12	0	0

Minimum Total Credit Hours: 12

SEMESTER CURRICULUM

SEMESTER 1 (1st 8-week)

Course			Class	Lab	Credit
IST	201	Cisco Internetworking Concepts	3	0	0
			3	0	0

SEMESTER 2 (2nd 8-week)

Course			Class	Lab	Credit
IST	202	Cisco Router Configuration	3	0	0
			3	0	0

SEMESTER 3 (1st 8-week)

Course			Class	Lab	Credit
IST	203	Advanced Cisco Router Configuration	3	0	0
			3	0	0

SEMESTER 3 (2nd 8-week)

Course			Class	Lab	Credit
IST	204	Cisco Troubleshooting	3	0	0
			3	0	0

Minimum Total Credit Hours: 12

COMPUTER TECHNOLOGY - ESSENTIAL WEB DEVELOPMENT

CERTIFICATE: Certificate in Applied Science with a major in Essential Web Development

To provide students with the fundamental skills to design and construct web sites for small business applications and to interact with those business clients. The Essential Web Development Certificate provides students with the skills to design and construct web pages with programmatic and database underpinnings to support business needs.

PREREQUISITES 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. Math 102 or appropriate scores

2. English 100 or appropriate scores

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
CPT	162	Introduction to Web Page Publishing	3	0	3
CPT	168	Programming Logic And Design	3	0	3
CPT	240	Internet Programming with Databases	3	0	3
CPT	242	Database	3	0	3
ECO	211	Microeconomics	3	0	3
ENG	160	Technical Communications	3	0	3
CPT	163	Introduction To Multimedia For Web Pages	3	0	3
		OR			
CPT	238	Internet Scripting	3	0	3
		OR			
IST	227	Internet Operations & Management	3	0	3
		OR			
IST	290	Special Topics in Information Sciences	3	0	3
MKT	240	Advertising	3	0	3
MAT	135	Fundamentals of Logic Design	3	0	3
			30	0	30

Minimum Total Credit Hours:

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CPT	162	Introduction To Web Page Publishing	3	0	3
MAT	135	Fundamentals of Logic Design	3	0	3
CPT	170	Microcomputer Applications	3	0	3
			9	0	9

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	168	Programming Logic & Design	3	0	3
ENG	160	Technical Communications	3	0	3
			6	0	6

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
CPT	242	Database	3	0	3
MKT	240	Advertising	3	0	3
CPT	163	Introduction To Multimedia For Web Pages	3	0	3
		OR			
CPT	238	Internet Scripting	3	0	3
		OR			
IST	227	Internet Operations & Management	3	0	3
		OR			
IST	290	Special Topics in Information Sciences	3	0	3
			9	0	9

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
CPT	240	Internet Programming With Databases	3	0	3
ECO	211	Microeconomics	3	0	3
			6	0	6

Minimum Total Credit Hours: 30

COMPUTER TECHNOLOGY - FUNDAMENTALS OF NETWORKING

CERTIFICATE: Certificate in Applied Science with a major in Networking

This certificate is designed to prepare students for entry-level information technology positions requiring hands-on technical, computer, and networking skills that support home and small business.

PREREQUISITES 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. Math 102 or appropriate scores

2. English 100 or appropriate scores

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
IST	201	Cisco Internetworking Concepts	3	0	0
IST	202	Cisco Router Configuration	3	0	0
CPT	285	PC Hardware Concepts	3	0	0
CPT	257	Operating Systems	3	0	0
MAT	135	Fundamentals of Logic Design	3	0	3
ENG	160	Technical Communications	3	0	3
			18	0	6

Minimum Total Credit Hours: 12

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
CPT	285	PC Hardware Concepts	3	0	0
ENG	160	Technical Communications	3	0	3
IST	201	Cisco Internetworking Concepts	3	0	0
MAT	135	Fundamentals of Logic Design	3	0	3
			12	0	6

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	257	Operating Systems	3	0	0
IST	202	Cisco Router Configuration	3	0	0
			6	0	0

Minimum Total Credit Hours: 18

COMPUTER TECHNOLOGY - INFORMATION TECHNOLOGY FOR SALES

CERTIFICATE: Certificate in Applied Science with a major in Information Technology for Sales

This certificate is designed to provide students with basic technology, computer hardware, software, communications and sales skills that will prepare them for employment opportunities in a technical sales role.

PREREQUISITES 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. Math 032 or appropriate scores

2. English 100 or appropriate scores

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
CPT	104	Introduction to Information Technology	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MKT	120	Sales Principles	3	0	3
MGT	121	Small Business Operations	3	0	3
ENG	160	Technical Communications	3	0	3
			15	0	15

Minimum Total Credit Hours: 15

SEMESTER CURRICULUM

All Classes toward the completion of the IT for Sales Certificate are normally offered each semester. The IT for Sales certificate may be completed in 2 semesters normally Fall and Spring.

COSMETOLOGY

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.

PREREQUISITES 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 (<u>NOTE</u>: 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.

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: COS

2. Any course with one of the following prefixes may <u>not</u> 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 in the clinical area.

5. Reentry Policy: Any student who has been dismissed from the Cosmetology program for academic or clinical failure, or who has been withdrawn will not be eligible to return for the next semester. This student will be placed on the waiting list to re-enter the program the following year in the semester from which he/she was dropped. This will be allowed only if the student's GPA is a 2.0 or better. Students are not eligible to re-enter the Cosmetology program after two withdrawals from the curriculum.

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

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.

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. 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.

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
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	31

Minimum Total Credit Hours: 31

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
DHM	151	Drive Trains	2	6	4
			2	6	4

Minimum Total Credit Hours: 31

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.

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. 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.

2. Two-step PPD / Chest X-Ray

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

Course			Class	Lab	Credit
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.

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. 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.

2. Two-step PPD / Chest X-Ray

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

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.

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

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 (FOR HIGH SCHOOL DUAL ENROLLMENT ONLY)

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.

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

Communications/Humanities (at least 9 semester hours)
Select 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: 40

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.

