2018-2019 Catalog

FLORENCE-DARLINGTON TECHNICAL COLLEGE
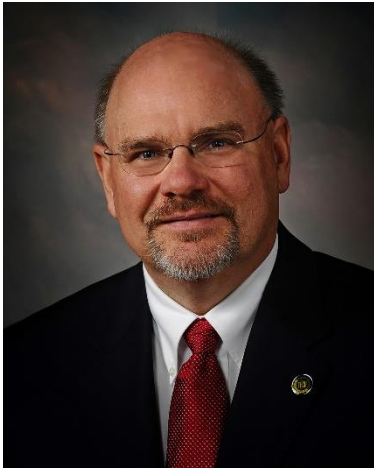
TECH

EST. 1964

Education for the Real World!

President's Message

I would like to be the first to welcome you to Florence-Darlington Technical College (FDTC), and I'm excited that you are considering furthering your education with us. This year marks the 52nd year since FDTC first began serving the needs of the residents of Florence, Darlington, and Marion Counties by offering quality educational programs that support economic development. Our degree, diploma, and certificate programs (more than 75 of them) lead to careers in business, engineering technology, health care, human services, manufacturing, and more. FDTC also offers the College Transfer Program for students with aspirations of transferring to a four-year institution. Our Online College gives you the flexibility to attend classes when it is convenient for you. FDTC's Dual Enrollment Program gives high school students an opportunity to earn college credits while still in high school.

When it comes to helping you choose your path or add new skills, we are ready with hands-on learning that gives you real-world experience. What binds the FDTC faculty and staff together is the concern for the success of each and every student. We believe in helping students to achieve success because we know that a quality education has more value today than at any other time in our country's history. In fact, fierce competition in the global marketplace and the emergence of complex new technologies has made a quality education a necessity, not a luxury.

Our modern 240-acre campus between Florence and Darlington boasts state-of-the-art technology that mirrors what students will find in the workplace. The Health Sciences Campus in downtown Florence supports area hospitals and other healthcare businesses with a steady stream of qualified workers. Our satellite campuses in Hartsville, Lake City, and Mullins provide access to education for students living on the fringes of our service area.

FDTC's enrollment now exceeds 5,000 students with an additional 30,000 individuals being served through our Corporate Workforce Development programs. Join us today and see why so many others have chosen to "experience the technical advantage." We are pleased and gratified that you see FDTC as a part of your future success.

Edward E. Bethea
Interim President, FDTC

Florence-Darlington Technical College 2018-2019 Catalog

GENERAL INFORMATION

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 information in this Catalog is subject to change based on program and industry needs. Therefore, please consult with your advisor regarding course selections and program requirements.

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 and Section 504 coordinator is the Director of Internal Relations (843.661.8321). This individual 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.

ACCREDITATION

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

The College's accreditation has been reaffirmed through 2026.

IMPORTANT NOTE

The information in this Catalog is subject to change based on program and industry needs. Therefore, please consult with your advisor regarding course selections and program requirements.

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. Consult website for current information.

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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 5,000 curriculum students. Its original campus of less than 10 acres has expanded to nearly 246 acres with a modern complex of nine major buildings totaling nearly 320,000 square feet.

The college embarked on a new venture and in August of 2007, the doors opened on the first phase, the Advanced Manufacturing Institute, of the Southeastern Institute for Manufacturing and Technology (SiMT). The Advanced Manufacturing Institute is comprised of 177,000 square feet of space devoted to engineering technologies, machining and rapid prototyping, trade exposition space, an 800-seat auditorium, and an Interactive Digital Center using the latest in 3D software.

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

Service Excellence

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 and Growth

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.

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.

HIGHER EDUCATION OPPORTUNITY ACT (2008) 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.

ADMISSIONS

Scheduling Center

New students are required to visit the assigned faculty advisor during regular office hours prior to registration.

Admission 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. *Note: This is for Financial Aid eligibility.

Exception to the above: An applicant who is a high school junior or senior must submit, prior to admission, a signed dual enrollment permission form by appropriate high school personnel and a parent/guardian to take classes at FDTC.

An applicant must submit satisfactory scores on either the ACT, or the college's placement test. There is a ten-year limit on the new SAT, four-year limit on the college's placement test, and a five-year limit on all other entrance test scores.

Admission 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. Students that have attended a previous college(s), submitted transcript(s) are strongly recommended.
3. Submit appropriate entrance test scores (SAT, ACT, or college's placement test). Some programs may require additional test scores. If a high school graduate, within the last five years of graduating, earns a high school diploma and a 3.0 GPA from an accredited institution, testing may be waived.
4. Some programs require a placement interview with the department head.
5. Students will be admitted into their chosen program with a condition 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 prerequisites 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.

READMISSION TO THE COLLEGE

Readmission Requirements

If an accepted student elects not to enroll (for more than one year after initial application) 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. Readmission applicants must have satisfactory scores on either SAT, ACT or the college's placement test for entrance into their desired program.
3. Testing may be waived if 30 semester hours, including (transferable) English and math courses, have been completed with a "C" or better.

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. If a high school graduate, within the last five years of graduating, earns a high school diploma and a 3.0 GPA from an accredited institution, testing may be waived.

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.

HOW TO TRANSFER TO FDTC

Applications will remain in active status for one year from the date of application.

1. 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.
2. 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.
3. 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.
4. Transfer credit will be awarded by the Registrar after acceptance and prior to the end of the first semester of enrollment.
5. At least 25 percent of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma.
6. 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.

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 Associate 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 Information

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 Associate 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.

PLACEMENT TESTS

1. Accuplacer is used for entry into all programs.
    a. Accuplacer consists of the following tests:
       Reading Skills
       Sentence Skills
       Arithmetic
       Elementary Algebra
    b. Students are required to meet the appropriate placement test scores in Reading, Sentence Skills, 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. Students who require special assistance or accommodations for testing should contact the Student Disabilities Coordinator at 843.661.8124. 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.

PLACEMENT SCORES

	Accuplacer	Compass	Asset	ACT	SAT	New SAT	
RDG 031	R 33-49	R 45-60	R 31-34	R 10-14	250-330	14-19	200-320
RDG 032	R 50-74	R 61-80	R 35-41	R 15-19	340-470	20-25	330-440
ENG 032	SS 20-44 & R ≥ 32	W 1-60	W 0-40	E 0-14	200-390	10-22	200-320
ENG 155	SS 45-70 & R ≥ 50	W 61-99	W 41-54	E 15-36	400-800	23+	330+
ENG 100	SS 45-70 & R ≥ 50	W 61-77	W 41-45	E 15-19	400-470	23-27	330-460
ENG101/160 and RDG Score	SS 71-81 R ≥ 75	E 78-99 R 81-99	W 46 R 42	W 20 R 20	480-800	28+	470+
MAT 033	AR 20-60	PA 0-59	NS 0-44	0-15	200	10-20.5	200
MAT 101/ 155/170	EA 20-84	PA 60-99	EA 45-55	16	380	21-22.5	420
MAT102	EA 85-99	A 44-59	A 45-48	17	420	23-25	460

MAT 107**	EA 20-84	A 60-99	EA 45-55	16	380	21-22.5**	420**
MAT 110/120	EA ≥ 100 OR CA 20-85	A 60-99	EA 49-55	20	480	25.5-26.5	510
MAT111/130	CA 86-102	CA 42-99	IA 37-55	21	510	27	540
MAT 140	CA 103+	T 42-99		23	550	28.5	570
MAT 141* (MAT 140 equivalent)							

New SAT Scores are valid for 10 years
 * Students must pass MAT 140 with a "C" or better
 ** Students must have a RDG 032 equivalent

MULTIPLE MEASURES FOR COLLEGE PLACEMENT

OPTION 1	OPTION 2	OPTION 3	OPTION 4
ACT Scores 20(R/E) 20 (M)	New SAT Scores 470+ (R) 510 (M) *Previous SAT scores are still valid 5 years from date taken	HS GPA & Coursework 3.0 GPA (Weighted) *High School Transcript within the Past 5 Years *4 Years of Math & English	Accuplacer Scores

Recommended Courses   Referral to Adult Education

 - *Unweighted GPA for Advisement*
 - *"B" or higher in all English courses*
 - **4 English Courses**   *32 or less on Reading*
(CP, AP/IB, Dual Enrollment)

 - **4 Math Courses**   *MAT 110 – College*
 - *Unweighted GPA for Advisement*
 - *"B" or higher in all English courses*
 - *Algebra*
(CP, AP/IB, Dual Enrollment)
    * *Algebra I*   *Elementary Algebra (EA) 100+*
    * *Algebra II*   *OR*
    * *Geometry*   *College Algebra 20-85*
    * **One** *Additional Math Course*
      - *Algebra III*   *ENG 101 – Comp. I*
      - *Pre-Calculus*
      - *Calculus*   *Reading 75 AND*
      - *Statistics*   *Sentence Skills 71-81*
      - *Discreet Math*
      - *Other Capstone Math Course*

The Assessment Center's Hours of Operation:

Monday and Thursday	8:00 am - 8:00 pm	(*all new testing stops one hour prior to closing*)
Tuesday and Wednesday	8:00 am - 7:00 pm	(*all new testing stops one hour prior to closing*)
Friday	8:00 am - 11:30 am	(*all new testing stops one hour prior to closing*)

*Hours are subject to change during semester changes and holiday breaks.

**Students should arrive one hour prior to the posted closing time to allow sufficient time to complete testing.

TRANSFER CREDIT POLICY

A transfer student is a student pursuing a degree at Florence-Darlington Technical College who has earned credits at another institution and wishes to apply these credits toward a Florence-Darlington Technical College certificate, diploma, or degree. In addition to submitting all other application materials, a student desiring to receive transfer credit must have an official transcript sent to Florence-Darlington Technical College by each institution that originally granted the credits. For degree completion, at least twenty-five percent (25%) of semester credit hours of curriculum course requirements must be completed at Florence-Darlington Technical College. Exceptions are allowable and may include the following:

Transfer credit from foreign institutions not accredited by a regional post-secondary accrediting commission. The student must provide an evaluation by **World Education Services (WES)** at **www.wes.org**, and other accrediting agencies.

Military Service Credit

Florence-Darlington Technical College may also grant credit where applicable for Military Service Schools in accordance with the recommendations of the American Council of Education.

College Transfer Credit

You may receive transfer credit for courses successfully completed at regionally accredited colleges and universities. In awarding transfer credit, FDTC considers equivalency of course content, quality, level, hours and program relevance. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" serves as a guide for acceptance of transfer credit.

For FDTC to consider your transfer credits, you must have official transcripts of previous college work sent to FDTC's Admissions office, and you may be asked to provide additional documentation. FDTC awards transfer credit only when the grade is "C" or higher. Transfer credit will not be included in the calculation of your GPA at FDTC.

Advanced Placement

You will receive college credit for a score of 3, 4 or 5 on selected Advanced Placement examinations.

International Baccalaureate

You may receive college credit for scores of 4 or greater on selected International Baccalaureate higher-level exams.

CLEP

You may receive credit for selected College Level Examination Program (CLEP) exams if your scores meet FDTC minimum score requirements. Contact Registrar's Services for a listing of accepted CLEP examination scores. Official score reports must be on file in the Registrar's office prior to credit being awarded.

Registration

After meeting admission requirements and being accepted to the college, you will be eligible to register for the semester in which you plan to enroll. You must meet with your academic advisor to register. Your enrollment is not official until you complete all the steps of registration, including payment of fees and attending classes or participating in online classes.

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 INFORMATION

STUDENT TUITION & FEES

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 Driver's License will be used to determine residency.

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

Tuition is charged per-credit hour **for all hours taken**.

Student	In-County*	Out-of-County**	Out-of-State	Out-Of-Country
Tuition Fee per credit hour	$179	$190	$268	$357
Technology Fee Per Credit Hour ($50) cap	$4	$4	$4	$4
Activity Fee per term	$35	$35	$35	$35

* Florence and Darlington county legal taxpaying residents.
** Other South Carolina residents

Additional Fees
- Technology Fee ($4/credit hour, capped at $50 per term)
- Activity Fee ($35/term)
- Late Fee* ($50)

* A $50 late fee will be charged to all students who have not paid their tuition and fees by the published due date each term.

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

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

Fees for auditing a course are the same as taking a course for credit. Minimum of 50 cents per contact hour is charged for any continuing education student. Students can also use the Net Price calculator to estimate tuition.

The above fees do not include the cost of books, shop coats, uniforms, equipment, tools and materials, graduation fees, or course fees, such as allied health, math, science, welding, automotive, etc. 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 bookstore 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.

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 and transcripts will be frozen and will not be completed or released until all obligations are fulfilled.

After the student has received three bills, the account may be placed with the SC Department of Revenue for collection. The debtor may be assessed the cost of collection incurred in addition to the already outstanding amount.

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. 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, agencies 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.

Scholarships/Paid Internships – SC ATE Center of Excellence

S-STEM Scholarships are available for full-time, academically talented students with financial need. Scholarship recipients are selected from those pursuing associate degrees in the science, technology, engineering and mathematics (STEM) programs of study, specifically in engineering technology (EET, MET, CET), industrial technology (MTT,

HVAC, AUTO, IMT), and network systems management (NSM. S-STEM scholarship recipients are Tech Stars. As part of the scholarship award, each Tech Star receives a laptop computer and wireless Internet device (or automotive diagnostic tool for AUT majors), in addition to financial support for tuition, fees, and books. Contact the SC ATE Center of Excellence at 843.676.8547 or scate@fdtc.edu.

Paid internships are available for students majoring in the advanced technologies. Students who are majoring in welding or are pursuing associate degrees in engineering technology (EET, MET, CET, and industrial technology (MTT, HVAC, AUTO, IMT) are in greatest demand. Contact the SC ATE Center of Excellence at 843.676.8547 or scate@fdtc.edu.

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. Disbursements are made to the students approximately 5-6 weeks after the term begins.

Ability to Benefit
A student who has not received a high school diploma or a recognized equivalent, may qualify for federal financial aid under the Ability to Benefit regulations. The student must be enrolled in two components: a component that enables the student to attain a high school diploma or its equivalent, and a Career Pathway Program at FDTC that meets the eligibility requirements set by the Department of Education as defined under 34 CFR 668.8.

Tuition for Senior Citizens (Free)
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 when the term begins 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 may 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. 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:

Refund Rates *(subject to change)*	
Withdrawal or Net Reduction of Credit Hours	**Refund**
15-Week, 16-Week, and 12-Week Sessions	
Before the first date in term that classes are offered (start of term)	100%
1st - 10th Day of the Term	100%
After 10th Day of the Term	0%
8-Week Sessions	
Before the first date in term that classes are offered (start of term)	100%
1st – 5th Day of the Term	100%
After 5th Day of the Term	0%
Summer Term - (10-Week Session)	
Before the first date in term that classes are offered (start of term)	100%
1st – 5th Day of the Term	100%
After 5th 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 Day of the Term	100%
After 5th 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 Day of the Term	100%
After 5th 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 or instructor 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 FOR STUDENTS

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 can view their award letter on WebAdvisor. When registered, the student is allowed to charge tuition, fees, books, and supplies against the financial aid that they have been awarded. Refunds for any remaining funds will be credited to student's Bank Mobile account approximately five weeks after classes begin. Students must take a minimum of 12 semester hours to be considered a full-time student. Federal Pell Grant, SC Need Based Grant and Lottery Tuition Assistance awards will be adjusted to the student's enrollment status, if the student enrolls for fewer hours. Students must maintain satisfactory academic progress in order to continue receiving financial assistance.

Federal Work Study applicants, SEOG and SC Need Based Grant 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, 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.

FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES

It is the student's 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 FOR FINANCIAL AID

Online (fast & easy)

First...

1. Create FSA ID Username and Password.
2. Apply online at www.fafsa.gov.

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.

SATISFACTORY ACADEMIC PROGRESS

All students receiving federal and state student financial aid must adhere to Florence-Darlington Technical College's Financial Aid policy on standards of satisfactory academic progress. This policy has been established to meet the requirements.

The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable period of time. The policy is separate from the institution's standards of progress and is monitored each semester for all enrolled students.

Satisfactory academic progress must include both a qualitative component (grade point average—GPA) and a quantitative component (maximum time frame). The following three criteria/rules are applied to determine progress at Florence-Darlington Technical College:

1. The maximum length of time for which the student may receive financial aid (150%) of the published time-frame for the program of study.
2. The cumulative percentage of attempted credit hours the student must earn (67%).
3. The minimum Financial Aid grade point average (GPA) the student must maintain. (2.0 Minimum GPA)

Financial Aid Satisfactory Academic Progress will be reviewed at the end of each semester for all students who are enrolled. Results of that review will be used to determine the subsequent semester's eligibility for financial aid. Students are responsible to ensure that they maintain the minimum semester and cumulative GPA and to ensure that they complete the required number of credits.

Satisfactory academic progress must be maintained even during semesters in which financial assistance is not received.

Satisfactory Academic Progress Scope

This policy applies to all students. To reasonably measure a student's satisfactory academic progress toward completion of his/her degree, diploma, or certificate the student's total academic record will be evaluated. This includes all academic work attempted for any FDTC program and transferred credits accepted from any other schools attended.