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

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 AND BILLING (FALL ADMISSION)

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 reimbursement. 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 of facility that provides patient care. Entry-level positions begin around $20,000-25,000 annually. Salary ranges vary by geographical location.

PREREQUISITES 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. Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization, Signed Informed Refusal or Titer
6. MMR Immunization or Titer
7. Chicken Pox Vaccination or Titer
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. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. 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	130	Billing and Reimbursement	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	140	Current Procedural Terminology I	2	3	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
HIM	266	Computers in Health Care	2	3	3
			22	24	30

Minimum Total Credit Hours: 30

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	130	Billing and Reimbursement	3	0	3
HIM	266	Computers in Healthcare	2	3	3
			11	6	13

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	225	Coding & Classification II	2	3	3
			10	3	11

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
HIM	150	Coding Practicum I	0	9	3
HIM	266	Computers in Health Care	2	3	3
			2	12	6

Minimum Total Credit Hours: 30

HUMAN RESOURCES MANAGEMENT - CERTIFICATE

Certificate: Certificate in Applied Science with a major in Human Resources

This certificate program was developed in response to the increasing demand for individuals with an understanding of the Human Resource field. The purpose of this program is to provide graduates with skills and knowledge in the areas of employment law, human resources management, compensation and benefits analysis, and employee selection and retention. Courses in accounting concepts, personal finance, payroll, and information processing complete the certificate of study.

These individuals are employed throughout corporate America in both manufacturing and service industries as well as the public sector.

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. Any course with one of the following prefixes requires a grade of "C" or better: BUS, MGT

COURSE REQUIREMENTS

Required Major Core Courses

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
ACC	150	Payroll Accounting	3	0	3
AOT	162	Basic Information Processing	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	128	Employment Law	3	0	3
BUS	136	Compensation & Benefit Analysis	3	0	3
MGT	201	Human Resource Management	3	0	3
MGT	210	Employee Selection & Retention	3	0	3
			24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BUS	128	Employment Law	3	0	3
			6	0	6

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AOT	162	Basic Information Processing	3	0	3
BAF	101	Personal Finance	3	0	3
			3	0	3

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MGT	201	Human Resource Management	3	0	3
BUS	136	Compensation & Benefits Analysis	3	0	3
			6	0	6

SEMESTER 4 (Fall)

Course			Class	Lab	Credit
ACC	150	Payroll Accounting	3	0	3
MGT	210	Employee Selection & Retention	3	0	3
			6	0	6

Minimum Total Credit Hours: 24

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.

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 (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.

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.

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. 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.

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	120	Basic Air Conditioning	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	106	Basic Electricity for HVAC/R	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.

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. 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.

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

INDUSTRIAL MAINTENANCE TECHNOLOGY

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.

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

2. 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.

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
IMT	131	Hydraulics & Pneumatics	3	3	4
IMT	140	Industrial Electricity	3	6	5
IMT	141	Electrical Control Devices	3	6	5
IMT	161	Mechanical Power Applications	3	3	4
IMT	202	Electrical Troubleshooting	2	6	4
IMT	203	Mechanical Troubleshooting	2	6	4
IMT	210	Basic Industrial Skills I	2	3	3
IMT	211	Basic Industrial Skills II	2	3	3
IMT	212	Electrical Theory	2	3	3
IMT	214	Industrial Writing	1	6	3
MTT	101	Introduction to Machine Tool	1	3	2
			18	24	26

Minimum Total Credit Hours: 40

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
IMT	131	Hydraulics & Pneumatics	3	3	4
IMT	140	Industrial Electricity	3	6	5
IMT	210	Basic Industrial Skills I	2	3	3
IMT	212	Electrical Theory	2	3	3
			10	15	15

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
IMT	161	Mechanical Power Applications	3	3	4
IMT	203	Mechanical Troubleshooting	2	6	4
IMT	211	Basic Industrial Skills II	2	3	3
IMT	214	Industrial Writing	1	6	3
			8	18	14

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
IMT	141	Electrical Control Devices	3	6	5
IMT	202	Electrical Troubleshooting	2	6	4
MTT	101	Introduction to Machine Tool	1	3	2
			6	15	11

Minimum Total Credit Hours: 40

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.

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: BUS, MGT,

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
ECO	211	Microeconomics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	101	Principles of Management	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	3	0	3
		*Must take MGT 101-41 or ECO 210-41.			
	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
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 PROGRAMMER

CERTIFICATE: Certificate in Applied Science with a major in Computer Numerical Control

This certificate provides an individual with the skills needed to operate computer numeric control (CNC) machines in manufacturing businesses. The students focus on the processes and procedures commonly used to set up CNC machines, select and install tooling, follow quality control procedures and meet relevant safety expectations. Certificate completers will be prepared to fill positions in manufacturing businesses that are using current machining technologies..

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester

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.

2. Departmental Approval

3. Prior Experience/Observation - Minimum three years of machining experience with supervisor

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
MTT	205	Tool & Die Math Applications	3	0	3
MTT	250	Principles of CNC	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	252	CNC Setup and Operations	2	6	4
MTT	253	CNC Programming & Operations	0	9	3
MTT	254	CNC Programming I	0	9	3
MTT	255	CNC Programming II	2	3	3
MTT	256	CNC Programming III	1	6	3
MTT	258	Machine Tool Cam	2	3	3
			15	39	28

Minimum Total Credit Hours: 28

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	205	Tool & Die Math Applications	3	0	3
MTT	250	Principles of CNC	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	253	CNC Programming & Operations	0	9	3
			8	12	12

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	252	CNC Setup and Operations	2	6	4
MTT	254	CNC Programming I	0	9	3
MTT	255	CNC Programming II	2	3	3
			4	18	10

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	256	CNC Programming III	1	6	3
MTT	258	Machine Tool Cam	2	3	3
			3	9	6

Minimum Total Credit Hours: 28

MACHINE TOOL TECHNOLOGY - COMPUTER NUMERICAL CONTROL OPERATOR

CERTIFICATE: Certificate in Applied Science with a major in Computer Numerical Control Operations

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.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester

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.

2. Departmental Approval

3. Prior Experience/Observation - Minimum three years of machining experience with supervisor

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
MTT	250	Principles of CNC	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	105	Machine Tool Math	3	0	3
MTT	290	Selected Topics in Machine Tool	2	3	3
MTT	252	CNC Setup and Operations	2	6	4
			12	12	16

Minimum Total Credit Hours: 16

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	290	Selected Topics in Machine Tool	2	3	3
MTT	250	Principles of CNC	2	3	3
MTT	105	Machine Tool Math	3	0	3
			7	6	9

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	252	CNC Setup and Operations	2	6	4
MTT	251	CNC Operations	2	3	3
			4	9	7

Minimum Total Credit Hours: 16

MACHINE TOOL TECHNOLOGY - MACHINIST I

CERTIFICATE: Certificate in Applied Science with a major in Machinist.

This certificate provides an individual with the basic skills for manual machine operation, including: safety, tooling, set up, speeds and feeds, materials, print reading, and precision measurement. The student will focus learning activities on engine lathes and milling machines. Certificate completers will be prepared for entry level machine tool positions in manufacturing and service businesses..

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester

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.

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
MTT	141	Metals and Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
MTT	250	Principles of CNC	3	0	3
			15	42	29

Minimum Total Credit Hours: 29

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
			6	15	11

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	141	Metals & Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
			5	15	10

SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	250	Principles of CNC	3	0	3
			4	12	8

Minimum Total Credit Hours: 29

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.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester

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.

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
MTT	141	Metals & Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
			11	30	21

Minimum Total Credit Hours: 21

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
			6	15	11

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	141	Metals & Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
			5	15	10

Minimum Total Credit Hours: 21

MACHINE TOOL TECHNOLOGY - TOOL AND DIE

CERTIFICATE: Certificate in Applied Science with a major in Tool and Die

This certificate provides an individual with the skills needed to build and repair tooling and dies commonly used in manufacturing businesses. This is an advanced set of skills that builds on existing machine tool experience to include surface forming, finishing and structural elements of dies. Certificate completers will be prepared to fill positions in material forming and molding businesses and the companies that service these businesses.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately $500 per semester

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.

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
MTT	205	Tool and Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	231	Tool & Die Making I	0	15	5
MTT	232	Tool & Die Making II	1	12	5
MTT	233	Tool & Die Making III	2	9	5
			9	36	21

Minimum Total Credit Hours: 21

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT	205	Tool and Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	231	Tool & Die Making I	0	15	5
			6	15	11

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT	232	Tool & Die Making II	1	12	5
			1	12	5

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
MTT	232	Tool & Die Making II	2	9	5
			2	9	5

Minimum Total Credit Hours: 21

MANAGEMENT

CERTIFICATE: Certificate in Applied Science with a major in Management.

This program focuses on management with an emphasis on the basic skills necessary to be a manager. Students are taught planning, staffing organizing, leading and monitoring skills.

Additional Skills include: a basic understanding of the laws that affect business, essential accounting concepts, management and leadership skills, and being successful in a global business environment.

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

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	261	Basic Information Processing	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
MGT	101	Principles of Management	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	280	Executive Development	3	0	3
			24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
MGT	101	Principles of Management	3	0	3
			6	0	6

SEMESTER 2 (Spring)

Course			Class	Lab	Credit
AOT	261	Office Spreadsheet Application	3	0	3
ECO	201	Economic Concepts	3	0	3
			6	0	6

SEMESTER 3 (Fall)

Course			Class	Lab	Credit
BAF	101	Personal Finance	3	0	3
BUS	250	Introduction to International Business	3	0	3
			6	0	6

SEMESTER 4 (Spring)

Course			Class	Lab	Credit
MGT	121	Small Business Operations	3	0	3
MGT	280	Executive Development	3	0	3
			6	0	6

Minimum Total Credit Hours: 24

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. The earnings of medical assistants vary widely, depending on experience, skill level, and location. Average hourly wages for medical assistants with more than five years of experience ranged from $10.50 to $14.00. Wages were higher in the Northeast and West and lower in the Midwest and South.

PREREQUISITES 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. Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. First Aid Certification
6. Hepatitis B Immunization, Signed Informed Refusal or Titer
7. MMR Immunization or Titer
8. Chicken Pox Vaccination or Titer
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: 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

PHLEBOTOMY TECHNICIAN

CERTIFICATE: Certificate in Applied Science with a major in Phlebotomy

A phlebotomist draws blood by venipuncture or skin puncture collection for laboratory 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.

PREREQUISITES 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, Signed Informed Refusal or Titer
5. MMR Immunization or Titer
6. Chicken Pox Vaccination or Titer
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

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.

PREREQUISITES FOR ENTRANCE

Required Courses

High School: None
College: None

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

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BAF	101	Personal Finance	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
			24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	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
BAF	101	Personal Finance	3	0	3
			6	0	6

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: 24

ROBOTICS ASSEMBLY TECHNICIAN

CERTIFICATE: Certificate in Applied Science with a major in Robotics Assembly Technology

This program is designed to prepare persons for entry-level careers in the robotics manufacturing industry or other industries using intelligent systems. Students will receive the latest technology training in the production of robots for the unmanned vehicle systems industry. Topics include lean manufacturing, production processes, general maintenance, quality and continuous improvement, robot mobility, GPS, and navigation, computer control systems, powers systems, sensors, communication systems, cameras, photonics and light sources, and industrial safety. Students will be prepared for production technician positions, as well as other related robotic or intelligent systems manufacturing positions.