As the recipients of federal or state financial aid, students have certain rights and responsibilities. Students' failure to fulfill their part of the agreement as described may result in the cancellation of their awards, and/or repayment of any funds already received.

Satisfactory Academic Progress Monitoring Procedures

The Financial Aid Center will monitor satisfactory academic progress for all students to ensure that they are making progress toward program completion. Associate degree, diploma and certificate programs will be reviewed for satisfactory academic progress at the end of each term enrolled. The standards defining satisfactory academic progress for Florence-Darlington Technical College students are outlined below.

Course Withdrawals, Incomplete Courses, Repetitions, Remedial or Noncredit Remedial

Students must be aware that repeated courses; noncredit remedial courses and grades of F, W, WF, and I will be considered in assessing their progress toward completion. Students who do not satisfactorily complete at least 67% of their cumulative attempted hours for two consecutive semesters will no longer be eligible for federal and/or most state assistance (i.e., South Carolina Need-Based Grant).

Developmental Studies (Remedial rule) Standards of Progress

Financial Aid recipients may take a maximum of 30 credit hours in Developmental Studies course work. Students enrolled in Developmental Studies classes only must receive grades of A*, B* C* and SC* in at least 67% of their classes to remain in good standing. Developmental Studies students who do not meet this requirement will receive a warning during the next term in which they enroll in the college.

Transfer Students

All transfer students will be considered to be making satisfactory progress based on the number of credit hours accepted toward their program of study. Each academic record will otherwise be reviewed at the end of the required period of enrollment (i.e., at the end of each enrolled term). Transfer credits are included in the calculations of the pace of the program completion and they are included in the 150% maximum timeframe.

Change of Major(s)

A student who changes majors is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate program into a diploma or certificate program of study may lose federal and state eligibility immediately upon making the change due to the 150% completion rule.

Academic Renewal May Be Granted through Registrar Services

Federal regulation excludes federal student aid from a school's academic renewal policy and requires the Financial Aid Center to track students' academic progress from the first date of enrollment, whether or not financial aid was received.

Students approved for academic renewal should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the first date of enrollment. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

Satisfactory Academic Progress Standards

Length of Eligibility (Completion rule) The Financial Aid Center monitors the satisfactory academic progress of all students. Financial aid recipients are eligible for assistance until they have attempted up to one and a half (1.5) time the semester hours required for the program of study in which they are currently enrolled.

Examples of Maximum Timeframe

Academic Program	Hours Required in the Program	Maximum Allowable Attempted Hours (150%)
Associate in Nursing Degree	68	(x1.5) = 102
Associate in Arts Degree	62	(x1.5) = 93
Early Childhood Development Diploma	42	(x1.5) = 63

Students pursuing multiple programs of study through Florence-Darlington Technical College will be limited to a maximum timeframe of 150 hours attempted. In all instances, financial assistance will be limited to a maximum of 150 hours attempted. At the time it is determined that a student cannot complete their program of study without reaching 150 hours, the student becomes ineligible for financial aid. Students can appeal this ineligibility by completing the appropriate appeal request form and providing the required documentation. Examples of acceptable documentation are shown later in this policy.

Academic Progress (minimum GPA and 67% rule)

In order to remain in good academic standing, students pursuing a degree, diploma or certificate who are enrolled in regular curriculum classes must maintain a Financial Aid Cumulative Grade Point Average (GPA) of 2.0. Students are also required to have earned at least 67% of the cumulative credit hours attempted to have continued federal and state eligibility for financial assistance. All Developmental Studies courses will be included in the calculation of 67% of credit hours.

The Financial Aid GPA includes the grades from all attempted course work. Repeating a course does not replace the grade for the Financial Aid GPA.

Warning Semester

Students who fail to earn the required GPA as specified above or who fail to earn 67% of the cumulative credits attempted will receive a financial aid warning for the next term in which they enroll at the college. Students in all programs of study who receive a financial aid warning as a result of failing to earn the required GPA or failing to earn 67% of the cumulative credits attempted, may receive Title IV funds for one payment period. Students must meet the FDTC Financial Aid Center's SAP standards and will be reviewed at the end of the warning term. Students who fail to obtain a cumulative Financial Aid GPA of 2.0 or who fail to bring cumulative completion rate up to 67% or greater will lose federal and South Carolina Need Based Grant eligibility and will be placed on suspension. In addition, students who fail to complete their programs prior to reaching the program's maximum timeframe will be placed on suspension.

Students placed on suspension may be allowed to submit a SAP Appeal form to the Financial Aid Center for evaluation of special circumstances that may have contributed to not meeting satisfactory progress standards. The required documentation will be communicated to each individual student.

Satisfactory Academic Progress Declaration of Ineligibility Procedures

Following a review, if a student is deemed not to be making satisfactory academic progress, he/she will be notified by email of the resulting ineligibility for federal and/ or South Carolina Need Based Grant funds. Awards will be canceled upon becoming ineligible. To receive federal or South Carolina Need Based Grant assistance, the student will need to submit an appeal to the Financial Aid Center.

Satisfactory Academic Progress Re-Establishing Eligibility for Financial Aid

A student may be reinstated for financial aid eligibility at such time as he or she successfully completes sufficient hours (67% of cumulative attempted hours) and has a sufficient cumulative Financial Aid grade point average (2.0) to meet the minimum requirements for eligibility as set forth in this policy. It is the student's responsibility to present evidence to the Financial Aid Center at the time he or she has met minimum requirements for reinstatement or is appealing.

Satisfactory Academic Program Appeal of Financial Aid Ineligibility

A. An ineligible student may appeal by providing the Financial Aid Center a detailed account of the appeal (a) why the student failed to make satisfactory academic progress, (b) what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation, and (c) documentation of special circumstances noted in the SAP appeal. Each appeal will be considered individually on its merit. Individual cases will not be considered as precedent. Some reinstatements are considered if the following circumstances have occurred:

- Death in the student's immediate family that has been documented.
- Personal illness requiring a loss of the equivalent of more than five consecutive class days that is supported by a letter from a physician.
- Serious illness in the student's immediate family that can be supported by at least one letter of documentation from a family members' physician.
- Divorce or separation in the student's immediate family that can be documented for the time frame in question.
- Change in job schedule/responsibilities required by the employer and documented by the employer.

B. Each appeal will be reviewed by the SAP Appeal Committee in order to determine whether the financial aid suspension action is justified. The student will be advised by email of the decision within 10 business days after the appeal has been reviewed. If a student's appeal is denied, the student can re-appeal after they self-pay for six credit hours or more and receive a grade of "C" or higher in each class with no withdrawals. Any student who is denied can re-establish eligibility by successfully completing sufficient hours (67% of cumulative attempted hours) and has a sufficient cumulative grade point average (2.0) to meet the minimum requirements for eligibility as set forth in this policy.

C. If a student is approved for reinstatement, that student who is reinstated with an approved appeal is considered to be on probation and is required to meet all reinstatement stipulations in order to continue eligibility for federal and/or South Carolina Need Based Grant financial aid. Reinstatement stipulations include, but are not limited to, requiring a student to pass all courses attempted with a grade of "C" or higher, and maintaining a cumulative GPA of 2.0 or higher. Withdrawing or failing a class is considered not meeting stipulations. Should a student fail to meet any of the stipulations of their probationary term, he or she may submit another appeal request to the financial aid center along with documentation of the extenuating circumstances that caused them to fail or withdraw from a course.

D. For priority potential awarding, appeals must be submitted within the first 10 days of the start of the term.

E. Committee decisions on appeals are final and cannot be appealed at the college or federal level.

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 receive any of the scholarship funds awarded for future semesters.

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

A. Need-Based
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Work-Study
- South Carolina Need-Based Grants
- Federal Stafford Direct Loan (subsidized)

B. Other
- Federal Stafford Direct Loan (unsubsidized)
- Federal Parent Loans for Undergraduate Students (PLUS) (for Parents of Dependent Students Only)
- 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 38 of the U.S. Code for Chapter 30 Montgomery GI Bill® – Active Duty Educational Assistance, Chapter 1606 Montgomery GI Bill ® - Selected Reserve Educational Assistance, Chapter 31 Vocational Rehabilitation, Chapter 33 Post 9-11 GI Bill ®, Chapter 35, Survivor's and Dependents' Educational Assistance Program.

Applying to FDTC – Applicants who are Veterans, service persons, reservists, and/or dependents must meet applicable admissions requirements as deemed necessary by the Admissions Office at FDTC.

Applying for VA Educational Assistance – The Regional Veterans Affairs Office, not FDTC, determines eligibility for VA educational assistance. If you have never used benefits, you must apply online at https://www.vets.gov. This application normally takes 60-90 days to process. You will be sent a Certificate of Eligibility letter declaring your benefits. This document is required to use your benefits at FDTC.

Enrollment Certification – Certification of a class schedule, by the School Certifying Official, is necessary every semester in order for eligible Veterans, service persons, reservists, and/or dependents to receive educational assistance payments from the Regional Veterans Affairs Processing Office. Certification is not automatic. The student is responsible for providing a copy of their schedule to the Veterans Services Office at FDTC every semester they decide to use VA educational benefits. This can be done in person, via email or via fax. Generally, the VA will not allow payment for courses not required for graduation in a student's curriculum.

Class Schedules – The Veteran assumes full responsibility when registering for classes which he or she may have previously taken. All students receiving VA educational assistance payments are responsible for immediately notifying the School Certifying Official of any changes in their curriculum and/or their credit hour load during a semester. The student will be responsible for reimbursing the VA Regional Processing Office if an overpayment situation occurs.

Contact the VA – Call 1-888-442-4551 and press 0, between 7:00 a.m. – 6:00 p.m., Central Time, Monday-Friday for any questions concerning VA educational benefits; or email a question and get an answer in 4-5 working days: https://gibill.custhelp.com/app/utils/login_form/resirect/ask. Additional information may be found at the VA website: http://www.gibill.va.gov.

Contact Veterans Services at FDTC – If you have any questions, please email them to VeteranServices@fdtc.edu, call 843-661-8144, fax 843-413-2744, or visit www.fdtc.edu/veterans.

REGISTRATION AND STUDENT RECORDS

REGISTRATION PROCESS

Below are steps to help you apply to the College and get ready for class!

1. **Apply** – Apply for admission.
2. **Financial Aid** – Apply for all aid, including SC lottery-funded tuition assistance, by completing the Free Application for Federal Student Aid (FAFSA). Some scholarships may not require a FAFSA.
3. **Admissions** – Submit qualifying ACT, SAT or previous college coursework or schedule a TTC Placement Test.
4. Submit proof of high school graduation or GED. Note: An official high school transcript is not required for admission, but is needed to be considered for the LIFE scholarship.
5. Submit proof of lawful presence in the United States.
6. **Orientation** – Complete orientation.
7. **Register** – Make an appointment and meet with your assigned academic advisor to register for classes. Once you register, purchase your books.
8. **Pay Tuition** – Pay tuition and fees by the published deadlines.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protects the privacy of student education records while allowing colleges to maintain campus safety. Florence-Darlington Technical College restricts the disclosure of information from student education records to third parties and provides students the right to review their education records. Students receive annual notification about FERPA confidentiality requirements each year, the rights to request to view the education records within 45 days of the notification. A student has the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. If the College decides not to amend the record as requested by the student, then the College will notify the student of the decision. The College maintains student records, including electronic records, in accordance with the General Records Retention Schedule for the State of South Carolina and Southern Association of Schools and Colleges (SACS).

Directory Information - Florence-Darlington Technical College may disclose, without student consent, "directory" information, such as name of student, address (both local, including email address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, and participation in officially recognized activities. To restrict publication of directory information, a student must notify the Registrar's office in writing.

ACADEMIC RENEWAL POLICY

1) Academic Renewal is only available to students who meet the following criteria:
   - At least 2 years must have elapsed since the end of the semesters in which the student received the grades that are to be renewed
2) Academic Renewal can only be awarded once.
3) Academic Renewal will only be awarded after the student has successfully completed at least 16 non-developmental credit hours with a 2.0 GPA.

4) The prior academic record will remain a part of the student's transcript, but it is not carried forward as part of a new program to which the student is admitted.
5) Students with Academic Renewal are not guaranteed acceptance into a specific program. Students will not be eligible for Academic Renewal if any of the courses taken during the semesters under review have been used to meet the requirements for graduation from any other program.
6) Granting Academic Renewal does not change a student's financial aid status unless specific governmental or agency laws or regulations prohibit such awards.

DROP/ADD

A student may add a course during the first three (3) days of the term for a 15-week week or 12-week course. A student may drop a course during the first five (5) days of the term for an 8-week or a 5-week course and drop a course during the first five (5) days of the term.

- Drop/Add dates and deadlines are published in the Online Catalog Course Schedule. Courses may not be added or sections changed after the Drop/Add period.
- Drop/Add forms are available in the Registrar Services Office located in the 100 building at the One Stop Center.
- 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 during the 1st week of the semester, or submit an assignment during the 1st week of the semester.

DROP/NO-SHOW

A student who does not login to their online course, and submit their first week assignment within the first five (5) days of the term, 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 ONLINE CATALOG AND COURSE SCHEDULE. COURSES MAY NOT BE ADDED OR SECTIONS CHANGED AFTER THE DROP/ADD PERIOD.

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 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
- 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.

- 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
- Additive Manufacturing Designer - Level 1
- Additive Manufacturing Technician - Level 2
- Administrative Office Technology - Office Support Specialist
- Automotive Technology - Auto Body Repair
- Basic Automotive
- Cardiac Care Vascular Technician
- Certified Nursing Assistant
- Civil Engineering Technology - Computer-Assisted Drafting
- Civil Engineering Technology - Engineering Graphics
- Civil Engineering Technology - Geographic Information Systems
- Computer Technology - CISCO Networking
- Computer Technology - Essential Web Development
- Computer Technology - Fundamentals of Networking
- Computer Technology - Information Technology for Sales
- Cosmetology
- Diesel and Heavy Equipment (Evening Program)
- Early Childhood Development
- Early Childhood Development (Evening Program)
- Electronics Engineering Technology - Process Control
- General Studies
- Health Information Management
- Health Care Risk Management
- Medical Coding and Billing (Fall Admission)
- Human Resources Management
- Human Services - Early Childhood Development Option - Infant/Toddler
- 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
- Machine Tool Technology - Machine Operator
- Machine Tool Technology - Tool & Die
- Management
- Medical Assisting
- Phlebotomy Technician (Clinical Laboratory Assistant)
- Rapid Prototyping Lab Technician
- Retail Merchandising
- Welding
- Welding MIG
- Welding Pipe Welding

PROGRAM INFORMATION

PROGRAM	A.A., A.S., A.A.S.	CERT	DIPL	FALL ADMISS. START	SPRING ADMISS. START	SUMMER ADMISS. START	MAIN CAMPUS	HEALTH SCIENCES	COS	HARTS.	LAKE CITY	MULLINS	DL	On-Line
Accounting	✓			✓			✓						✓	✓
Accounting		✓		✓	✓	✓	✓						✓	✓
Additive Manufacturing Designer Level 1		✓		✓	✓	✓	✓							
Additive Manufacturing Technician Level 2		✓		✓	✓	✓	✓							
Administrative Office Technology	✓			✓			✓							✓
Associate in Arts	✓			✓	✓	✓	✓			✓	✓	✓		✓
Associate in Arts Honors Program	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓
Associate in Arts Leadership and Management	✓			✓	✓	✓	✓						✓	✓
Associate in Science	✓			✓	✓	✓	✓			✓	✓	✓		✓
Associate in Science Honors Program	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓
Auto Body Repair		✓		✓	✓	✓	✓							
Automotive Technology	✓			✓	✓	✓	✓							
Automotive Technology – Diesel Option														
Basic Automotive		✓		✓	✓	✓	✓							
Cardiac Care Vascular Technician		✓			✓			✓						
Certified Nursing Assistant		✓		✓				✓						
Civil Engineering Technology (Civil and Graphics Program of Study)	✓			✓	✓	✓	✓							
Civil Engineering Technology – Computer-Assisted Drafting		✓		✓	✓	✓	✓							
Civil Engineering Technology – Engineering Graphics		✓		✓	✓	✓	✓							
Civil Engineering Technology – Geographic Information Systems		✓		✓	✓	✓	✓							
Computer Technology – CISCO Networking		✓		✓			✓							✓
Computer Technology – Essential Web Development		✓		✓			✓							✓
Computer Technology – Fundamentals of Networking		✓		✓			✓							
Computer Technology – Information Technology for Sales		✓		✓	✓	✓	✓							✓
Computer Technology – Network Systems Management	✓			✓			✓							

Program											
Cosmetology		CERT ✓		FALL ✓	SPRING ✓				COS ✓		
Criminal Justice	A.A. ✓			FALL ✓	SPRING ✓		MAIN ✓				On-Line ✓
Dental Hygiene	A.A. ✓			FALL ✓				HEALTH ✓			
Diesel and Heavy Equipment		CERT ✓		FALL ✓	SPRING ✓	SUMMER ✓	MAIN ✓				