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.   Minimum Cumulative GPA of 2.0

ACADEMIC REQUIREMENTS

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

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
AMT	106	Manufacturing Workplace Skills	3	0	3
AMT	155	Principles of Maintenance *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT	160	Principles of Quality and Continuous Improvement *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT	161	Computer Systems and Sensors *Prepares students for NRTC CRPT Certification exam	2	3	3
AMT	220	Concepts of Lean Manufacturing *Prepares students for NRTC CRPT Certification exam	3	0	3
EET	275	Intro to Robotics Manufacturing Technology *Prepares students for NRTC CRPT Certification Exam	2	3	3
EGR	175	Manufacturing Processes *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
IET	223	Industrial Safety *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
			22	6	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
AMT	106	Manufacturing Workplace Skills	3	0	3
AMT	160	Principles of Quality and Continuous Improvement *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT	161	Computer Systems and Sensors *Prepares students for NRTC CRPT Certification exam	2	3	3
IET	223	Industrial Safety *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
			11	3	12

SEMESTER 2 (Fall)

Course			Class	Lab	Credit
AMT	155	Principles of Maintenance *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT	220	Concepts of Lean Manufacturing *Prepares students for NRTC CRPT Certification exam	3	0	3
EET	275	Intro to Robotics Manufacturing Technology *Prepares students for NRTC CRPT Certification Exam	2	3	3
EGR	175	Manufacturing Processes *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
			11	3	12

Minimum Total Credit Hours: 24

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.

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.   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.

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	160	Fabrication Welding	2	3	3
WLD	170	Qualification Welding	2	6	4
			14	42	28

Minimum Total Credit Hours: 28

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

Course			Class	Lab	Credit
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	160	Fabrication Welding	1	6	3
			5	18	11

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: 28

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.

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

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

WELDING - PIPE WELDING

CERTIFICATE: Certificate in Applied Science with a major in Pipe Welding

Purpose: This program is designed to train individuals with welding skills and experience in the practices and processes of pipe welding and pipe fitting. Students will build mastery by using ARC welding on steel pipe and TIG welding on steel and stainless steel pipe. Additional topics include pipe fitting skills and processes such as print reading, piping calculations, material takeoffs, material cutting processes, pipe beveling, and layout practices.

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

- Successful completion of One-Year Welding Diploma Program

  Or

- Successful passing of an open butt "V" groove weld test on 3/8" carbon steel plate in the vertical and overhead position – TIG the root and hot pass and SMAW with E7018 fill and cap and 4 or greater on Work Keys Math, 3 or greater on Work Keys Reading for Information, and a 3 or better on Work Keys Locating Information.

COURSE REQUIREMENTS

Course Requirements

Course			Class	Lab	Credit
WLD	154	Pipefitting	1	9	4
WLD	225	Pipe Welding I	1	9	4
WLD	228	Inert Gas Pipe Welding I	2	6	4
WLD	208	Advanced Pipe Welding	1	6	3
EGT	220	Structural & Pipe Applications	3	3	4
			8	33	19

Minimum Total Credit Hours: 19

SEMESTER CURRICULUM

SEMESTER 1 (Fall)

Course			Class	Lab	Credit
WLD	154	Pipefitting	1	9	4
WLD	225	Pipe Welding I	1	9	4
WLD	228	Inert Gas Pipe Welding I	2	6	4
WLD	208	Advanced Pipe Welding	1	6	3
EGT	220	Structural & Pipe Applications	3	3	4
			8	33	19

Minimum Total Credit Hours: 19

Course Descriptions

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 480, 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 111

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 105   Medical Ethics and Law   (2-0-2)

This course provides a study of ethical conduct and legal responsibility related to health care.

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; Acceptance into the MED or HIM-Medical Coding curriculum

AHS 126   HEALTH CALCULATIONS   (0-3-1)

This course is a study of the mathematical concepts needed in health science studies.

AHS 131   COMPUTERS IN HEALTHCARE   (3-0-3)

This course is the study of hardware and software used in various healthcare settings including information systems, computerized medical interfaces, telemedicine, networking, as well as other basic computer applications.

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 114

**AHS 141   PHLEBOTOMY FOR THE HEALTH CARE   (2-3-3)
                  PROVIDER**

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.

Prerequisite(s): AHS 141

AHS 141   HEALTH CAREERS PREPARATION   (3-0-3)

This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

AUTOMATED MANUFACTURING TECHNOLOGY (AMT)

AMT 106   MANUFACTURING WORKPLACE SKILLS   (3-0-3)
This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

AMT 155   PRINCIPLES OF MAINTENANCE   (3-0-3)
This course prepares students for the maintenance assessment leading to the Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT). Students are equipped with the skills to ensure that manufacturing system maintenance processes fulfill customer and business requirements.

AMT 160   PRINCIPLES OF QUALITY AND   (3-0-3)
CONTINUOUS IMPROVEMENT
This course prepares students for an assessment leading to Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT). Students will be equipped with the skills to ensure the production and manufacturing systems meet quality system requirements as defined by business/customers.

AMT 161   COMPUTER SYSTEMS AND SENSORS   (2-3-3)
This course prepares students for the National Robotics Training Center Certified Robotics Production Technician assessment in computer systems and sensors. Students are equipped with a working knowledge of robotic operating systems, control systems, power systems, and sensors.

AMT 220   CONCEPTS OF LEAN MANUFACTURING   (3-0-3)
This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR, and TQM.

ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

AOT 100   INTRODUCTION TO KEYBOARDING (NON-   (3-0-3)
DEGREE CREDIT)
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   (3-0-3)
TRANSCRIPTION
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   (3-0-3)
APPLICATIONS
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): MAT 032

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   (0-12-3)
TECHNOLOGY
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   (2-8-4)
            TECHNOLOGY**

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, ENG 101 or appropriate placement score

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   (2-6-4)
            CONDITIONING**

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.

BANKING AND FINANCE (BAF)

BAF 101   PERSONAL FINANCE   (3-0-3)

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

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 or BIO 211

* 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.

Prerequisite(s): BIO 101 or BIO 110 or BIO 112 or appropriate BIO placement test score or a bachelor's degree or appropriate SAT verbal 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.

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 211 or departmental permission

BUSINESS (BUS)

BUS 101   INTRODUCTION TO BUSINESS   (3-0-3)
This course is the study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

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 128   EMPLOYMENT LAW   (3-0-3)
This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

BUS 136   COMPENSATION & BENEFITS ANALYSIS   (3-0-3)
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems, methods & procedures invloved in establishing, administering, & controlling compensation & benefits systems within the organization.

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.

Prerequisite(s): AOT 162, MAT 165

BUS 250   INTRODUCTION TO INTERNATIONAL   (3-0-3)
BUSINESS
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.

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   (1-3-2)
CONSTRUCTION
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 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   (2-3-3)
TECHNOLOGY
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 (0-3-1)
TECHNOLOGY
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

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.

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 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

COMPUTER TECHNOLOGY (CPT)

CPT 101   INTRODUCTION TO COMPUTERS   (3-0-3)

This course covers basic computer history, theory and applications, including word processing spreadsheets, data bases and operating systems.

CPT 104   INTRODUCTION TO INFORMATION   (3-0-3)
**   TECHNOLOGY**

This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.

NOTE: Mandatory for students not meeting NSM Program entrance requirements.

CPT 162   INTRODUCTION TO WEB PAGE   (3-0-3)
**   PUBLISHING**

This course is a study of the fundamentals of web page design and implementation.

Prerequisite(s): Must meet all entrance requirements for the NSM curriculum

CPT 163   INTRODUCTION TO MULTIMEDIA FOR (3-0-3)
**   WEB PAGES**

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 NSM 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 NSM 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 NSM 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

CPT 232   C++ PROGRAMMING I   (3-0-3)

This introductory course in C++ programming emphasizes the designing, coding, testing and debugging of C++programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings.

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 240   INTERNET PROGRAMMING WITH   (3-0-3)
**   DATABASES**

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

CPT 257   OPERATING SYSTEMS   (3-0-0)

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

Prerequisite(s): CPT 285

CPT 285   PC HARDWARE CONCEPTS   (3-0-0)

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisite(s): CPT 104; Must meet all entrance requirements for the NSM curriculum

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   (3-0-3)
                JUSTICE**

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 III   (0-20-4)
This course includes cooperative work experience in an approved setting.

CWE 224   COOPERATIVE WORK EXPERIENCE IV   (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 165

Corequisite(s): DHG 143, DHG 175

DHG 242   INTEGRATED DENTAL HYGIENE II   (0-3-1)

This course provides for the integration of the basic and dental hygiene sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

Prerequisite(s): DHG 154, DHG 165, 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 components 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   (2-3-3)
SYSTEMS**

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   (3-0-3)
TODDLER DEVELOPMENT**

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   (2-3-3)
INFANTS AND TODDLERS**

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   (3-0-3)
INFANT/TODDLER ENVIRONMENT**

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 103   INTRODUCTION TO ELECTRONICS   (2-3-3)

This course is an introduction to simple linear circuits, voltage, current, resistance, ohm's law, power , AC versus DC, linear solutions to diode, transistor circuits, ideal operational amplifiers and essential terminology.

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/   (2-3-3)
**   ELECTRONICS ENGINEERING**
**   TECHNOLOGY**

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   (2-3-3)
**   TECHNOLOGY**

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.

Prerequisite(s): AMT 161

ENGINEERING (GENERAL) TECHNOLOGY (EGR)

EGR 104   ENGINEERING TECHNOLOGY   (2-3-3)
**   FOUNDATIONS**

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

Corequisite(s): MAT 104

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 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   (3-0-3)

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   (0-6-2)
SYSTEMS PROJECT**

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 151

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 115   ENGINEERING GRAPHICS II   (2-6-4)

This course in Engineering Graphics science includes additional drawing techniques for industrial applications.

Prerequisite(s): EGT 101

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 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 220   STRUCTURAL & PIPING APPLICATIONS   (3-3-4)
FOR PIPE FITTING**

This is advanced drawing course that covers structural steel and process piping applications.

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 105

EGT 252   ADVANCED CAD   (2-3-3)

This course covers advanced concepts of CAD software and applications.

Prerequisite(s): 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   (3-3-4)
COMMUNICATIONS**

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 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   (3-0-3)
                        COMMUNICATIONS**
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)

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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

GERMAN (GER)

**GER 100   GERMAN LANGUAGE USAGE FOR   (1-0-1)
                    BUSINESS**
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   (3-0-3)
                    INFORMATION SYSTEMS**
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 103   INTRODUCTION TO GLOBAL POSITIONING(3-0-3) SYSTEMS

This course introduces global positioning systems and remote sensing and their applications to GIS.

Prerequisite(s): GMT 101

GMT 115   FUNDAMENTALS OF CARTOGRAPHY &   (4-0-4) PHOTOGRAMMETRY/IMAGING

This course is a study of the introduction to the principles of map construction and the use of aerial photography and imaging technologies in map preparation, a review of map compilation and symbolization, projections and coordinate systems, use of maps, photography and imaging products to present thematic information.

Prerequisite(s): GMT 101

GMT 240   GEOGRAPHIC INFORMATION SYSTEMS   (4-0-4) ANALYSIS AND REPORTING

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.

GMT 261   SPECIAL TOPICS RELATED TO GIS   (1-0-1)

This course is designed to provide special topics to keep students abreast of state-of-the-art concepts and applications in the GIS/GPS field.

Prerequisite(s): GMT 103, GMT 115

HEALTH INFORMATION MANAGEMENT (HIM)

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 & BIO 211), HIM 102, HIM 110

HIM 140   CURRENT PROCEDURAL TERMINOLOGY I (3-0-3)

This course provides a basic study of the CPT and HSPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

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): AHS 102, BIO 112 (or BIO 210 & BIO 211), 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

HIM 266   COMPUTERS IN HEALTH CARE   (2-3-3)

This course covers hardware and software components of computers for medical record

Prerequisite(s): AHS 102, BIO 210, BIO 211, CPT 170

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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

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, ENG 101 or appropriate placement score

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, ENG 101 or appropriate placement score

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 032, 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 032, Departmental approval

HUS 255   SUPERVISED FIELD PLACEMENT III   (1-12-4)

This course includes work assignments in selected human services agencies.