PROGRAM INFORMATION

PROGRAM	A.A., A.S., A.A.S.	CERT	DIPL	FALL ADMISSION START	SPRING ADMISSION START	SUMMER ADMISSION START	MAIN CAMPUS	HEALTH SCIENCES	COS	HART S.	LAKE CITY	MULLINS	DL	On-Line
Diesel Technology – Caterpillar Dealer Service Technician Program	✓			✓			✓							
Early Childhood Development		✓		✓	✓		✓							
Electronics Engineering Technology	✓			✓	✓	✓	✓							
Electronics Engineering Technology – Process Control		✓		✓			✓							
General Studies		✓		✓	✓		✓			✓	✓	✓		✓
Expanded Duty Dental Assisting		✓		✓				✓						
General Technology	✓			✓	✓	✓	✓	✓		✓	✓	✓		✓
Health Care Risk Management		✓		✓	✓		✓							
Health Information Management	✓			✓				✓						✓
Human Resources Management		✓		✓			✓							✓
Human Services	✓	✓		✓	✓		✓							
Human Services – Early Childhood Development Option	✓		✓	✓	✓		✓							
Human Services – Early Childhood Development Option – Infant/Toddler		✓		✓	✓		✓							
HVAC – Heating, Ventilation and Air Conditioning Technology	✓			✓	✓	✓	✓							
HVAC – Heating, Ventilation and Air Conditioning Technology		✓		✓	✓		✓							
Industrial Maintenance Technology	✓	✓		✓			✓							
International Business		✓		✓	✓	✓	✓							✓
Machine Tool Technology	✓		✓	✓			✓							
Machine Tool Technology – Computer Numerical Control Programmer		✓		✓			✓							
Machine Tool Technology – Computer Numerical Control Operator		✓		✓			✓							
Machine Tool Technology – Machinist I		✓		✓			✓							
Machine Tool Technology – Machine Operator		✓		✓			✓							
Machine Tool Technology – Tool and Die		✓		✓			✓							
Management	✓	✓		✓	✓	✓	✓						✓	✓

PROGRAM INFORMATION

PROGRAM	A.A., A.S., A.A.S.	CERT	DIPL	FALL ADMISSION START	SPRING ADMISSION START	SUMMER ADMISSION START	MAIN CAMPUS	HEALTH SCIENCES	COS	HARTS.	LAKE CITY	MULLINS	DL	On-Line
Marketing	✓			✓	✓	✓	✓						✓	✓
Mechanical Engineering Technology	✓			✓	✓	✓	✓							
Medical Assisting		✓		✓				✓						
Medical Coding and Billing		✓		✓				✓						✓
Medical Laboratory Technology	✓			✓				✓						
Nursing	✓			✓	✓			✓						
Nursing – Practice Nursing			✓	✓				✓						
Office Support Specialist		✓		✓			✓							✓
Paralegal	✓			✓	✓		✓							
Phlebotomy Tech. (Clinical Lab Assistant)		✓		✓				✓						
Physical Therapist Assistant	✓			✓				✓						
Production Technology Associate I		✓		✓			✓							
Radiologic Technology	✓			✓				✓						
Rapid Prototyping Lab Technician		✓		✓			✓							
Respiratory Care	✓			✓				✓						
Retail Merchandising		✓		✓	✓	✓	✓							✓
Surgical Technology			✓	✓				✓						
Welding			✓	✓	✓	✓	✓							
Welding		✓		✓	✓	✓	✓							
Welding – MIG		✓		✓	✓		✓							
Welding – Pipe Welding		✓		✓	✓		✓							

** Please note that the information above provides an overview of the various ways and locations courses are offered for the associate, diploma and certificate programs. If the DL (Distance Learning) or Online boxes are checked this does not mean that all courses are offered in this format. Please check with an academic advisor if you have questions.

CORPORATE AND WORKFORCE DEVELOPMENT

The Corporate and Workforce Development division at FDTC has three primary roles:

1. **Offer training to help build and sustain a pipeline of skilled individuals to support workforce demands**.

   - Courses are offered on both day and evening schedules, and are designed with area workforce demands in mind.
   - CWD provides classes at all FDTC sites, and works with students to assist them in securing tuition support, when needed.

2. **Provide new and refresher training to employees, based on their companies' customized specifications.**

   - CWD staff work with employers in the college service area to provide training to incumbent workers. Training may include annual safety training, customized instruction to provide additional skill sets to workers, or refresher training.
   - CWD also works with employers to help them take advantage of available funds to help offset the cost of training their workforce.

3. **Provide consulting services to employers.**

   - The CWD division assists employers with workforce challenges, and works with subject matter experts to develop training solutions.

FEES
Course and program fees vary. Please contact the CWD office at 843-413-2715 for course prices, or to request a catalog of courses.

FINANCIAL ASSISTANCE
Students enrolled in CWD classes are not eligible for financial aid.

However, CWD staff will work with students to assist them with other available means of tuition support. Contact 843-413-2715 for additional information.

COURSE CANCELLATIONS
When the enrollment of a course or program does not meet the minimum number required to run, the course may be cancelled at the discretion of the Program Manager. Students affected by such cancellations are informed of the alternatives available.

REFUNDS

All requests for refunds must be made directly to the Corporate and Workforce Development Office by telephone or in person. Automatic refunds will be issued for any classes that are canceled by the college.

1. Refunds that are requested a minimum of 48 hours (2 business days) prior to the first day of a CWD class will be given a full refund, less a $10 processing fee.

2. Refund requests made after 48 hours (2 business days) prior to a course start date, and <u>before the second class meeting</u>, will receive an 80% refund, less a $10 processing fee.

3. No refunds will be awarded for any request made after the start of a second class meeting.

4. For courses that are one or two days in length, no refunds will be given, once the course starts.

REGISTRATION

Options to register for a CWD course:
- In person at the CWD offices, located on the first floor of the SiMT (1951 Pisgah Road, Florence) room 126.
- By phone. Contact the CWD office at 843-413-2715.
- By mail. Mail to:

    Corporate and Workforce Development
    PO Box 100548
    Florence, SC 29502
- Online. Go to www.fdtc.edu/continuing-education/online-registration.

Payment methods accepted:
- Cash
- Check
- Credit card
- Student sponsorship (WIOA, Vocational Rehabilitation, etc.)

COLLEGES WITHIN THE COLLEGE

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 are 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). Twelve-week terms allow students to start later in the

semester and can be combined with traditional fifteen-week or eight-week terms. 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!

WEEKEND COLLEGE

At Florence-Darlington Technical College you can earn credits that count towards an Associate in Arts or an Associate in Science degree by attending courses offered on Fridays and Saturdays. The courses are taught in a highly effective "blended" or "hybrid" format that includes weekend class meetings that provide interaction with your instructor and other students and online course work that you can fit into your schedule. For more information, contact the director at 843.661.8103.

S.C. VIRTUAL COLLEGE OF FDTC (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 Arts - Leadership and Management
- Associate in Criminal Justice Technology
- Associate in Marketing
- Associate in Management
- Certificate in Accounting
- Certificate in International Business
- Certificate in Management

Benefits and Points of Interest

Online classes require almost no traditional class attendance; however, you are required to log in to your online class at least once every 48 hours or you may be dropped for non-participation. (Students will be required, at a minimum, to come to FDTC or other approved location for a supervised 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 in the Desire2Learn learning management system, as are instructor's lectures, study notes, and other course materials, such as multimedia and self-assessments. Students submit assignments via the electronic drop box, they participate in online discussion groups, and take assessments within the Learning Management System. Although students must follow a schedule of assignment submissions, 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 FDTC service area may obtain a local proctor for their supervised testing. Cost could be associated with any outside

proctoring activities. **You must have a GPA of 2.0 or better in order to take online classes.** Approval of the academic division Associate Vice-President is required for exception to this procedure.

FDTC has been approved by South Carolina to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

For more information, please navigate to the following page: www.nc-sara.org

HIGH SCHOOL DUAL CREDIT

FDTC provides academic courses on FDTC campuses and online for selected juniors and seniors (and exceptional freshman and sophomores:* see policy below). 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. Dual enrollment students have the same privileges as any other 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. Lottery Tuition Assistance is available for all Dual Enrolled students taking six (6) or more credit hours.

*Freshmen and sophomores that wish to take Dual Enrollment classes must have written school approval, parent approval, and appropriate placement scores.

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.

OFF-CAMPUS SITES AND PROGRAMS

HEALTH SCIENCES CAMPUS

320 W. Cheves Street
Florence, SC 29501
Office: 843.661.8140
Fax: 843.292.0851

COSMETOLOGY CENTER

122 Palmetto Rd.
Darlington, SC 29532
Office: 843.676.8538
Fax: 843.393.6479

HARTSVILLE SITE - HATSVILLE, SC

225 Swift Creek Road
Hartsville, South Carolina 29550
Office: 843.676.8570 or 843.383.4500
Fax: 843.383.4503
Email: hartsville@fdtc.edu

Casey Copeland, Director - Casey.Copeland@fdtc.edu
Buffy Johnson, Evening Assistant - Buffy.Johnson@fdtc.edu
JaKemia Siler, Day Assistant – Jakemia.Siler@fdtc.edu

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

The Hartsville Site was opened on June 13, 1990. It was moved to its current location in September 1996 when it purchased the building from CP&L. This Site provides regular lecture and distance learning classrooms, a computer lab

with Internet accessibility, a resource lab, EMT labs, an Allied Health Lab, business and industry training, enrollment services, and a meeting space for conferences.

LAKE CITY SITE - LAKE CITY, SC

FDTC Lake City Site
278 West Cole Road Lake City, SC 29560
Office: 843.676.8591 or 843.394.7233
Fax: 843.394.8191
Email: lakecity@fdtc.edu

Paula McLaughlin, Director - Paula.McLaughlin@fdtc.edu
Joy Cooper, Day Assistant – Joy.Cooper@fdtc.edu
Kathy Haselden, Evening Assistant – Kathy.Haselden@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 Facility provides: Traditional Lecture and Distance Learning Instruction; Enrollment, Financial Aid, and Business Office Services; Computer Labs with Internet Accessibility; Business and Industry Training; College Placement and Online Testing; Tutoring Services; an Allied Health Lab and a Resource Lab.

The Lake City Site participates in the

SNAP 2Work
Employment and Training Program

The Lake City Site was officially opened on March 21, 1997 in a building constructed by the Lake City Development Corporation.

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 Cottingham, Director - marie.cottingham@fdtc.edu - 843.676.8558
Carmen Carter, Admin. Assistant – carmen.carter@fdtc.edu - 843.676.8567
Elizabeth Fralix, Day Assistant - Elizabeth.Fralix@fdtc.edu - 843.676.8568
Diana Richardson – Evening Assistant – Diana.Richardson@fdtc.edu – 843-676-8569

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.

On August 5, 2015 the Mullins Site opened Phase 3 of its building. This new addition includes a biology lab and a CNA lab. The new addition was built by funds donated to the College from the Marion County Healthcare Foundation. On August 5, 2015 the Mullins Site opened Phase 3 of its building. This new addition includes a biology lab and a CNA lab. The new addition was built by funds donated to the College from the Marion County Healthcare Foundation.

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.

INSTRUCTIONAL METHODS

Type	Description
Online (INT)	A course where most or all of the content is delivered online. May include face-to-face (F2F) proctored exams. Students have little or no expectation of meeting the faculty member F2F. The entire course is mediated by technology.
Blended/Hybrid (HYB)	Course that blends online and F2F delivery. Substantial proportion of the content is delivered online, typically uses online discussions, and typically has a reduced number of face-to-face meetings.
Traditional (LED)	The entire course is delivered F2F. Students are expected to come to class and engage with faculty toward their learning.

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, Interactive Television (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 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:

- Tele-courses
- Tele-classes
- Teleconferencing
  Internet via S.C. Virtual College of FDTC (Online College)

NON-TRADITIONAL CREDITS

ADVANCED PLACEMENT

FDTC may award credit for FDTC courses to students from area high schools for technical coursework completed as part of the high school curriculum through the college's Career and Technical Advanced Placement program. Advanced Placement Credit serves to provide a seamless transition from secondary to post-secondary education, reduces unnecessary duplication of courses, and enables students who do well in technical high school courses to save time and money while pursuing a college degree, diploma or certificate. Students who have taken Advanced Placement tests through the College Entrance Examination Board Advanced Placement Program and who score satisfactorily may obtain college credit. The score necessary for credit for a particular course is determined cooperatively by the appropriate department or school and the Registrar. Students must request that their scores be sent to Florence-Darlington Technical College c/o Registrar's Office.

INTERNATIONAL BACCALAUREATE

Florence-Darlington Technical College awards college course credit for satisfactory scores on higher level International Baccalaureate (IB) examination to assist you in reaching your academic goals. Students who have completed courses and the tests in the International Baccalaureate Program must have their scores sent to the Office of Registrar for evaluation. The college grants no more than one-fourth (1/4) of the total hours required to complete curriculum for (IB) credit.

PROFICIENCY TESTS/CREDIT BY EXAMINATION

Credit by Examination is offered in certain courses to those students who, because of their demonstrated abilities, are qualified to accelerate their studies. Applications for such examination are made to the Department Head of Curriculum office at the time of enrollment. Only those courses listed in the current catalog which are approved for credit by examination may be taken for credit, and only in the amount of credit listed.

To obtain credit by examination, the student must do the following:
1. Register for the course, pay tuition and fees of *$25.00 per credit hour*, and take a proficiency examination with the Department Chair of Curriculum.
2. The Department Head of Curriculum will determine which course offerings may be completed through credit by examination.
3. Students who are planning to take a sequential course should take the exam prior to the beginning of the semester.

HIGH SCHOOL ARTICULATION
Florence-Darlington Technical College (FDTC) has Articulation Agreements with various local high schools in South Carolina. FDTC is a participating college. In accordance with this agreement, high school students may receive college credit for coursework completed in the high school toward an Associate in Applied Science in the Technical Education Programs. Academic program managers follow the processes for awarding experiential learning credit by referring to the articulation agreement. For more information go to the college's website (www.fdtc.edu/admissions/high-school/information).

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)

The College awards credit for satisfactory scores on many of the Subject Examinations offered through the CLEP program. Only freshman and sophomore students are eligible to take CLEP exams without prior permission from a department chair or school registrar. Juniors and students who have attained senior standing may attempt CLEP exams, but first must obtain written permission from the department chair and registrar of the college discipline in which a particular exam is offered. Please refer to www.collegeboard.org.

MILITARY SERVICE CREDIT

FDTC awards credit for select formal military coursework and training. Under agreement with Service Members Opportunity Colleges (SOC), the College may grant credit for military education and experience that has been evaluated and recommended as suitable for postsecondary education credit by the American Council on Education. FDTC awards credit only for military education and experience that relate directly to courses taught by the College. Students must request official military transcripts from the appropriate military service. Academic department heads assist with the review of establishing course credit equivalencies by referring to the ACE Guide. The college awards credit only for coursework in the student's current or proposed major.

It is the responsibility of the veteran to provide official transcripts from all military and colleges attended. These mandatory official transcripts should be sent to the Registrar's Office for evaluation as early as possible. An evaluation of all college and military transcripts must be completed by the end of the second semester in a new program of study.

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/Students,FamiliesMilitary/LearningAboutCollege/SCInstitutionsDegreePrograms/Residency.asp

PRIOR LEARNING CREDIT

The College awards Prior Learning Credit as an "Exemption" only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved program in the current catalog. Prior Learning Credit may not be an option in some academic programs due to accreditation and licensing requirements. Experiential credit also may not be available for some courses in which the faculty of the program has deemed that type credit inappropriate. The awarding of credit through experiential learning is contingent upon many factors not limited to but including minimum age, length of time prior to enrolling. FDTC currently award credit Prior Learning Credit through (ACE) American Council Education, (CLEP) College Level Examination Program, and Criminal Justice Prior Learning Experience.

South Carolina Criminal Justice Academy and College Credit

South Carolina statutes mandate law enforcement training for all police officers. This training involves a variety of areas specific to police officers and correctional officers such as patrol procedures, defensive tactics, case law, courtroom procedures, and associated legal principles. Police officers attend the South Carolina Criminal Justice Academy (SCCJA) for Basic Law Enforcement, Basic Jail, and a host of other advanced courses throughout their career. The training they receive is specific to the field of criminal justice and is given due consideration for college credit by FDTC. However, in order to be considered for the award of college credits, FDTC Criminal Justice faculty must evaluate an officer's training. Training provided by entities other than SCCJA may also be considered by FDTC on a case-by-case basis. **College credit is capped at 15 credit hours.** The typical criminal justice course is 3 credit hours.

The classes below represent the most common study areas completed by full-time police officers and corrections officers at the SCCJA. These training courses may be considered for college credit when they align with courses being

taught at Florence-Darlington Technical College. Keep in mind that there is some variation in the number of hours from class to class.

Basic Law Enforcement (BLE)	330 – 370 hours	CRJ 101, CRJ 115, CRJ 130
Basic Jail Course	80 – 120 hours	CRJ 242
Detective Level I	36 – 45 hours	CRJ 230 or 236
Core/Legal Update	6 hours/year	CRJ 246

<u>In order to be considered for college credit, please complete the following process:</u>
1. Enroll in the college as a **Criminal Justice Technology degree** student.
2. Obtain an official SCCJA Transcript (You must contact SCCJA directly.)
3. Provide copies of your training certificates for all courses you wish to have considered for college credit.
4. Obtain official documentation from your Chief, Sheriff or designee certifying current employment with a South Carolina law enforcement agency, to include dates of employment and job positions held.
5. Submit this package to FDTC Registrar's Office.