Prerequisite(s): MAT 032, 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   (3-0-3)
**   TECHNIQUES**

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 140   INDUSTRIAL ELECTRICITY   (3-6-5)

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

IMT 141   ELECTRICAL CONTROL DEVICES   (3-6-5)

This course covers principles and applications of electrical motor control circuits and the industrial equipment.

IMT 161   MECHANICAL POWER APPLICATIONS   (3-3-4)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

IMT 202   ELECTRICAL TROUBLESHOOTING   (2-6-4)

This course covers diagnosing an electrical problem usings prints and electrical techniques.

IMT 203   MECHANICAL TROUBLESHOOTING   (2-6-4)

This course covers diagnosing a mechanical problem usings prints and electrical techniques.

IMT 210   BASIC INDUSTRIAL SKILLS I   (2-3-3)

This course is designed to give students an introduction to basic safety, contruction math, and hand tools as related to industrial applications.(Note: Course is aligned with NCCER modules 00101-04, 00102-04)

IMT 211   BASIC INDUSTRIAL SKILLS II   (2-3-3)

This course is designed to give students an introduction to power tools, blueprints, and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00107-04, 00108-04)

IMT 212   ELECTRICAL THEORY   (2-3-3)

This course is the study of electrical safety, hand bending, fasteners and anchors, electrical theory one and electrical theory two. (Note: Course is aligned with NCCER modules 32102, 32103, 32104, and 32105)

IMT 214   IDUSTRIAL WIRING   (1-6-3)

This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application. (Note: Course is aligned with NCCER modules 32201, 32202, and 32203)

IMT 233   PROGRAMMABLE LOGIC CONTROLLERS   (2-3-3)

This is the study of programmable logic controllers. Students will learn how to state the characteristics of different types of memory and count and convert between number systems. (Note: Course is aligned with NCCER module 32508).

INFORMATION SYSTEMS TECHNOLOGY (IST)

IST 101   ORIENTATION TO IT PROFESSIONS   (3-0-3)

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.

NOTE: Mandatory for students not meeting NSM Program entrance requirements

IST 150   PROJECT MANAGEMENT ESSENTIALS FOR (3-0-3)
**   IT PROFESSIONALS**

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): Must meet all entrance requirements for the NSM curriculum

IST 201   CISCO INTERNETWORKING CONCEPTS   (3-0-3)

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 NSM curriculum

IST 202   CISCO ROUTER CONFIGURATION   (3-0-3)

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   (3-0-3)
**   CONFIGURATION**

This course is a study of configuring Cisco routers.

Prerequisite(s): IST 202

IST 204   CISCO TROUBLESHOOTING   (3-0-3)

This course is a study of troubleshooting network problems.

Prerequisite(s): IST 203

IST 209   FUNDAMENTALS OF WIRELESS LANS   (3-0-3)

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

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): Must meet all entrance requirements for the NSM curriculum

**IST 227   INTERNET OPERATIONS AND   (3-0-3)
                MANAGEMENT**

This course covers the duties/responsibilities of an internet webmaster, appropriate hardware, software, and network technology, designing, implementing and maintaining a web site, and utilizing security mechanisms.

Prerequisite(s): CPT 162, IST 225

IST 257   LAN NETWORK SERVER TECHNOLOGIES   (3-0-3)

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   (3-0-3)
                SCIENCES**

This course covers special topics in information sciences technologies.

Prerequisite(s): Permission of NSM advisor

**IST 291   FUNDAMENTALS OF NETWORK SECURITY (3-0-3)
                I**

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   (3-0-3)

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 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.

Corequisite(s): LEG 135

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 214   PROPERTY LAW   (3-0-3)

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

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 222   CONSTITUTIONAL LAW   (3-0-3)

This course provides a study of the United States and South Carolina constitutions and the foundation of the American legal system.

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 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)

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving. Grade is not computed in GPA calculation. Non-degree credit.

MAT 032   DEVELOPMENTAL MATHEMATICS   (3-0-3)
This course includes the study of intergers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts.

Prerequisite(s): MAT 031 or appropriate placement scores

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 104   MATHEMATICS FOUNDATIONS   (3-0-3)
This course includes the study of numeration, measurement (U.S. customary and S.I.), basic algebra, geometry, statistics, and trigonometry. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork, and other workplace readiness skills are emphasized.

Corequisite(s): EGR 104

* 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; and solutions of higher degree polynomials.

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 or appropriate placement scores

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 of integration, and other applications; infinite series, including Taylor series and improper integrals.

Prerequisite(s): MAT 140

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 032 or appropriate placement scores

MAT 165   STATISTICS   (3-0-3)
This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability.

Prerequisite(s): MAT 032 and RDG 032 or appropriate placement scores

**MAT 170   ALGEBRA, GEOMETRY, AND   (3-0-3)
              TRIGONOMETRY I**
This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Prerequisite(s): MAT 032 or appropriate placement scores

**MAT 240   ANALYTICAL GEOMETRY AND CALCULUS   (4-0-4)
              III**
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

Prerequisite: MAT 141

MEDICAL ASSISTING (MED)

**MED 102   INTRODUCTION TO THE MEDICAL   (2-0-2)
              ASSISTING PROFESSION**
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, 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 113, MED 114

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   (3-3-4)
              PROCEDURES**
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s): Formal acceptance 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

MET 216   MECHANICS FLUID SYSTEMS   (2-3-3)

This course is the study of the fundamentals of incompressible fluid statics and flow dynamics based on Bernoulli's principle and the conservation of mass, energy, and momentum. These principles are taught from a fluid systems standpoint.

MET 224   HYDRAULICS AND PNEUMATICS   (2-3-3)

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

MET 226   APPLIED HEAT PRINCIPLES   (3-3-4)

This course covers energy transfer principles involved in heating, cooling, and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles.

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

MET 240   MECHANICAL SENIOR PROJECT   (0-3-1)

This course includes investigations and/or advanced study in an area of specialization approved by the instructor.

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 121   SMALL BUSINESS OPERATIONS   (3-0-3)

This course is a study of the daily operations of an established small business, emphasizing staffing, record keeping inventory control and marketing.

MGT 150   Fundamentals of Supervision   (3-0-3)

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201   HUMAN RESOURCE MANAGEMENT   (3-0-3)

This course is a study of personal administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

MGT 210   EMPLOYEE SELECTION AND RETENTION (3-0-3)

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, slection, and training, with an emphasis on employee retention.

MGT 240   MANAGEMENT DECISION MAKING   (3-0-3)

This course is a study of various structured approaches to managerial decision making and supervision.

MGT 250   SITUATIONAL SUPERVISION   (3-0-3)

This course is a study of techniques supervisors use to adjust their management styles to different situations and employees.

MGT 255   ORGANIZATIONAL BEHAVIOR   (3-0-3)

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

MGT 260   LEADERSHIP FUNDAMENTALS   (3-0-3)

This course examines the significant research and theories that provide the

conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

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 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 102   MEDICAL LAB FUNDAMENTALS   (2-3-3)

This course introduces basic concepts and procedures in medical laboratory technology.

Prerequisite(s): CHM 100 or HS chemistry

MLT 104   BASIC MICROBIOLOGY   (1-3-2)

This course introduces basic concepts and procedures in medical microbiology.

Prerequisite(s): MLT 102 and MLT 115

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 225, 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): MLT 210

MLT 115   IMMUNOLOGY   (2-3-3)

This course provides a study of the immune system, disease states and basic principles of immunological testing.

Prerequisite(s): BIO 100 or HS biology

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 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.

MLT 230   ADVANCED CLINICAL CHEMISTRY   (3-3-4)

This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.

MLT 240   INTEGRATED LAB CONCEPTS   (1-9-4)

This course integrates theory and clinical skills with new developments and advanced technology in laboratory medicine.

Prerequisite(s): MLT 105, MLT 108, and MLT 120

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 120, MLT 230

**MLT 242   SURVEY IN MEDICAL LABORATORY   (0-15-5)
          TECHNOLOGY**

This course correlates clinical experiences with theoretical concepts.

Prerequisite(s): MLT 105, MLT 108, and MLT 120

MLT 251   CLINICAL EXPERIENCE I   (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 230

MLT 252   CLINICAL EXPERIENCE II   (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 230

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 111   MACHINE TOOL THEORY AND PRACTICE I   (1-12-5)
This course is an introduction to the basic operation of machine shop equipment.

Prerequisite(s): MTT 105, MTT 120

MTT 112   MACHINE TOOL THEORY AND PRACTICE II   (1-12-5)
This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisite(s): MTT 111

MTT 113   MACHINE TOOL THEORY AND PRACTICE III   (1-12-5)
This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining.

Prerequisite(s): MTT 105, MTT 111, MTT 112, MTT 120

MTT 120   MACHINE TOOL PRINT READING   (2-3-3)
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 141   METALS & HEAT TREATMENT   (3-0-3)
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

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 105

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 113, MTT 141

Corequisite(s): MTT 205

MTT 231   TOOL & DIE MAKING I   (0-15-5)
This course covers advanced machine tool operations, including complex die operations.

Prerequisite(s): MTT 211

MTT 232   TOOL & DIE MAKING II   (1-12-5)
This course covers the manufacture of simple cutting die or tools.

Prerequisite(s): MTT 141, MTT 241

Corequisite(s): MTT 211, MTT 205

MTT 233   TOOL & DIE MAKING III   (2-9-5)
This course covers the construction of a compound and/or progressive die or tools.

Prerequisite(s): MTT 211, MTT 232

MTT 241   JIGS AND FIXTURES I   (1-3-2)
This course includes the theory necessary to design working prints of simple jigs and fixtures.

Prerequisite(s): MTT 120

**MTT 243   ADVANCED DIMENSIONAL METROLOGY FOR   (3-0-3)
          MACHINISTS**
This course is the study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning / tolerances, sine bars / plates for compound angles and more.

Prerequisite(s): MTT 112

MTT 250   MTT 250 Principles of CNC   (3-0-3)
This course is an introduction to the coding used in CNC programming.

Prerequisite(s): MTT 105, MTT 101

MTT 251   CNC OPERATIONS   (2-3-3)
This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

Prerequisite(s): MTT 205, MTT 250

Corequisite(s): MTT 205

MTT 252   CNC SETUP & OPERATIONS   (2-6-4)
This course covers CNC setup and operation.

Prerequisite(s): MTT 251

MTT 253   CNC PROGRAMMING & OPERATIONS   (0-9-3)
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

MTT 254   CNC PROGRAMMING I   (0-9-3)
This course is a study of CNC programming, including machine language and computer assisted programming.

Prerequisite(s): MTT 253

MTT 255   CNC PROGRAMMING II   (2-3-3)
This course includes CNC programming with simulated production conditions.

Prerequisite(s): MTT 254

MTT 256   CNC PROGRAMMING III   (1-6-3)
This course is a study of advanced CNC programming methods using multi-axis

machining centers.

Prerequisite(s): MTT 255

MTT 258   MACHINE TOOL CAM   (2-3-3)

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

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, ENG 101 or appropriate placement score

NUCLEAR ENGINEERING TECHNOLOGY (NET)

NET 112   NUCLEAR POWER PLANT COMPONENTS   (3-0-3)

This course is a study of basic nuclear power plant components including valves, sensors, detectors, controllers, pumps, heat exchangers, demineralizers, ion exchangers and other related systems.

NET 113   NUCLEAR PHYSICS   (2-3-3)

This course is an introduction to the fundamental concepts of atomic and nuclear structure, including energy-mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, the chart of nuclides and induced nuclear reactions.

Prerequisite(s): PHY 201

NET 122   NUCLEAR ELECTRICAL SCIENCES   (2-3-3)

is course is a study of basic electricity for nuclear power plant technicians. Topics include conductors, semiconductors, insulators, voltage, current resistance, Ohm's law, Kirchoff's Voltage Law (KVL), Kirchoff's Current Law (KCL), basic circuit theory and related topics.

Prerequisite(s): EET 103

NET 130   RADIOLOGICAL PROTECTION   (3-0-3)

This course is a study of basic radiological protection principles. Topics include detectors, basic nuclear instrumentation, portable survey equipment and related topics in radiation protection protocols.