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.

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 Nursing and Allied Health**
   The Nursing/Allied Health Division offers 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, computer 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.

III. **Division of Arts and Sciences**
   The Arts and Sciences Division offers general education courses to support college-wide degree, diploma, certificate, and college transfer programs. Programs are also offered in Public and Human Services areas. Developmental courses are also offered through this division.

IV. **S.C. Virtual College of FDTC (Online College)**
   The S.C. Virtual College of FDTC 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 academic 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 drop/add 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

Florence-Darlington Technical College lists courses required to meet certificate, diploma and associate degree programs. Substitutions to these course requirements are approved if extenuating circumstances exist as noted under "reason for the substitution request" Academic Advisors must complete this form and submit it to the Office of the Registrar, Building 100. Incomplete forms will not be processed. Course substitutions are not approved if coursework listed for the associate degree major, diploma or certificate is available and offered on a regular or rotating basis. A typical reason for submitting a course substitution would be if you have catalog rights for an earlier catalog and a course is no longer offered and a course substitution is required to complete the certificate, diploma or degree, and/or a course with the same equivalencies was transferred in and meet the requirements.

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 academic Associate Vice-President and the student's advisor.

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 any time. 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, SNAP, 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 on 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.

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 103, MED 114, MLT 102, NUR 160, NUR 203, 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 are not mailed to students. You may view your grades online at www.fdtc.edu – WebAdvisor.

Grade Appeals

To request a change of grade in any course you must contact the instructor who originally assigned the grade. You must request any grade change within two semesters of the semester in which the grade was assigned.

Grades "F" and "WF"

Last Date of Attendance <u>must</u> be submitted when recording an "F" or "WF" grade.

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 dropped BEFORE the last day for withdrawal without academic penalty (after filing appropriate form). [15-week 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 AFTER the last day for withdrawal without academic penalty. [15-week 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 dropped BEFORE the last day for withdrawal without academic penalty (after filing appropriate form). [15 week 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 AFTER the last day for withdrawal without academic penalty. [15 week 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.

Incomplete "I" Grade Policy

An Incomplete "I" is assigned for academic work which, for unforeseeable, emergency and justifiable reasons beyond student's control, has not been finished at the end of the term. Having a non-passing grade does not constitute justifiable reason or an unforeseeable emergency. Incomplete grades are contingent upon instructor approval. However, it is the primary responsibility of the student to request an incomplete grade from his/her instructor. An instructor, who agrees to award an incomplete grade, must file an incomplete grade form.

Incomplete grades may be given only in the following circumstances:

1. The student's work completed to date is passing;
2. Attendance has been satisfactory through at least 60% of the term; Incomplete grade will be assigned after the 60% date, but before the end of the term;
3. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date; (Instructors at their discretion may require Doctor's note, etc.);

4. Required work may reasonably be completed in an agreed-upon time frame;
5. The incomplete is not given as a substitute for a failing grade;
6. The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
7. The student initiates the request for an incomplete grade before the end of the academic term;
8. The instructor and student complete the "Application for Incomplete Grade" form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

The following provisions for incomplete grades apply:

1. The "Application for Incomplete Grade" form may be obtained on the web at www.fdtc.edu/registrar or in the Office of the Registrar.
2. The form must indicate exactly what is required in order to finish the course and what percentage of the grade will be based on the remaining work.
3. It should also indicate which letter grade the instructor will assign to the student in the event that the student fails to complete the remaining work within the prescribed time.
4. A copy of this form is given to the Department Head, the Registrar and the student.
5. The incomplete may be made up no later than one semester after the end of the term in which it was assigned, at which time, the instructor's alternate grade shall be entered on the record. For example: (Fall incomplete must be completed at the end of Spring), (Spring incomplete at the end of Fall).
6. A student may petition for an extension of one semester of time due to unusual circumstances.
7. Such a petition will be reviewed by the instructor whose decision shall be reviewed and approved by the Department Head and the Divisional Academic Associate Vice-President and subsequently forwarded to the Registrar's Office.

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 Divisional Academic 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 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, quizzes, and drop box assignments. **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.

INTELLECTUAL PROPERTY RIGHTS

Intellectual Property Rights Policy (Policy 40-08)

Except as specifically and expressly exempted herein or in the Procedures developed under this Policy, it is the policy of Florence-Darlington Technical College that copyrights, patents, and all other forms of intellectual property developed by any employee or student using College resources, while engaged in activity for which he/she is compensated or receiving academic credit, or which is developed under contract is exclusive property of the College. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the College expressly and specifically transfers the ownership rights, in whole or in part, to the employee or other party or parties. No sharing of proceeds shall be expected by the creator unless specifically agreed to by the College and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments, and in accordance with SBTCE Policy and Procedure. Where there are conflicts or inconsistencies between this policy and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

Intellectual Property Rights Procedure (Procedure 54-07)

Florence-Darlington Technical College encourages creativity among its faculty, staff, and students. The College contributes to this activity by making available its facilities, equipment, personnel, and information resources, and by providing a procedure whereby the creator may participate in potential proceeds of his/her creation.
The intent of this procedure is to:

- encourage and recognize the creative efforts of its faculty, staff, and students, reflecting the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors.
- protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the sharing of intellectual property among the colleges and the SBTCE.
- protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the use of College resources in manners consistent with the College and SBTCE missions and the public good.
- provide for the sharing of proceeds from the commercial exploitation of intellectual property among the College, the State Board for Technical and Comprehensive Education, and the creator(s), in a manner consistent with SBTCE procedure; and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments.

Definition: Intellectual Property - any potentially copyrightable or patentable creation (pursuant to Title 17 or Title 35 of the U.S. Code of Laws), including but not limited to written, audio, or visual creations, inventions, or processes, whether tangible or electronic.

Agreement: Faculty, staff, and students who use College resources, engage in activity for which they are compensated or receive academic credit, or create work under contract, accept that the intellectual property which may result from such endeavors is owned by the College.

In limited circumstances and by prior written agreement only, Florence-Darlington Technical College may provide the creator a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property. Any agreement entered into must adhere to the following terms:

- Such agreement will waive the institution's copyright to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment or class activities, or to scholarly works which are not created using agency resources.
- Under no circumstances will such agreement provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) or student(s) who created the work on the institution's behalf if the material was created within the scope of his or her employment or class activities, or if the material was created by using any agency resources.
- Such agreement is fully compliant with the provisions of the State Ethics Act, Policy 8-0-102: Personal Benefit from Projects or Written Materials, and Policy 8-0-105: Ethics Requirements for Employees.
- Such agreement will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation.

Intellectual property developed by a non-employee third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the College, unless otherwise provided in the consulting contract. Nothing in this procedure precludes a college from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

Although the College will endeavor to observe the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors, the above decisions are at the discretion of the College.

Florence-Darlington Technical College, as a state agency, has 11th Amendment immunity from Title 17 lawsuits; however, 11th Amendment immunity does not extend to lawsuits against state employees in their individual capacities.

ACADEMIC SUPPORT SERVICES

LIBRARIES

The FDTC Libraries serve as an information portal that promotes diversity and the intellectual and personal development of the students, faculty, staff, affiliates of FDTC, and the community by providing enhanced services and quality, innovative, and accessible resources in varied formats. The libraries support the mission of FDTC by providing on-campus access to printed and multi-media resources, as well as to 24/7 off-campus access to electronic databases, e-books, digital and video collections for informational, research, and recreational purposes. The FDTC Libraries is a member of PASCAL, a lending and borrowing consortium for academic libraries in South Carolina; thus, our students, faculty, and staff also have quick and easy access to additional print and electronic resources and databases.

The Wellman Library, Inc. is located on the college's main campus and the Segars Library is located on the Health Sciences Campus. The Hartsville, Lake City, and Mullins sites students, faculty and staff have access to electronic databases, e-books, and digital and video collections. Essential services such as individual and class instruction, tutorials and subject/research guides, printing, copying, and scanning; laptop, calculator, camera, and iPad check-outs, individual and group study areas, and audiovisual viewing rooms are available in order to ensure that the libraries' commitment to the total learning, instruction, and research requirements are achieved.

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.

Hours
Monday-Thursday 7:30am 9:30pm
Friday 7:30am 11:30am

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.

Hours
Monday-Thursday 8:00am 6:00pm
Friday 8:00am 12:00pm

CHILD CARE

FDTC's Child Development Center is located in the 900 Building at the rear of the campus. The Center offers the Head Start Program for children ages 3-4, Monday through Thursday 7:30 am – 5:00 pm. Students must be enrolled in a minimum of 6 credit hours to take advantage of this program.

Eligibility for the Head Start program is based on age and income guidelines. For more information on the Head Start Program, contact the Family Advocate 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 Career Services 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 Career Services Office at 843-661-8075.

Procedure

The Career Services 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 or full-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 webpage at https://www.fdtc.edu/student-life/student-resources/student-employment. Contact the Career Services Office at 843.661.8075.

SERVICES OFFERED TO GRADUATING DIPLOMA, DEGREE AND CERTIFICATE STUDENTS

1. Placement Credential File includes registering for placement and resume. The student is responsible for filing the necessary credentials with the Career Services Office when seeking full-time employment assistance.
2. Job Notifications for full-time employment opportunities are placed on the College Central Network website. Employment opportunities are listed by the company or industry seeking employees. The student must register with the College Central Network in order to be referred to a job opening.
3. Resume, Cover Letter Preparation, and Interview Techniques are available to students at the Career Services Office.
4. 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.
5. 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 Career Services 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 (within the last three years) Individual Education Plan, 504 Plan, or current medical documentation. 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 Student Disability 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 Student Disability Services Office at (843) 661-8124. Additional information concerning students with disabilities as well as other information pertaining to ADA can be found on the National ADA site, www.ada.com.

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 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). 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. Baseball competes in Division I, District X of the NJCAA; Softball competes in Division II, District X, 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 bowl 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, 843.618.5951 for softball and 843.661.8291 for baseball.

GENERAL EDUCATION

GENERAL EDUCATION LEARNING OUTCOMES

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. General Education Learning Outcomes for all associate degree graduates are outlined below.

Quantitative Literacy: Students will demonstrate the ability to reason and solve quantitative problems using a variety of formats including words, tables, graphs, and mathematical expressions.

- Oral Communications: Students will research, develop, and deliver a speech that is clear, well-organized, informative, and persuasive.
- Written Communications: Students will construct a composition that is: clear, well-organized, informative, grammatically correct, and free of spelling errors.
- Reading Comprehension: Students will demonstrate the ability to understand and apply material from academic, technical, professional and personal readings.
- Information Literacy: Students will demonstrate the ability to identify, locate, evaluate, and effectively and responsibly use and share information to resolve a problem. (Adopted from LEAP and the National Forum on Information Literacy)
- Critical Thinking: Students will demonstrate the ability to review information from a variety of sources: readings, lectures, and discussions to formulate a well-reasoned conclusion that addresses a specific issue and reflects the material presented.
- Applied Technology: Students will be able to apply discipline-specific knowledge and skills that match entry-level requirements in their 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 107 Contemporary Statistics & Probability
 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

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

Coastal Carolina University - Paralegal
Coker College - Liberal Arts
Limestone College - Accounting, Management, Marketing, Human Services
Morris College - Accounting, Management, Marketing
South University - Paralegal
For more information, go to www.SCTRAC.org.

Transfer: State Policies and Procedures

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

ADMISSIONS CRITERIA, COURSE GRADES, GPA'S, VALIDATIONS

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

A. The institution's definition of a transfer student.
B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D. Information about course equivalencies and transfer agreements.
E. Limitations placed by the institution or its programs 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.
F. Information about 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 will also describe whether all coursework taken prior to transfer or only 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.

G. 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.
H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

SOUTH CAROLINA TRANSFER AND ARTICULATION CENTER (SCTRAC)

All two-year and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC .org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

STATEWIDE ARTICULATION OF 86 COURSES

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina

University Transferable Course	Credit Hours	University Transferable Course	Credit Hours
ACC 101 - Accounting Principles I	3	HIS 102 - Western Civilization Post 1689	3
ACC 102 - Accounting Principles II	3	HIS 201 - Am. History Discovery to 1877	3
ANT 101 - General Anthropology	3	HIS 202 - Am. History 1877 to Pres.	3
ART 101 - History and Appreciation of Art	3	MAT 110 - College Algebra	3
ART 105 - Film as Art	3	MAT 111 - College Trigonometry	3
AST 101 - Solar System Astronomy	4	MAT 120 - Probability and Statistics	3
AST 102 - Stellar Astronomy	4	MAT 122 - Finite College Mathematics	3
BIO 101 - Biological Science I	4	MAT 130 - Elementary Calculus	3
BIO 102 - Biological Science II	4	MAT 140 - Analytical Geo. and Calc. I	4
BIO 210 - Anatomy and Physiology I	4	MAT 141 - Analytical Geo. and Calc. II	4
BIO 211 - Anatomy and Physiology II	4	MAT 240 - Analytical Geo. and Calc. III	4
BIO 225 - Microbiology	4	MAT 242 - Differential Equations	4
CHM 110 - College Chemistry I	4	MUS 105 - Music Appreciation	3
CHM 111 - College Chemistry II	4	PHI 101 - Introduction to Philosophy	3
CHM 112 - College Chemistry II	4	PHI 105 - Introduction to Logic	3
CHM 211 - Organic Chemistry I	4	PHI 106 - Logic II Inductive Reasoning	3
CHM 212 - Organic Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PHI 115 - Contemporary Moral Issues	3
ECO 211 - Microeconomics	3	PHY 201 - Physics I	4
ENG 101 - English Composition I	3	PHY 202 - Physics II	4
ENG 102 - English Composition II	3	PHY 221 - University Physics I	4
ENG 201 - American Literature I	3	PHY 222 - University Physics II	4
ENG 202 - American Literature II	3	PHY 223 - University Physics III	4
ENG 203 - American Literature Survey	3	PSC 201 - American Government	3
ENG 205 - English Literature I	3	PSC 215 - State and Local Government	3
ENG 206 - English Literature II	3	PSY 201 - Introduction to Psychology	3
ENG 208 - World Literature I	3	PSY 203 - Human Growth & Development	3
ENG 209 - World Literature II	3	PSY 208 - Human Sexuality	3
ENG 214 - Fiction	3	PSY 212 - Abnormal Psychology	3
ENG 218 - Drama	3	SOC 101 - Introduction to Sociology	3
ENG 222 - Poetry	3	SOC 102 - Marriage and the Family	3

University Transferable Course	Credit Hours	University Transferable Course	Credit Hours
ENG 230 - Women in Literature	3	SOC 205 - Social Problems	3
ENG 236 - African American Lit	3	SOC 206 - Social Psychology	3
ENG 260 - Adv. Tech. Communication	3	SOC 210 - Juvenile Delinquency	3
FRE 101 - Elementary French I	4	SOC 220 - Sociology and the Family	3
FRE 102 - Elementary French II	4	SOC 235 - Thanatology	3
FRE 201 - Intermediate French I	3	SPA 101 - Elementary Spanish I	4
FRE 202 - Intermediate French II	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Intro to Geography	3	SPA 201 - Intermediate Spanish I	3
GEO 102 - World Geography	3	SPA 202 - Intermediate Spanish II	3
GER 101 - Elementary German I	4	SPC 205 - Public Speaking	3
GER 102 - Elementary German II	4	SPC 210 - Oral Interp. of Literature	3
HIS 101 - Western Civilization to 1689	3	THE 101 - Introduction to Theatre	3

STATEWIDE TRANSFER BLOCKS

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will 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 for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

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 the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics 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. However, as agreed by the Advisory Committee on Academic Programs, 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. For a complete listing of all courses in each Transfer Block, see
http://www.che.sc.gov/InstitutionsEducators/AcademicPolicies

ASSURANCE OF TRANSFERABILITY OF COURSEWORK COVERED BY THE TRANSFER POLICY

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, 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.

Any coursework covered within this transfer policy will 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 stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

All claims from any public two-year or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel 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.

DEGREES

ACCOUNTING

DEGREE: Associate in Applied Science with a major in Accounting

Program Code: AAS.ACC
CIP Code: 52.0301

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

The Accounting program consists of 60 credit hours including courses in accounting principles, intermediate and payroll accounting, managerial and cost accounting, computerized and not-for-profit accounting, economics, English composition, public speaking, a humanities/fine arts elective, business law, mathematical and business statistics, office spreadsheet applications, and executive development.

CAREER DESCRIPTION

Students who obtain an Associate of Applied Science degree in Accounting are prepared for a variety of career opportunities in both the private and public sectors. These include financial accounting, cost accounting, accounts payable and receivable clerks, payroll clerk, financial accounting system clerk, purchasing agent, and business owner.