NET 215   NUCLEAR REACTOR PHYSICS   (2-3-3)

This course includes microscopic and macroscopic cross sections, neutron flux, reaction rates, neutron moderation and diffusion, neutron multiplication factors, and neutron kinetics.

Prerequisite(s): NET 113

NET 230   NUCLEAR PLANT CHEMISTRY   (2-3-3)

This course is a study of basic nuclear plant chemistry including nitrogen reactions, lithium production, radio nuclides, chemical additives, filtration, ion exchange and related topics in nuclear chemistry.

Prerequisite(s): CHM 110

NET 237   NUCLEAR REACTOR SAFETY   (2-0-2)

This course explains the basic concepts related to:1- reactor plant protection, 2- accident analysis, 3- transient prevention and mitigation of core damage and accident management and 4- the course summarizes basic information about major industry operating experience and accident case studies.

Prerequisite(s): NET 130

NET 240   NUCLEAR PRIMARY & SECONDARY SYSTEMS   (3-0-3)

This course includes investigations and/or advanced study in an area of specialization approved by the instructor.

Prerequisite(s): NET 237

NURSING (NUR)

NUR 102   BASIC NURSING CARE SKILLS   (2-6-4)

This course introduces basic nursing care skills which are applied in long term care.

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): NUR 163, NUR 170, BIO 210, PSY 201

**NUR 162   PSYCHIATRIC AND MENTAL HEALTH   (2-3-3)
            NURSING**

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 225, NUR 264, NUR 266, Elective - Spring Admit

Corequisite(s): NUR 267, Elective, Elective - Fall Admit

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): NUR 160, NUR 170, BIO 210, PSY 201

**NUR 165   NURSING CONCEPTS & CLINICAL PRACTICE   (3-9-6)
            I**

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): NUR 160, NUR 163, NUR 170, PSY 201, BIO 210

Corequisite(s): NUR 263 - Fall Admit, PHM 115, BIO 211

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): NUR 160, NUR 163, BIO 210, 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): 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): NUR 160, NUR 163, NUR 170, NUR 165 - Spring Admit, PHM 115 - Spring Admit

Corequisite(s): BIO 211, NUR 165 - Fall Admit, BIO 211 - Fall Admit

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): NUR 201, NUR 265, ENG 101, MCT 110, NUR 263 - Spring Admit

Corequisite(s): NUR 266, BIO 225, Elective - Spring Admit

**NUR 265   NURSING CONCEPTS & CLINICAL PRACTICE   (3-9-6)
            II**

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 165, PHM 115, BIO 211, BIO 263

Corequisite(s): NUR 263 - Spring Admit, ENG 101, MCT 110

**NUR 266   NURSING CONCEPTS & CLINICAL PRACTICE   (3-9-6)
III**

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 management of small groups.

Prerequisite(s): NUR 201, NUR 265, ENG 101, MCT 110, NUR 263 - Spring Admit

Corequisite(s): NUR 264, BIO 225, Elective - Spring Admit

**NUR 267   NURSING CONCEPTS & CLINICAL PRACTICE   (1-15-6)
IV**

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 225, NUR 266, NUR 264, Elective - Spring Admit

Corequisite(s): NUR 162, Elective

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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

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): NUR 160, NUR 163, NUR 170, PSY 201, BIO 210

Corequisite(s): NUR 165, NUR 263 - Fall Admit, BIO 211, NUR 201

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.

Prerequisite(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 211, ENG 101, PNR 120, PNR 130

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 211, ENG 101, PNR 120, PNR 130

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 211, ENG 101, PNR 120, PNR 130,

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, ENG 101 or appropriate placement score

* 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, ENG 101 or appropriate placement score

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   (2-0-2)
              PREPARATION**

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   (3-0-3)
              ASSISTANTS**

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   (0-9-3)

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 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 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): 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 115

RAD 220   SELECTED IMAGING TOPICS   (3-0-3)

This course is a study of advanced topics unique to the radiological sciences.

Prerequisite(s): RAD 230

RAD 230   RADIOGRAPHIC PROCEDURES III   (2-3-3)

This course is a study of special radiographic procedures.

Prerequisite(s): 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   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 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 257

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

RDG 101   COLLEGE READING   (3-0-3)

This course is designed to enhance reading efficiency by effectively processing and analyzing information.

Prerequisites: RDG 032 or Compass Reading score of 77 or equivalent.

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, ENG 101 or appropriate placement score

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): 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): 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

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

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

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 patient 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

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, ENG 101 or appropriate placement score

* 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

* SPA 201   INTERMEDIATE SPANISH I   (3-0-3)

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisite(s): SPA 102

* SPA 202   INTERMEDIATE SPANISH II   (3-0-3)

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s): SPA 201

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, ENG 101 or appropriate placement score

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 165, 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 165, 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): ENG 100, ENG 101 or appropriate placement 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   (2-3-3)
**   STUDENTS)**

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   (1-9-4)

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. The course will also include shop safety and hand and power tools.

WLD 170   QUALIFICATION WELDING   (2-6-4)

This course covers the procedures and practices used in taking welder qualification tests.

WLD 201   WELDING METALLURGY   (3-0-3)

This course covers the weldability of metals, weld failures, and the affects of heat on chemical, physical, and mechanical properties.

WLD 212   DESTRUCTIVE TESTING   (2-0-2)

This course covers the destructive testing methods used in the evaluation of welds.

WLD 225   PIPE WELDING I   (1-9-4)

This course covers the procedures and practices used in taking welder qualification tests.

WLD 228   INERT GAS PIPE WELDING I   (2-6-4)

This course covers the procedures and practices used in taking welder qualification tests.

WLD 208   ADVANCED PIPE WELDING   (1-6-3)

This course covers the procedures and practices used in taking welder qualification tests.

WLD 220   STRUCTURAL AND PIPE APPLICATIONS   (2-6-4)

This course covers the procedures and practices used in taking welder qualification tests.