STUDENT LEARNING OUTCOMES

Students will:
- Acquire oral and written business communication skills specific to the business environment.
- Demonstrate their knowledge and application of basic accounting skills.
- Acquire the needed knowledge and skills required in the business environment.
- Demonstrate their knowledge and application of applied business skills.
- Acquire and demonstrate advanced accounting skills.

PROGRAM ENTRANCE REQUIREMENTS

- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: ACC

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability -------or--------	3	0	3
MAT	110	College Algebra -------or--------			
MAT	120	Probability and Statistics			
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	30	0	30

Minimum Total Credit Hours: 60

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	112	Organizational Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	101	Accounting Principles I	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	230	Cost Accounting I	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
MGT	280	Executive Development	3	0	3
		TOTALS:	15	0	15

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

Minimum Total Credit Hours: 60

ADMINISTRATIVE OFFICE TECHNOLOGY

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

Program Code: AAS.AOT
CIP Code: 52.0401

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

The Administrative Office Technology program consists of 61 credit hours with core courses in office procedures, accounting concepts, business applications, computer graphics, desktop publishing, keyboarding, and multimedia techniques. General elective courses include English composition, public speaking, a humanities/fine arts elective, and statistics.

CAREER DESCRIPTION

The Administrative Office Technology program provides training in administrative office procedures. This incorporates hands-on training to prepare student for careers as administrative assistants, administrative support personnel, and executive secretaries. The program offers training in written and verbal communication, stress management, time management, team work, and ethics. Administrative Office Technology graduates are employed by companies of various sizes: from an office with one assistant to Fortune 500 corporations.

STUDENT LEARNING OUTCOMES

Students will:
- Acquire oral and written business communication skills specific to the business environment.
- Demonstrate their knowledge and application of fundamental accounting skills.
- Acquire skills in reading and preparing business correspondence.
- Demonstrate their knowledge and application of applied computer skills for the office environment.
- Acquire knowledge and demonstrate skills with appropriate office procedures.
- Acquire knowledge and demonstrate skills in providing excellent customer service with diverse publics.
- Demonstrate their cumulative knowledge and abilities in an actual work environment.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS
- All courses in the program with an 'AOT' prefix requires a grade of "C" or better.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	162	Basic Information Processing	3	0	3
AOT	165	Information Processing Software	3	0	3
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
AOT	134	Office Communications	3	0	3
AOT	161	Records Management	3	0	3
AOT	167	Information Processing Applications	3	0	3
AOT	210	Document Production	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
AOT	271	SCWE in Administrative Office Technology	2	8	4
ARV	110	Computer Graphics I	3	0	3
ARV	210	Computer Graphics II	3	0	3
ARV	219	Multimedia Techniques	3	0	3
		TOTALS:	29	8	31

Minimum Total Credit Hours: 61

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	105	Keyboarding	3	0	3
AOT	162	Basic Information Processing	3	0	3
AOT	141	Office Procedures I	3	0	3
ENG	101	English Composition I	3	0	3
AOT	134	Office Communications	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	110	Document Formatting	3	0	3
AOT	161	Records Management	3	0	3
AOT	165	Information Processing Software	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		TOTALS:	15	0	15

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	167	Information Processing Applications	3	0	3
AOT	210	Document Production	3	0	3
ARV	210	Computer Graphics II	3	0	3
ACC	111	Accounting Concepts	3	0	3
PSY	201	General Psychology	3	0	3
		OR			
SOC	101	Introduction to Sociology	3	0	3
		TOTALS:	15	0	15

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	265	Office Desktop Publishing	3	0	3
ARV	219	Multimedia Techniques	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
AOT	271	SCWE in Administrative Office Technology	2	8	4
		TOTALS:	14	8	16

Minimum Total Credit Hours: 61

ADVANCED TECHNOLOGICAL EDUCATION (ATE)

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

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

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.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Appropriate Placement Test scores

OTHER ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	21	15	26

Minimum Total Credit Hours: 26

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	6	11

SEMESTER 2 (SPRING)

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

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	3	3	4

Minimum Total Credit Hours: 26

ASSOCIATE IN ARTS
DEGREE: Associate in Arts

Program Code: AA.AA
CIP Code: 24.0101

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

The Associate in Arts degree program is designed for students who wish to transfer to a four-year college or university to earn a Bachelor of Arts (or Bachelor of Science, depending upon the university) degree in a non-scientific liberal arts field of study such as business administration (accounting, finance, and marketing), communication, criminal justice, education (elementary, middle, and special), English and literature, geography, art, linguistics, history, humanities, interdisciplinary studies, journalism, library science, political science, psychology, religion, social sciences, and visual and performing arts. Students who are interested in mathematics, engineering, science, and most medical fields need to consider the Associate in Science degree program. Both programs are generally considered to be the first two years of a four-year degree program.

CAREER DESCRIPTION
The Associate in Arts degree program is designed for transfer, not immediate employment. It offers students the opportunity to take their first two years of a Baccalaureate degree that has a concentration in the humanities, fine arts, or social sciences.

STUDENT LEARNING OUTCOMES
- Quantitative literacy
- Oral and written communication
- Reading comprehension
- Information literacy
- Critical thinking
- Applied technology

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Appropriate entrance/placement tests

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 Technical College meet the senior institution's requirements for the desired four-year degree.

GROUP A -- REQUIRED COURSES (12 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability & Statistics	3	0	3
MAT	130	Elementary Calculus	3	0	3

GROUP C – NATURAL SCIENCES (8 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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)

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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	3	0	3
FRE	102	Elementary French II	3	0	3
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	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 – pgs. 59-60 in this catalog) plus the following courses. Students should take courses excluding those courses already used for another category.

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ART	101	Art History and Appreciation	3	0	3
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
MUS	105	Music Appreciation	3	0	3
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PSY	105	Personal/Interpersonal Psychology	3	0	3
REL	103	Comparative Religion **	3	0	3
THE	101	Introduction to Theater	3	0	3

Minimum Total Credit Hours: 61

**These courses are 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.

ASSOCIATE IN ARTS HONORS PROGRAM

DEGREE: Associate in Arts

Program Code: AA.AA.HON
CIP Code: 24.0101

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

The Associate in Arts Honors program is designed for students who wish to transfer to a four-year college or university to earn a Bachelor of Arts (or Bachelor of Science, depending upon the university) degree in a non-scientific liberal arts field of study such as business administration (accounting, finance, and marketing), communication, criminal justice, education (elementary, middle, and special), English and literature, geography, art, linguistics, history, humanities, interdisciplinary studies, journalism, library science, political science, psychology, religion, social sciences, and visual and performing arts. Students who are interested in mathematics, engineering, science, and most medical fields need to consider the Associate in Science degree program. Both programs are generally considered to be the first two years of a four-year degree program.

The Associate in Arts Honors program is not free-standing; it complements the existing Associate in Arts program by challenging participants to a deeper exploration of selected coursework.

CAREER DESCRIPTION

The Associate in Arts Honors degree program is intended to enhance participants' future opportunities in further education and in the workplace by demonstrating their ability to set and meet high standards for themselves. It is also designed for transfer, as it offers students the opportunity to take their first two years of a Baccalaureate degree that has a concentration in the humanities, fine arts, or social sciences.

STUDENT LEARNING OUTCOMES
- Quantitative literacy
- Oral and written communication
- Reading comprehension
- Information literacy
- Critical thinking
- Applied technology

Honors Program participants will demonstrate deeper investigation into at least six (6) selected courses by successfully completing a substantial project in addition to the standard coursework in those courses.

SPECIAL PROGRAM REQUIREMENTS

Honors Program participants must complete Honors Projects concurrently with normal course requirements in at least six (6) courses in the Associate in Arts program. The project includes additional research, production of a research paper, and presentation of the project at the Honors Forum. Project assignments are at the discretion of the instructor of each course in cooperation with the Honors Coordinator and will be delineated in the Honors Contract due no later than the 4th week of a 15-week semester. Honors Program participants must also successfully complete IDS-255, Honors Colloquium – Interdisciplinary, in their final Spring semester.

PROGRAM ENTRANCE REQUIREMENTS

- 3.5 GPA (High School Applicants)
- 3.5 GPA plus completion of at least 9 transferable credit hours in the Associate in Arts or Associate in Science program (Existing FDTC Students)
- Appropriate entrance/placement tests
- Declared Associate in Arts or Associate in Science major
- Cover Letter
- Essay: "What Makes an Effective Leader?"
- 2 Letters of Recommendation
- Transcripts
- Application

COURSE REQUIREMENTS

The Associate in Arts Honors 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 Technical College meet the senior institution's requirements for the desired four-year degree.

GROUP A -- REQUIRED COURSES (13 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
IDS	255	Honors Colloquium – Interdisciplinary	1	0	1

GROUP B -- MATHEMATICS (3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP C – NATURAL SCIENCES (8 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	3	0	3
FRE	102	Elementary French II	3	0	3
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	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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ART	101	Art History and Appreciation	3	0	3
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
MUS	105	Music Appreciation	3	0	3
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PSY	105	Personal/Interpersonal Psychology	3	0	3
REL	103	Comparative Religion **	3	0	3
THE	101	Introduction to Theater	3	0	3

Minimum Total Credit Hours: 62

**These courses are 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.

ASSOCIATE IN ARTS – LEADERSHIP AND MANAGEMENT PROGRAM OF STUDY

DEGREE: Associate in Arts

Program Code: AA.AA.LEAD
CIP Code: 24.0101

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

The Associate in Arts degree program in Leadership and Management is designed for students who wish to transfer to a four-year college or university to earn a Bachelor of Arts degree in a non-scientific liberal arts field of study such as business administration (accounting, finance, and marketing), communication, criminal justice, education (elementary, middle, and special), English and literature, geography, art, linguistics, history, humanities, interdisciplinary studies, journalism, library science, political science, psychology, religion, social sciences, and visual and performing arts. The program is generally considered to be the first two years of a four-year degree program.

CAREER DESCRIPTION

The Associate in Arts degree program Leadership and Management is designed for transfer, not immediate employment. It offers students the opportunity to take their first two years of a Baccalaureate degree that has a concentration in leadership and management, and also includes the humanities, fine arts, or social sciences.

STUDENT LEARNING OUTCOMES

- Quantitative literacy
- Oral and written communication
- Reading comprehension
- Information literacy
- Critical thinking
- Applied technology

PROGRAM ENTRANCE REQUIREMENTS

- High School Diploma or GED
- Appropriate entrance/placement tests

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 Technical College meet the senior institution's requirements for the desired four-year degree.

GROUP A -- REQUIRED COURSES (12 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 (6 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability & Statistics	3	0	3
MAT	130	Elementary Calculus	3	0	3

GROUP C -- LITERATURE (3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP D -- 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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	4	0	4
SPA	102	Elementary Spanish II	4	0	4

GROUP E - Leadership and Management (18 semester hours)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP F - ELECTIVE COURSES (6 SEMESTER HOURS)
Students should take courses excluding those courses already used for another category.

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
REL	103	Comparative Religion **	3	0	3

Minimum Total Credit Hours: 60

**These courses are 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.

ASSOCIATE IN SCIENCE
DEGREE: Associate in Science

Program Code: AS.AS
CIP Code: 24.0101

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

The Associate in Science degree program provides science instruction in biology, chemistry, and physics to enable students to complete their respective curricular programs or to transfer college credits through the Associate in Science degree program, and to provide specialized training to meet the workplace requirements of local business and industry.

CAREER DESCRIPTION
The Associate in Science program prepares the student to transfer courses and the degree in its entirety to a four-year senior college, not immediate employment. This degree stresses the natural sciences, mathematics, communications, the social sciences and humanities.

STUDENT LEARNING OUTCOMES
- Quantitative literacy
- Oral and written communication
- Reading comprehension
- Information literacy
- Critical thinking
- Applied technology

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Appropriate entrance/placement tests

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.

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 Technical College meet the senior institution's requirements for the desired four-year degree.

GROUP A—REQUIRED COURSES (12 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 –NATURAL SCIENCES AND MATHEMATICS

(Total 26 semester hours = any combination of courses with a min. of 8 hours of sciences and 6 hours of mathematics)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 & Statistics	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
PHY	222	University Physics II	3	3	4
PHY	223	University Physics III	3	3	4

GROUP C - HUMANITIES AND FINE ARTS (MIN. OF 3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ART	101	Art History and Appreciation	3	0	3
ARV	123	Composition and Color **	3	0	3
FRE	101	Elementary French I	3	0	3
FRE	102	Elementary French II	3	0	3
GEO	101	Introduction to Geography	3	0	3
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	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

GROUP D – SOCIAL AND BEHAVIORAL SCIENCE (MIN. OF 3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	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

GROUP E -- HISTORY (3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP F -- LITERATURE (3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP G - 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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

Minimum Total Credit Hours: 62

**These courses are 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.

ASSOCIATE IN SCIENCE HONORS PROGRAM

DEGREE: Associate in Science

Program Code: AS.AS.HON
CIP Code: 24.0101

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

The Associate in Science Honors degree program provides science instruction in biology, chemistry, and physics to enable students to complete their respective curricular programs or to transfer college credits through the Associate in Science degree program, and to provide specialized training to meet the workplace requirements of local business and industry.

The Associate in Science Honors program is not free-standing; it complements the existing Associate in Science program by challenging participants to a deeper exploration of selected coursework.

CAREER DESCRIPTION

The Associate in Science Honors program prepares the student to transfer courses and the degree in its entirety to a four-year senior college, not immediate employment. This degree stresses the natural sciences, mathematics, communications, the social sciences and humanities.

STUDENT LEARNING OUTCOMES

- Quantitative literacy
- Oral and written communication
- Reading comprehension
- Information literacy
- Critical thinking
- Applied technology

Honors Program participants will demonstrate deeper investigation into at least six (6) selected courses by successfully completing a substantial project in addition to the standard coursework in those courses.

SPECIAL PROGRAM REQUIREMENTS

Honors Program participants must complete Honors Projects concurrently with normal course requirements in at least six (6) courses in the Associate in Science program. The project includes additional research, production of a research paper, and presentation of the project at the Honors Forum. Project assignments are at the discretion of the instructor of each course in cooperation with the Honors Coordinator and will be delineated in the Honors Contract due no later than the 4th week of a 15-week semester. Honors Program participants must also successfully complete IDS-255, Honors Colloquium – Interdisciplinary, in their final spring semester.

PROGRAM ENTRANCE REQUIREMENTS

- 3.5 GPA (High School Applicants)
- 3.5 GPA plus completion of at least 9 transferable credit hours in the Associate in Science program (Existing FDTC Students)

- Appropriate entrance/placement tests
- Declared Associate in Arts or Associate in Science major
- Cover Letter
- Essay: "What Makes an Effective Leader?"
- 2 Letters of Recommendation
- Transcripts
- Application

COURSE REQUIREMENTS

The Associate in Science Honors 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 Technical College meet the senior institution's requirements for the desired four-year degree.

GROUP A -- REQUIRED COURSES (13 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
IDS	225	Honors Colloquium – Interdisciplinary	1	0	1

GROUP B - NATURAL SCIENCES AND MATHEMATICS

(Total 26 semester hours = any combination of courses with a min. of 8 hours of sciences and 6 hours of mathematics)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 & Statistics	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
PHY	222	University Physics II	3	3	4
PHY	223	University Physics III	3	3	4

GROUP C - HUMANITIES AND FINE ARTS (MIN. OF 3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ART	101	Art History and Appreciation	3	0	3
ARV	123	Composition and Color **	3	0	3
FRE	101	Elementary French I	3	0	3
FRE	102	Elementary French II	3	0	3
GEO	101	Introduction to Geography	3	0	3
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	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

GROUP D – SOCIAL AND BEHAVIORAL SCIENCE (MIN. OF 3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	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

GROUP E -- HISTORY (3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP F -- LITERATURE (3 SEMESTER HOURS)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

GROUP G - 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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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

Minimum Total Credit Hours: 63

**These courses are 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.

AUTOMOTIVE TECHNOLOGY

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

Program Code: AAS.AUT
CIP Code: 47.0604

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This program trains automotive technicians to diagnose, service and repair automobiles and light trucks.

CAREER DESCRIPTION

Many individuals seeking training in Automotive Technology expect to work as Automotive Service Technicians. Automotive service technicians and mechanics, often called *service technicians* or *service tech,* inspect, maintain, and repair cars and light trucks. In addition to repair technicians, others who receive this training find employment in various positions within the transportation industry.

STUDENT LEARNING OUTCOMES

Graduates of the Automotive Technology Degree will:
- Demonstrate knowledge of Safety and environmental requirements in the transportation repair industry.
- Differentiate automotive engine system's components.
- Demonstrate proficiency in the servicing automotive brake systems.
- Demonstrate proficiency in electrical/electronic fundamentals.
- Demonstrate proficiency in steering, suspension and wheel alignment fundamentals.
- Demonstrate proficiency in transmissions and drivetrain fundamentals.
- Identify and repair automotive related systems.

PROGRAM ENTRANCE REQUIREMENTS
- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent test scores
- MAT 033 or equivalent test scores

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economics 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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	33	23

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	102	Engine Repair	2	6	4
AUT	116	Manual Transmission and 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 Automotive	2	3	3
CPT	170	Microcomputer Applications	3	0	3
		OR			
EGR	120	Engineering Computer Applications	3	0	3
WLD	145	Field Welding	1	3	2
		TOTALS:	23	54	41

Minimum Total Credit Hours: 79

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	15	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	15	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	116	Manual Transmission and Axle	2	6	4
AUT	141	Introduction to Heating & Air Conditioning	2	6	4
PSY	103	Human Relations	3	0	3
		TOTALS:	7	12	11

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	122	Suspension and Alignment	2	6	4
AUT	152	Automatic Transmission	2	6	4
AUT	268	Special Topics in Automotive	2	3	3
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		TOTALS:	9	15	14

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	1	3	2
		TOTALS:	9	18	15

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	231	Automotive Electronics	2	6	4
AUT	262	Advanced Auto Diagnosis & Repair	2	6	4
ECO	201	Economics Concepts	3	0	3
		TOTALS:	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

Program Code: AAS.AUD
CIP Code: 47.0604

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

CAREER DESCRIPTION

Many individuals seeking training in Automotive and Diesel Technology expect to work as Automotive or Diesel Service Technicians. Automotive and Diesel Service technicians inspect, maintain, and repair light vehicles and heavy diesel applications. In addition to repair technicians, others who receive this training find employment in various positions within the transportation industry.

STUDENT LEARNING OUTCOMES

Graduates of the Automotive Technology – Diesel Option will:
- Demonstrate knowledge of safety and environmental requirements in the transportation repair industry.
- Demonstrate automotive engine systems' components.
- Demonstrate servicing automotive brake systems.
- Demonstrate proficiency in electrical/electronic fundamentals.
- Demonstrate proficiency in transmission and drivetrain fundamentals.
- Identify and repair automotive related systems.

PROGRAM ENTRANCE REQUIREMENTS

- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent test scores
- MAT 033 or equivalent test scores

NOTE: Currently all Automotive classes are offered during the day and all Diesel and Heavy Equipment classes are offered during the evening. To complete degree, a student must attend both day and evening classes.

With departmental approval, a student may arrange to sequence program to be completed in 2 years. This would require taking day and evening classes simultaneously for 1 of the 2 years.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economics 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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	19	36	31

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 and Axle	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	141	Introduction to Heating & Air Conditioning	2	6	4
AUT	145	Engine Performance	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
CPT	170	Microcomputer Applications	3	0	3
		OR			
EGR	120	Engineering Computer Applications	3	0	3
WLD	145	Field Welding	1	3	2
		TOTALS:	20	45	35

Minimum Total Credit Hours: 81

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	15	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	15	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	116	Manual Transmission and Axle	2	6	4
AUT	141	Introduction to Heating & Air Conditioning	2	6	4
PSY	103	Human Relations	3	0	3
		TOTALS:	7	12	11

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	105	Diesel Engines I	2	3	3
DHM	173	Electrical Systems I	2	3	3
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		TOTALS:	7	6	9

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	125	Diesel Fuel Systems	2	3	3
DHM	225	Electronic Fuel Systems	2	3	3
WLD	145	Field Welding	1	3	2
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective*	3	0	3
		TOTALS:	8	9	11

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	205	Diesel Engines II	1	6	3
		TOTALS:	1	6	3

SEMESTER 7 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	107	Diesel Equipment Service and Diagnosis	2	3	3
DHM	265	Hydraulic Systems	2	3	3
		TOTALS:	4	6	6

SEMESTER 8 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	251	Suspension and Steering	2	3	3
DHM	255	Air Brakes Systems	2	3	3
ECO	201	Economics Concepts	3	0	3
		TOTALS:	7	6	9

SEMESTER 9 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	151	Drive Trains	2	6	4
		TOTALS:	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

Program Code: AAS.CET
CIP Code: 15.0201

Delivery Mode: Lecture/Blended/Hybrid

PROGRAM INFORMATION

The Civil Engineering Technology program (CET) uses classroom and laboratory experiences to provide students and civil engineering technical skills which will prepare them for careers in the Environmental field, Surveying, Construction, Design, and Testing.

CAREER DESCRIPTION

Civil engineering technicians help civil engineers to plan, design, and build highways, bridges, utilities, and other infrastructure projects. They also help to plan, design, and build commercial, industrial, residential, and land development projects.

STUDENT LEARNING OUTCOMES

Graduates will:
* Determine the accurate location of property boundaries and quantify earthwork operations.
* Design different parameters for a water storage and distribution system and select the proper pumps.
* Determine highway transportation parameters such as: number of lanes, traffic volume, lay out horizontal and vertical curves to accommodate safe speeds, and design flexible and rigid pavement sections.
* Determine the different soils parameters needed for design such as: classify soils, perform density and moisture content tests, calculate the earth pressures and determine the safe bearing capacity of the soils to support structures, and determine the resulting settlements due to building loads.
* Characterize civil engineering environmental factors: determine the feasibility of building a water reservoir to supply water to community, design the reservoir volume and height of the dam, determine the parameters for clean water and identify the different contaminations and their sources, evaluate the efficiency of a water and sewer treatment plants, design the drinking water-sanitary sewer-storm sewer distribution systems, design storm detention ponds due to runoff from certain design storms.
* Determine the parameters of earthwork construction, production rates for heavy construction equipment, determine the rental rates for this equipment, evaluate proper management of projects utilizing the Critical Path Method (CPM), and competitively bid an actual earthwork project.

PROGRAM ENTRANCE REQUIREMENTS
* ENG 101 or equivalent test scores
* MAT 110 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS
* A grade of "C" or better is required for each prerequisite course.
* Any course with one of the following prefixes requires a grade of "C" or better: CET

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CHM	101	General Chemistry I	3	3	4
ECO	201	Economics 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
		TOTALS:	21	6	23

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CET	105	Surveying I	2	3	3
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 Tech.	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	105	Basic Civil Drafting	1	3	2
EGT	106	Print Reading & Sketching	2	3	3
GMT	101	Intro. to Geographic Information Systems	2	3	3
		TOTALS:	24	42	38

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	151	Introduction to CAD	2	3	3
MAT	111	College Trigonometry	3	0	3
MAT	130	Elementary Calculus	3	0	3
		TOTALS:	8	3	9

Minimum Total Credit Hours: 70

SEMESTER CURRICULUM

Year 1							
Fall			Spring			Summer	
Course	Hours		Course	Hours		Course	Hours
GMT 101	3		CET 105	3		CET 205	4
EGR 181	1		CHM 101	4		EGR 183	1
EGT 106	3		EGR 182	1		EGR 194	4
ENG 101	3		ENG 260	3		EGT 151	3
MAT 110	3		MAT 111	3		MAT 130	3
PHY 201	4						
Total Hours	17		Total Hours	14		Total Hours	15

Year 2							
Fall			Spring			Summer	
Course	Hours		Course	Hours		Course	Hours
CET 216	3		CET 235	3			
CET 218	3		CET 246	3			
CET 250	3		CET 255	1			
EGT 105	2		ECO 201	3			
Humanities/Fine Arts	3						
Total Hours	14		Total Hours	10		Total Hours	

Minimum Total Credit Hours: 70

CIVIL ENGINEERING TECHNOLOGY – GRAPHICS PROGRAM OF STUDY

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

Program Code: AAS.CET
CIP Code: 15.0201

Delivery Mode: Traditional/Face-to-Face/Hybrid

PROGRAM INFORMATION

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.

CAREER DESCRIPTION

Graphics Engineering technicians use software to convert the designs of engineers and architects into technical drawings. Most Graphics Technicians specialize in architectural, civil, electrical, or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

STUDENT LEARNING OUTCOMES

Graduates will:

- Determine accurate property surveys.
- Use CAD and modeling software.
- Produce assembly drawings for manufacturing.
- Produce construction drawings.
- Select appropriate materials for various assemblies.

PROGRAM ENTRANCE REQUIREMENTS

- ENG 101 or equivalent test scores
- MAT 110 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS

- A grade of "C" or better is required for each prerequisite course.
- Any course with one of the following prefixes requires a grade of "C" or better: EGT

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CHM	101	General Chemistry I	3	3	4
ECO	201	Economics 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
		TOTALS:	21	6	23

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CET	105	Surveying I	2	3	3
GMT	101	Intro. to Geographic Information Systems	2	3	3
CET	205	Surveying II	3	3	4
EGR	170	Engineering Materials	2	3	3
EGT	115	Engineering Graphics II	2	6	4
EGT	210	Engineering Graphics III	2	6	4
EGT	250	CAD Applications	1	3	2
EGR	255	Engineering Tech. Senior Systems Project	0	6	2
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
		TOTALS:	18	54	36

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	10	6	12

Minimum Total Credit Hours: 71

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
GMT	101	Intro. to Geographic Information Systems	2	3	3
EGR	181	Integrated Technology I	0	3	1
EGT	106	Print Reading & Sketching	2	3	3
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
		TOTALS:	13	12	17

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	11	9	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	11	12	15

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	170	Engineering Materials	2	3	3
EGT	115	Engineering Graphics II	2	6	4
MET	213	Dynamics	2	3	3
EGT	106	Print Reading & Sketching	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	11	15	16

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	210	Engineering Graphics III	2	6	4
EGT	250	CAD Applications	1	3	2
EGR	255	Engineering Technology Senior Systems Project	0	6	2
ECO	201	Economics Concepts	3	0	3
		TOTALS:	6	15	11

Minimum Total Credit Hours: 70

COMPUTER TECHNOLOGY - NETWORK SYSTEMS MANAGEMENT

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

Program Code: AAS.NSM
CIP Code: 11.9999

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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+, Security+ and the Cisco CCENT/CCNA exams.

CAREER DESCRIPTION

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, network support specialists or IT technicians.

STUDENT LEARNING OUTCOMES

Students will:
- Demonstrate proficiency in maintaining end user devices to include personal computers, tablets, etc.
- Design and build inter-networked environments incorporating routers and switches applying proper mathematical foundations in designing scalable TCP/IP networks using appropriate protocols to meet design requirements.
- Build and maintain secure networks.
- Build, maintain, and troubleshoot to solve common networking information technology problems and implement secure workable solutions.
- Demonstrate ability to apply technical knowledge and skills to develop and implement hardware and/or software solutions within the realm of information technology that meet specified design and performance requirements.

NOTE: Students will be prepared for CompTIA A+, Network+, Security+, and Cisco CCENT/CCNA certification exams.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- ENG 100/155 or equivalent scores
- MAT 102 or equivalent test scores

Note: If student places in developmental studies courses, they must complete CPT 104.

ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course
- Any course with one of the following prefixes requires a grade of "C" or better: CPT, IST

- Any course with one of the following prefixes may not be attempted more than twice: CPT, IST
- Minimum Cumulative GPA of 2.0

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	160	Technical Communications	3	0	3
or					
ENG	101	English Composition I	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
MAT	120	Probability and Statistics	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	18	0	18

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	162	Introduction to Web Page Publishing	3	0	3
CPT	168	Programming Logic and Design	3	0	3
CPT	163	Introduction to Multimedia for Web Pages	3	0	3
		OR			
CPT	238	Internet Scripting	3	0	3
		OR			
IST	290	Special Topics in Information Sciences	3	0	3
CPT	257	Operating Systems	3	0	3
CPT	285	PC Hardware Concepts	3	0	3
IST	190	Linux Essentials	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
		TOTALS:	30	0	30

Minimum Total Credit Hours: 63

SEMESTER CURRICULUM

Year 1							
Fall			**Spring**			**Summer**	
Course	**Hours**		**Course**	**Hours**		**Course**	**Hours**
CPT 162	3		CPT 168	3		IST 203	3
CPT 285	3		CPT 257	3		IST 257	3
ENG 160 or ENG 101	3		IST 202	3		IST 190	3
IST 201	3		MAT 120	3			
			ENG 260	3			
Total Hours	**12**		**Total Hours**	**15**		**Total Hours**	**9**

Year 2							
Fall			**Spring**			**Summer**	
Course	**Hours**		**Course**	**Hours**		**Course**	**Hours**
CPT 163	3		CPT 240	3			
or			IST 291	3			
CPT 238	3		IST 295	3			
or			Elective: H/Fine Arts	3			
IST 290	3						
CPT 242	3						
IST 204	3						
IST 209	3						
Elective: Soc./Beh.	3						
Total Hours	**15**		**Total Hours**	**12**		**Total Hours**	

Minimum Total Credit Hours: 63

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

Program Code: AAS.CRJ
CIP Code: 43.0104

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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.

CAREER DESCRIPTION
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 offender's in a correctional setting or in the community.

STUDENT LEARNING OUTCOMES
Students will be able to:
- Understand the major components of the criminal justice system (law enforcement agencies, criminal courts, and correctional institutions) and their functions.
- Understand the basic functions and practice of policing.
- Understand the basic functions and practices of the correctional system.
- Understand the courtroom and its procedures, the criminal law and issues of criminal procedure.
- Demonstrate competency in written and oral communication skills.
- Gain an understanding of the role of punishments and the effect that punishment has on the criminal law.
- Develop knowledge of the concepts/perspectives of criminology.
- Develop an accurate knowledge base relating to crime.
- Develop knowledge and understanding of the functions and process of the Criminal
- Justice System.
- Evaluate criminal law and law enforcement procedures.
- Discuss Constitutional due process protections applied to the criminal justice system.
- Develop leadership and professionalism.
- Demonstrate the ability to apply principles of criminal law to criminal justice practice and
- understand the civil liabilities of criminal justice agencies and practitioners.
- Demonstrate the ability to utilize information and resources to make sound decisions in
- criminal justice agencies.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

SPECIAL PROGRAM REQUIREMENTS
- SLED and Background Check may be required
- Curriculum Completion Requirement – 60 months

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	242	Correctional Systems	3	0	3
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	126	Criminal Justice Research Methods	3	0	3
		OR			
CRJ	150	Interviewing and Counseling	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	230	Criminal Investigation I	3	0	3
CRJ	232	White Collar Crime Investigation	3	0	3
		OR			
CRJ	233	Cyber Crime and the Law	3	0	3
CRJ	247	Law Enforcement and Latino Community	3	0	3
CRJ	246	Special Problems in Criminal Justice	3	0	3

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	140	Criminal Justice Report Writing	3	0	3
		OR			
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
		TOTALS:	39	0	39

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		OR			
CRJ	140	Criminal Justice Report Writing	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	230	Criminal Investigation I	3	0	3
CRJ	236	Criminal Evidence	3	0	3
CRJ	150	Interviewing and Counseling	3	0	3
		OR			
CRJ	126	Criminal Justice Research Methods	3	0	3
		TOTALS:	9	0	9

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
MAT	155	Contemporary Mathematics	3	0	3
SOC	101	Introduction to Sociology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	246	Special Problems in Criminal Justice	3	0	3
CRJ	232	White Collar Crime Investigation	3	0	3
		OR			
CRJ	233	Cyber Crime and the Law	3	0	3
CRJ	247	Law Enforcement and Latino Community	3	0	3
		TOTALS:	15	0	15

Minimum Total Credit Hours: 69

CRIMINAL JUSTICE TECHNOLOGY (EVENING PROGRAM)
DEGREE: Associate in Applied Science with a major in Criminal Justice Technology

Program Code: AAS.CRJ
CIP Code: 43.0104

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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.

CAREER DESCRIPTION
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 offender's in
a correctional setting or in the community.

STUDENT LEARNING OUTCOMES
Students will be able to:
- Understand the major components of the criminal justice system (law enforcement agencies, criminal courts, and correctional institutions) and their functions.
- Understand the basic functions and practice of policing.
- Understand the basic functions and practices of the correctional system.
- Understand the courtroom and its procedures, the criminal law and issues of criminal procedure.
- Demonstrate competency in written and oral communication skills.
- Gain an understanding of the role of punishments and the effect that punishment has on the criminal law.
- Develop knowledge of the concepts/perspectives of criminology.
- Develop an accurate knowledge base relating to crime.
- Develop knowledge and understanding of the functions and process of the Criminal Justice System.
- Evaluate criminal law and law enforcement procedures.
- Discuss Constitutional due process protections applied to the criminal justice system.
- Develop leadership and professionalism.
- Demonstrate the ability to apply principles of criminal law to criminal justice practice and understand the civil liabilities of criminal justice agencies and practitioners.
- Demonstrate the ability to utilize information and resources to make sound decisions in criminal justice agencies.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

SPECIAL PROGRAM REQUIREMENTS
- SLED and Background Check may be required
- Curriculum Completion Requirement – 60 months

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	242	Correctional Systems	3	0	3
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	126	Criminal Justice Research Methods	3	0	3
		OR			
CRJ	150	Interviewing and Counseling	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	230	Criminal Investigation I	3	0	3
CRJ	232	White Collar Crime Investigation	3	0	3
		OR			
CRJ	233	Cyber Crime and the Law	3	0	3
CRJ	247	Law Enforcement and Latino Community	3	0	3
CRJ	246	Special Problems in Criminal Justice	3	0	3

CRJ	140	Criminal Justice Report Writing	3	0	3
		OR			
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
		TOTALS:	39	0	39

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	125	Criminology	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	140	Criminal Justice Report Writing	3	0	3
		OR			
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
		TOTALS:	15	0	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	230	Criminal Investigation I	3	0	3
CRJ	236	Criminal Evidence	3	0	3
CRJ	126	Criminal Justice Research Methods	3	0	3
		OR			
CRJ	150	Interviewing and Counseling	3	0	3
		TOTALS:	9	0	9

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
MAT	155	Contemporary Mathematics	3	0	3
SOC	101	Introduction to Sociology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	246	Special Problems in Criminal Justice	3	0	3
CRJ	232	White Collar Crime Investigation	3	0	3
		OR			
CRJ	233	Cyber Crime and the Law	3	0	3
CRJ	247	Law Enforcement and Latino Community	3	0	3
		TOTALS:	15	0	15

Minimum Total Credit Hours: 69

DENTAL HYGIENE

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

Program Code: AAS.DHG
CIP Code: 51.0602

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Dental Hygiene program is an Associate's Degree program that is five semesters in length and is comprised of didactic, clinical, and laboratory courses offered at the Health Science Campus. Students will experience real-life patient interactions through clinical courses and will have the opportunity to work with a variety of patients of diverse backgrounds. Students will also have the opportunity to hone their clinical skills in an on-site, fully-functioning, dental hygiene clinic. Dental hygiene students will be able to study and practice all procedures they will be licensed to perform, including scaling (cleaning) teeth above and below the gum-line, polishing structures above the gum-line, performing infiltration anesthetic procedures, teaching oral hygiene instruction, nutritional counseling, and performing all duties of an Expanded-Duty Dental Assistant.

CAREER DESCRIPTION

Dental Hygienist perform a variety of duties including those related to prevention of oral and dental diseases and direct patient care. Dental Hygienist 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 Hygienist are employed primarily in private dental offices, although some employment opportunities are available in public and government facilities. The annual income for Dental Hygienist is approximately $30,000 plus available benefits. As the population grows and as emphasis on prevention of oral disease continues to be a priority job prospects for Dental Hygienist are expected to continue to grow.

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

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

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
(312) 440-2500

STUDENT LEARNING OUTCOMES

- **Communication** – Dental Hygiene graduates will be able to communicate effectively with a variety of patients from diverse backgrounds, in addition to peers and other dental health care providers.
- **Professionalism** – Dental Hygiene graduates will exhibit ethical and preferred values that mirror the ADHA Code of Ethics in a variety of situations.
- **Critical Thinking** – Dental Hygiene graduates will be able to assess, plan, implement, evaluate and document programs and activities to benefit individual patient needs.
- **Quality and Safety** – Dental Hygiene graduates will adhere to state and federal laws, recommendations and regulations in providing quality dental hygiene care using safe and effective dental hygiene practices.
- **Life-Long Learning** – Dental Hygiene graduates will demonstrate ability to self-assess the knowledge that is required for life-long learning.
- **Knowledge** – Dental Hygiene graduates will identify and understand basic anatomical, chemical, and pre-clinical aspects of dental hygiene care.

PROGRAM ENTRANCE REQUIREMENTS

- Must earn a 2.5 GPA in all prerequisite courses (BIO 210, ENG 101, PSY 201, MAT 107)

OTHER ACADEMIC REQUIREMENTS

- Any course completed in the Dental Hygiene program requires a grade of "C" or better.
- Curriculum completion requirement is 36 months.
- Dismissal policy: a student must maintain a 2.0 GPA or better each semester during the Dental Hygiene program. 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 ("C" or better) in the following courses by the end of the accompanying listed semester, they are withdrawn from the AAS.DHG curriculum: BIO 211 (first semester), CHM 105 (second semester), BIO 115 (third semester), SPC 205 (fourth semester), SOC 101 (fifth semester), Humanities/Fine Arts Elective (fifth semester).
- Any required course with one of the following prefixes may not be attempted more than twice: BIO, CHM, DAT, DHG, ENG, MAT, PSY, and SOC.

SPECIAL PROGRAM REQUIREMENTS

- Prior Experience/Observation – Minimum fifteen hours of observation in a dental office preferably with a RDH, or experience working in a dental office.
- Minimum Cumulative GPA of 2.5 in required courses.
- Attend a Career Talk for Dental Hygiene within the year of applying to the curriculum.
- Dental Examination required within 6 months of starting the curriculum. Forms will be provided by the college.

SPECIAL PROGRAM REQUIREMENTS

Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.
Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch

FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire dental educational term.

Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations
Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS
GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	210	Anatomy & Physiology I	3	3	4
BIO	211	Anatomy & Physiology II	3	3	4
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	21	6	23

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	20	36	32

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CHM	105	General Organic and Biochemistry	3	3	4
DHG	115	Medical & Dental Emergencies	2	0	2
DHG	125	Tooth Morphology & Histology	2	0	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
		TOTALS:	13	39	26

Minimum Total Credit Hours: 81

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	113	Head and Neck Anatomy	0	3	1
BIO	211	Anatomy & Physiology II	3	3	4
DHG	125	Tooth Morphology & Histology	2	0	2
DHG	154	Preclinical Dental Hygiene	2	6	4
DHG	239	Dental Assisting for DHG's	1	3	2
		TOTALS:	8	15	13

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	15	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	15	13

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHG	140	General & Oral Pathology	2	0	2
DHG	231	Dental Health Education	0	3	1
DHG	243	Nutrition & Dental Health	2	0	2
DHG	255	Clinical Dental Hygiene III	1	12	5
SPC	205	Public Speaking	3	0	3
		TOTALS:	8	15	13

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	10	15	15

Minimum Total Credit Hours: 81

DIESEL TECHNOLOGY – CATERPILLAR DEALER SERVICE TECHNICIAN PROGRAM

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

Program Code: AAS.DHM
CIP Code: 47.0605

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Caterpillar Dealer Academy, a partnership between local Caterpillar dealers and Florence-Darlington Technical College, builds the foundation for technicians to service Caterpillar equipment with excellence and professionalism.

CAREER DESCRIPTION

The Caterpillar Dealer Academy is a cooperative two-year college-level student technician education program, which leads to an Associate in Applied Science degree with a major in Caterpillar Service Technology. Florence-Darlington Technical College, working in close relationship with the sponsoring Caterpillar dealers, administers the program activities. The program is exclusively by and for the sponsoring Caterpillar dealers.

STUDENT LEARNING OUTCOMES

Applying the skills learned at the Caterpillar Dealer Academy will allow technicians to launch their career within the Caterpillar dealer network.
- Practice professionalism in the workplace.
- Participate in safe work practices at a dealership.
- Apply knowledge of engine systems to repair related problems.
- Demonstrate repair of electrical/electronic machine systems.
- Apply hydraulic fundamentals to repair machine systems.
- Service mobile air conditioning systems.
- Identify, breakdown, assess, repair powertrain and machine system faults at the root cause.

PROGRAM ENTRANCE REQUIREMENTS
- ENG 101/155 or equivalent test scores
- MAT 101 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS
- NOTE: A grade of "C" or better is required for each prerequisite course.
- Any course with one of the following prefixes requires a grade of "C" or better: DHM
- High School Diploma or GED
- Minimum Cumulative GPA of 2.5

SPECIAL PROGRAM REQUIREMENTS
- Department Approval
- Caterpillar Dealer Sponsorship
- Mechanical Aptitude Testing
- Valid driver's license
- Drug Test
- Physical
- Background Check

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economics Concepts	3	0	3
ENG	160	Technical Communications	3	0	3
		OR			
ENG	101	English Composition I	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
		OR			
ENG	102	English Composition II	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		OR			
MAT	110	College Algebra	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	101	Introduction to Diesel Engines	2	6	4
DHM	125	Diesel Fuel Systems	2	3	3
DHM	156	Fundamentals of Transmission 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
		TOTALS:	11	21	18

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CWE	114	Cooperative Work Experience I (Internship #1)	0	20	4
CWE	124	Cooperative Work Experience II (Internship #2)	0	20	4

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12.5	102.5	36

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CWE	114	Cooperative Work Experience I (Internship #1)	0	20	4
DHM	111	Introduction to Caterpillar	1.5	1.5	2
DHM	101	Introduction to Diesel Engines	2	6	4
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		OR			
MAT	110	College Algebra	3	0	3
WLD	116	Welding (Caterpillar Students)	1	3	2
		TOTALS:	7.5	30.5	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CWE	124	Cooperative Work Experience II (Internship #2)	0	20	4
DHM	265	Hydraulic Systems	2	3	3
DHM	173	Electrical Systems I	2	3	3
ENG	160	Technical Communications	3	0	3
		OR			
ENG	101	English Composition I	3	0	3
		TOTALS:	7	26	13

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	125	Diesel Fuel Systems	2	3	3
DHM	156	Fundamentals of Transmission and Torque Converters	2	3	3
DHM	231	Diesel Air Conditioning	1	3	2
DHM	266	Machine Hydraulic Systems	2	3	3
		TOTALS:	7	12	11

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		OR			
ENG	102	English Composition II	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	10	26	16

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	Economics Concepts	3	0	3
		TOTALS:	7	29	14

Minimum Total Credit Hours: 69

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

Program Code: AAS.EET
CIP Code: 15.0303

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Electronics Engineering Technology program (EET) uses classroom and laboratory experiences to provide students with electronics engineering technical skills such as building, testing, troubleshooting, repairing, and modifying electronic equipment, which will prepare them for careers with a variety of industries.

CAREER DESCRIPTION

Electronics engineering technicians help engineers design and develop computers, communications equipment, medical monitoring devices, navigational equipment, and other electrical and electronic equipment. They often work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment. They are also involved in the manufacture and deployment of equipment for automation. They also apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- Demonstrate data organization skills, the ability to develop basic formulas and graphical output capability.
- Wire and troubleshoot a 3-phase motor starter.
- Program and troubleshoot a latching circuit using a PLC.
- Demonstrate troubleshooting techniques to repair a broken DC power supply.
- Demonstrate that they can design, construct, and operate a digital logic circuit.

PROGRAM ENTRANCE REQUIREMENTS
- ENG 101 or equivalent test scores
- MAT 110 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.
- Any course with one of the following prefixes requires a grade of "C" or better: EET

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economics Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3

			Class	Lab	Credit
MAT	111	College Trigonometry	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	18	3	19

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	14	24	22

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	22	21	29

Minimum Total Credit Hours: 70

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	6	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	9	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	9	12

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	11	12	15

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economics 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
		TOTALS:	10	12	14

Minimum Total Credit Hours: 70

GENERAL TECHNOLOGY

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

Program Code: AAS.GEN
CIP Code: 30.9999

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The 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.

CAREER DESCRIPTION

Graduates from the Associate in Applied Science with a major in General Technology serve a variety of capacities, including technical maintenance, HVAC systems, base maintenance, welding, and health care customer service. Other graduates are involved with technical marketing depending on the technical specialties selected.

PROGRAM ENTRANCE REQUIREMENTS

- ENG 101 or equivalent test scores
- MAT 170 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS

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

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
		OR			
ENG	160	Technical Communications	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
		OR			
SPC	205	Public Speaking	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry	3	0	3
XXX	XXX	Ensure Computer Competence			
EGR	120	Engineering Computer Applications	3	3	4
		OR			
CPT	170	Microcomputer Applications	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	3	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	40	0	40

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
XXX	XXX	5-29 SHC for other courses to include a minimum of one 2 SHC Elective chosen from a technical specialty other than those comprising the major and minor core courses.	5	0	5
		TOTALS:	5	0	5

Minimum Total Credit Hours: 60

HEALTH INFORMATION MANAGEMENT

DEGREE: Associate in Applied Science with a major in Health Information Management

Program Code: AAS.HIM
CIP Code: 51.0707

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

The Health Information Management program is designed to prepare students for the growing field of health information technology/management. Accurate and appropriate information is essential to today's healthcare system. Health information management (HIM) professionals provide a necessary supportive role that ensures the access of patient health data for optimal decision-making and clinical care across organizations, settings, and health disciplines. HIM professionals play a critical role in maintaining, collecting and analyzing the data that these health professionals need. Courses within this program of study include instruction in:

- Medical Terminology
- Anatomy and Physiology
- Pathophysiology
- Coding Systems and Classification
- Billing and Reimbursement
- Technology and Computers in Health Care

In addition to coursework and simulation experience, the HIM student will have supervised clinical that allows them to apply their knowledge in real world situations.

CAREER DESCRIPTION

Health Information Management professionals play a key role in quality health care processes, as their responsibilities encompass all the facets and job skills involved in the administration of health information to include: collection, storage, retrieval, access, data analytics, utilization review, medical coding, registries, compliance with regulatory agencies, financial and technical operations. They regularly communicate with health care administration, physicians, clinical professionals, insurance companies, government agencies, and patients to accomplish their job responsibilities with a focus on quality improvement and work in virtually every area of the health care delivery system. In fact, this is one of the 20 fastest growing occupations in the country.

STUDENT LEARNING OUTCOMES

HIM Graduates will:
- Synthesize knowledge from health information management and other disciplines to promote optimal function in the work environment. Knowledge Integration
- Communicate and collaborate effectively with clients, supervisors, administrators and members of the health care team. Communication
- Practice in a legal and ethical manner exhibiting accountability for all actions. Professionalism
- Apply critical thinking skills and methods to duties and tasks that enhance the quality and performance of health care outcomes. Critical Thinking
- Perform all related work with care and accuracy to ensure a commitment to generally accepted safety practices. Quality & Safety
- Utilize and understand health information management-related technology in performance of duties. Technology & Innovation

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by CAHIIM- Commission on Accreditation for Health Informatics and Information Management Education.
233 N. Michigan Ave
21st Floor
Chicago, IL 60601-5800

PROGRAM ADMISSION REQUIREMENTS

- Students must have successfully completed BIO 112 Basic Anatomy and Physiology and CPT 170 Microcomputer with a grade of "C" or better.
- Program GPA/ 2.0 Cumulative GPA minimum
- HIM Career Talk within last year
- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent scores
- MAT 102 or equivalent test scores

PROGRAM ACADEMIC REQUIREMENTS

- A minimum grade of "C" is required for all HIM/AHS courses
- Students must maintain a minimum of a 2.0 cumulative GPA and 2.0 program GPA to continue to progress in HIM classes. They will have one fall or spring semester to restore GPA to levels.
- Students may only repeat a program course once (AHS OR HIM)
- Student who have two (2) failures in HIM courses (AHS OR HIM) have not made satisfactory academic progression and must leave the program.

SPECIAL PROGRAM REQUIREMENTS

Health Science students have a number of special requirements they must meet in order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

STUDENT DRUG/BACKGROUND SCREENING POLICY

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening is required once an applicant is "provisionally" accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with the clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, and consequences may include dismissal.
Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CASTLEBRANCH

FDTC uses an online company called CastleBranch (https://www.castlebranch.com) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire educational term. Through this account student will complete an initial criminal background check and drug testing and other requirements of the program.

HEALTH HISTORY/PHYSICAL EXAMINATION

Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience any interruptions in health during program and/or educational term.

IMMUNIZATIONS

Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

- Tetanus-diphtheria-pertussis (dTaP) within last 10 years. Td is not accepted.
- Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required
- Varicella (chickenpox): two vaccinations after 12 mos. of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required
- Hepatitis B (Hep B): three vaccinations according to CDC schedule AND after 1-2 months, proof by titer of immunity with a quantitative copy of lab result required. If titer is non-reactive, a repeat of three (3) shot series is required with an additional titer 1-2 months after last shot.
- 2-step PPD OR Quantiferon test within 2 months of start date and PPD or Quantiferon test annually

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they are complete. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR CERTIFICATION

Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required. CPR certification must be current through the end of the last month of the semester in order to be acceptable for the semester.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
PSY	201	General Psychology	3	0	3
CPT	170	Microcomputer Applications	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	103	Introduction to Health Information	3	0	3
HIM	110	Health Information Science I	3	0	3
HIM	115	Medical Records & The Law	2	0	2
HIM	120	Health Information Science II	3	0	3
HIM	125	Standards and Regulations	3	0	2
HIM	130	Billing and Reimbursement	3	0	3
HIM	140	Current Procedural Term I	3	0	3
HIM	152	Clinical Practice I	1	3	2
HIM	162	Clinical Practice II	0	6	2
HIM	163	Supervised Clinical Practice	0	9	3
HIM	215	Registries and Statistics	3	0	3
HIM	216	Coding and Classification I	2	3	3
HIM	225	Coding and Classification II	3	0	3
HIM	227	Senior Professional Comp	3	0	3
HIM	265	Supervisory Principles	3	0	3
HIM	266	Computers in Health Care	3	0	3
		TOTALS:	37	21	45

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
AHS	121	Basic Pharmacology	2	0	2
HIM	135	Medical Pathology	3	0	3
BIO	112	Basic Anatomy and Physiology	3	3	4
		TOTALS:	11	3	12

Minimum Total Credit Hours: 72

SEMESTER CURRICULUM:
PREREQUISITE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Basic Anatomy and Physiology	3	3	4
CPT	170	Microcomputer Applications	3	0	3
		TOTALS:	6	3	7

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
HIM	103	Introduction to Health Information	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	110	Health Information Science	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	121	Basic Pharmacology	2	0	2
HIM	115	Medical Records & The Law	2	0	2
HIM	125	Standards and Regulations	3	0	3
HIM	130	Billing and Reimbursement	3	0	3
HIM	152	Clinical Practice I	1	3	2
		TOTALS:	11	3	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	266	Computers in Health Care	3	0	3
HIM	140	Current Procedural Term I	3	0	3
		TOTALS:	5	0	6

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PSY	201	General Psychology	3	0	3
ENG	101	English Composition I	3	0	3
HIM	162	Clinical Practice II	0	6	2
HIM	215	Registries and Statistics	3	0	3
HIM	216	Coding and Classification I	2	3	3
		TOTALS:	11	9	14

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
HIM	120	Health Information Science II	3	0	3
HIM	225	Coding and Classification II	3	0	3
HIM	265	Supervisory Principles	3	0	3
		TOTALS:	12	10	12

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	163	Supervised Clinical Practice	0	9	3
HIM	227	Senior Professional Comp	3	0	3
		TOTALS:	3	9	6

Minimum Total Credit Hours: 72

HUMAN SERVICES

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

Program Code: AAS.HUS
CIP Code: 44.0000

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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 $31,810. The projected growth in job opportunities for human service workers is in the 11% (above average) range for the next ten years.

CAREER DESCRIPTION

Human Service 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.

STUDENT LEARNING OUTCOMES

Students will be able to:
- Demonstrate basic counseling skills, including active listening, paraphrasing, confronting and engaging clients.
- Discuss the theory of human services, the current operation of the service system, and major issues facing human services in the United States.
- Demonstrate ability to work with diverse populations.
- Examine the principles and concepts of society's social problems and develop and analyze strategies for change.
- Demonstrate group processes and interpersonal relations as it applies in the work place and for clinical use in the field.
- Develop research and writing skills, particularly those needed for accurate record keeping.
- Identify and discuss professional ethics as they relate to human services.
- Integrate classroom learning with field experience.

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required in ENG 101, HUS 101, HUS 110, PSY 105, PSY 201, PSY 218, PSY 230, and PSY 235 for any HUS major enrolling in HUS 251 and/or HUS 255.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I *Prerequisite for Field Placement	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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	205	Gerontology	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 Intellectually Disabled	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
		TOTALS:	33	24	39

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I *Prerequisite for Field Placement	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
		TOTALS:	13	0	13

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	10	12	13

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HUS	205	Gerontology	3	0	3
HUS	255	Supervised Field Placement III	1	12	4
PSY	215	Psychology of the Intellectually Disabled	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	205	Social Problems	3	0	3
		TOTALS:	13	12	16

Minimum Total Credit Hours: 69

HUMAN SERVICES (EVENING PROGRAM)
DEGREE: Associate in Applied Science with a major in Human Services

Program Code: AAS.HUS
CIP Code: 44.0000

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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 $31,810. The projected growth in job opportunities for human service workers is in the 11% (above average) range for the next ten years.

CAREER DESCRIPTION
Human Service 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.

STUDENT LEARNING OUTCOMES
Students will be able to:
- Demonstrate basic counseling skills, including active listening, paraphrasing, confronting and engaging clients.
- Discuss the theory of human services, the current operation of the service system, and major issues facing human services in the United States.
- Demonstrate ability to work with diverse populations.
- Examine the principles and concepts of society's social problems and develop and analyze strategies for change.
- Demonstrate group processes and interpersonal relations as it applies in the work place and for clinical use in the field.
- Develop research and writing skills, particularly those needed for accurate record keeping.
- Identify and discuss professional ethics as they relate to human services.
- Integrate classroom learning with field experience.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

ACADEMIC REQUIREMENTS
- A grade of "C" or better is required in ENG 101, HUS 101, HUS 110, PSY 105, PSY 201, PSY 218, PSY 230, and PSY 235 for any HUS major enrolling in HUS 251 and/or HUS 255.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I *Prerequisite for Field Placement	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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	205	Gerontology	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 Intellectually Disabled	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
		TOTALS:	33	24	39

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I *Prerequisite for Field Placement	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
		TOTALS:	13	0	13

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HUS	208	Alcohol and Drug Abuse	3	0	3
PSY	231	Counseling Techniques	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	9	0	9

SEMESTER 5 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	155	Contemporary Mathematics	3	0	3
PSY	212	Abnormal Psychology	3	0	3
		TOTALS:	6	0	6

SEMESTER 6 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HUS	205	Gerontology	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
PSY	215	Psychology of The Intellectually Disabled	3	0	3
SOC	205	Social Problems	3	0	3
		TOTALS:	10	12	13

SEMESTER 7 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HUS	255	Supervised Field Placement III	1	12	4
PSY	237	Crisis Management	3	0	3
		TOTALS:	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

Program Code: AAS.HUSE
CIP Code: 44.0000

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

Preschool teachers and teacher assistants typically work in public and private schools, at childcare centers, and for religious organizations. Many work the traditional 10-month school year, but some work year-round. According to the U.S. Bureau of Labor, the average for early childhood and child-care workers with an associate degree the median income early childhood graduates is $28,990. The projected growth in job opportunities for early childhood and child-care workers is in the 10% (average) range for the next ten years.

CAREER DESCRIPTION

Preschool teachers educate and care for children young than age 5 who have not yet entered kindergarten. Teacher assistants work under a teacher's supervision to give students additional attention and instruction. 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 learning-centered play.

STUDENT LEARNING OUTCOMES

Students will be able to:

- Promote Child Development and Learning: The graduate will use their understanding of young children's characteristics and needs, and of multiple interacting influences on children's development and learning to create environments that are healthy, respectful, supportive, and challenging for each child. (NAEYC Standard 1)
- Build Family and Community Relations: The graduate will know about, understand and value the importance and complex characteristics of children's families and communities. (NAEYC Standard 2)
- Observe, Document, and Assess to Support Young Children and Families: The graduate will understand that observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. (NAEYC Standard 3)
- Use Developmentally Appropriate Approaches: The graduate will understand that teaching and learning with young children is a complex enterprise, and its details vary depending on children's ages, characteristics, and the settings within which teaching and learning occur. (NAEYC Standard 4)
- Use Content Knowledge to Build Meaningful Curriculum: The graduate will use their knowledge of academic disciplines to design, implement, and evaluate experiences that promote positive development and learning for each and every young child. (NAEYC Standard 5)
- Become a Professional: The graduate will identify and conduct themselves as members of the early childhood profession. (NAEYC Standard 6)
- Complete Early Childhood Field Experiences: The graduate will complete field experiences to develop the knowledge, skills, and professional dispositions necessary to promote the development and learning of young children across the entire developmental period of early childhood. (NAEYC Standard 7)

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

SPECIAL PROGRAM REQUIREMENTS:
- Any course with one of the following prefixes requires a grade of "C" or better: CPT, ENG, HUS, PSY, SOC, SPC
- Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC
- Complete or maintain CPR certification by the American Heart Association or American Red Cross
- SLED and Background Check may be required
- Curriculum Completion Requirement – 60 months

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

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

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Intellectually Disabled	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
		TOTALS:	28	32	36

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
		TOTALS:	18	0	18

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	16	0	16

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	105	Guidance-Classroom Management	3	0	3
ECD	131	Language Arts	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3
		TOTALS:	10	0	12

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	155	Contemporary Mathematics	3	0	3
		OR			
MAT	110	College Algebra	3	0	3
ECD	133	Science & Math Concepts	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
SPC	205	Public Speaking	3	0	3
		TOTALS:	10	12	13

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	243	Supervised Field Experience I*	1	8	3
ECD	132	Creative Experiences	3	0	3
HUS	255	Supervised Field Placement III	1	12	4
PSY	215	Psychology of the Intellectually Disabled	3	0	3
PSY	237	Crisis Management	3	0	3
		TOTALS:	13	20	16

*ECD 243: Supervised Field Experience I is ONLY offered in the Fall and Spring semesters.
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

Program Code: AAS.HUSE
CIP Code: 44.0000

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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 with an associate degree the median income early childhood graduates is $21,170. The projected growth in job opportunities for early childhood and child-care workers is in the 5% (average) range for the next ten years.

CAREER DESCRIPTION

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.

PROGRAM LEARNING STUDENT OUTCOMES

Students will be able to:
- Promote Child Development and Learning: The graduate will use their understanding of young children's characteristics and needs, and of multiple interacting influences on children's development and learning to create environments that are healthy, respectful, supportive, and challenging for each child. (NAEYC Standard 1)
- Build Family and Community Relations: The graduate will know about, understand and value the importance and complex characteristics of children's families and communities. (NAEYC Standard 2)
- Observe, Document, and Assess to Support Young Children and Families: The graduate will understand that observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. (NAEYC Standard 3)
- Use Developmentally Appropriate Approaches: The graduate will understand that teaching and learning with young children is a complex enterprise, and its details vary depending on children's ages, characteristics, and the settings within which teaching and learning occur. (NAEYC Standard 4)
- Use Content Knowledge to Build Meaningful Curriculum: The graduate will use their knowledge of academic disciplines to design, implement, and evaluate experiences that promote positive development and learning for each and every young child. (NAEYC Standard 5)
- Become a Professional: The graduate will identify and conduct themselves as members of the early childhood profession. (NAEYC Standard 6)
- Complete Early Childhood Field Experiences: The graduate will complete field experiences to develop the knowledge, skills, and professional dispositions necessary to promote the development and learning of young children across the entire developmental period of early childhood. (NAEYC Standard 7)

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

SPECIAL PROGRAM REQUIREMENTS:
- Any course with one of the following prefixes requires a grade of "C" or better: CPT, ENG, HUS, PSY, SOC, SPC
- Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC
- Complete or maintain CPR certification by the American Heart Association or American Red Cross
- SLED and Background Check may be required
- Curriculum Completion Requirement – 60 months

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

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

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 Intellectually Disabled	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
		TOTALS:	28	32	36

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
		TOTALS:	18	0	18

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	13	0	13

SEMESTER 3 (FALL)

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

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	131	Language Arts	3	0	3
ECD	133	Science & Math Concepts	3	0	3
HUS	251	Supervised Field Placement II	1	12	4
		TOTALS:	5	18	10

SEMESTER 5 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	105	Guidance-Classroom Management	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
PSY	237	Crisis Management	3	0	3
		TOTALS:	8	3	9

SEMESTER 5 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	132	Creative Experiences	3	0	3
HUS	255	Supervised Field Placement III	1	12	4
PSY	215	Psychology of the Intellectually Disabled	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	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

Program Code: AAS.ACR
CIP Code: 47.0201

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Heating, Ventilation, and Air Conditioning (HVAC) Degree is a 2-year program that will provide students with the necessary knowledge of installing, maintaining, and repairing heating, air conditioning, and refrigeration equipment.

CAREER DESCRIPTION

Heating, Ventilation, and Air Conditioning (HVAC) technicians have the knowledge and skills in installing, maintaining, and troubleshooting heating, air conditioning, and refrigeration systems that control the temperature and air quality in residential and commercial structures.

STUDENT LEARNING OUTCOMES

Graduates of the Heating, Ventilation, and Air Conditioning (HVAC) Degree will:
- ➢ Apply knowledge of installing air conditioning system.
- ➢ Demonstrate how to read electrical diagrams and diagnose electrical circuits.
- ➢ Demonstrate how to read temperature/pressure charts and diagnose problems within the system.
- ➢ Apply knowledge of the HVAC systems to repair problems.
- ➢ Demonstrate a proper Load Calculation of a structure.
- ➢ Fabricate, assemble and install duct work using various sheet metal tools.

PROGRAM ENTRANCE REQUIREMENTS:
- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent test scores
- MAT 033 or equivalent test scores

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economics 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
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tool and 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
		TOTALS:	15	24	23

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
XXX	XXX	Elective: General *(Students are strongly encouraged to take CPT 170*	3	0	3
		TOTALS:	19	68	39

Minimum Total Credit Hours: 77

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tool and Service Techniques	2	3	3
ACR	120	Basic Air Conditioning	3	3	4
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		TOTALS:	11	12	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	140	Automatic Controls	2	3	3
ENG	160	Technical Communications	3	0	3
		TOTALS:	12	12	16

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	104	Print Reading for HVAC	0	3	1
ACR	131	Commercial Refrigeration	2	6	4
ACR	250	Duct Fabrication	2	3	3
		TOTALS:	4	12	8

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	Economics Concepts	3	0	3
XXX	XXX	Elective: General (*Students are strongly encouraged to take CPT 170*)	3	0	3
		TOTALS:	9	18	15

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	15	14

SEMESTER 6 (SUMMER)

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

Minimum Total Credit Hours: 77

INDUSTRIAL MAINTENANCE TECHNOLOGY
DEGREE: Associate in Applied Science with a major in Industrial Maintenance Technology

Program Code: AAS.IMT
CIP Code: 47.0303

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Industrial Maintenance Technology program provides students with fundamental mechanical skills associated with entry-level maintenance positions and prepares students for careers in large manufacturing companies as industrial machinery and maintenance technicians. Industrial maintenance technicians keep machinery and equipment in the plant up and running so that production can continue.

CAREER DESCRIPTION
Industrial machinery mechanics and machinery maintenance workers maintain and repair factory equipment and other industrial machinery, such as conveying systems, production machinery, and packaging equipment. Millwrights install, dismantle, repair, reassemble, and move machinery in factories, power plants, and construction sites.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- Combine basic theoretical knowledge and understanding of the Industrial Maintenance Field and practical laboratory experience to set up and repair industrial equipment and facilities.
- Compare various electrical and hydraulic circuits and outline the differences between them.
- Apply theoretical study and the knowledge of metering tools to troubleshoot mechanical, electrical, and electromechanical systems and repair them.
- Determine the proper publication for guidance in the performance of the specific task assigned.

PROGRAM ENTRANCE REQUIREMENTS:
- ENG 100/155 or equivalent test scores
- MAT 033 or equivalent test scores

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required for each prerequisite course

SPECIAL SUPPORT REQUIREMENTS:
- It is recommended that students purchase tools each semester at a cost of approximately $500 per semester.

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
ENG	160	Technical Communications	3	0	3
PSY	103	Human Relations	3	0	3
HSS	205	Technology and Society	3	0	3
ECO	201	Economics Concepts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	161	Mechanical Power Applications	3	3	4
IMT	160	Preventive Maintenance	1	6	3
WLD	142	Maintenance Welding	2	3	3
IMT	131	Hydraulics and Pneumatics	3	3	4
IMT	210	Basic Industrial Skills I	3	0	3
		TOTALS:	12	15	17

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	140	Industrial Electricity	4	3	5
IMT	141	Electrical Control Devices	4	3	5
IMT	202	Electrical Troubleshooting	2	6	4
IMT	203	Mechanical Troubleshooting	3	3	4
IMT	211	Basic Industrial Skill II	3	0	3
IMT	212	Electrical Theory	2	3	3
IMT	233	Programmable Logic Controllers	2	3	3
CPT	170	Microcomputer Applications	3	0	3
MTT	290	Selected Topics in Machine Tool	3	0	3
		TOTALS:	26	21	33

Minimum Total Credit Hours: 65

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	140	Industrial Electricity	4	3	5
IMT	210	Basic Industrial Skills I	3	0	3
IMT	212	Electrical Theory	2	3	3
ENG	160	Technical Communications	3	0	3
		TOTALS:	12	6	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	131	Hydraulics and Pneumatics	3	3	4
IMT	141	Electrical Control Devices	4	3	5
IMT	211	Basic Industrial Skill II	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		TOTALS:	13	6	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	160	Preventive Maintenance	1	6	3
IMT	202	Electrical Troubleshooting	2	6	4
WLD	142	Maintenance Welding	2	3	3
PSY	103	Human Relations	3	0	3
		TOTALS:	8	15	13

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	161	Mechanical Power Applications	3	3	4
CPT	170	Microcomputer Applications	3	0	3
ECO	201	Economics Concepts	3	0	3
MTT	290	Selected Topics in Machine Tool	3	0	3
		TOTALS:	12	3	13

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	203	Mechanical Troubleshooting	3	3	4
IMT	233	Programmable Logic Controllers	2	3	3
HSS	205	Technology and Society	3	0	3
		TOTALS:	8	6	10

Minimum Total Credit Hours: 65

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

Program Code: AAS.MTT
CIP Code: 48.0501

Delivery Mode: Traditional/face-to-face

PROGRAM INFORMATION

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

CAREER DESCRIPTION
Machinists and tool and die makers set up and operate a variety of computer-controlled and mechanically controlled machine tools to produce precision metal parts, instruments, and tools.

STUDENT LEARNING OUTCOMES
Graduates will:
- Apply industry standard safety practices and specific safety requirements for different machining operations.
- Calculate necessary tolerances to plan for the machine sequences.
- Create the digital geometry necessary for machine programming.
- Inspect the produced part to ensure completion per blueprint requirement.
- Interpret blueprint information and translate it into actionable items.
- Perform basic and advanced setup and operation of a CNC lathe & CNC mill.
- Perform setup and operation of manual machines, such as band saw, lathe, mill, and drill press.

PROGRAM ENTRANCE REQUIREMENTS:
- ENG 100/155 or equivalent scores
- MAT 033 or equivalent test scores

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required for each prerequisite course

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

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

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	160	Technical Communications	3	0	3
MAT	170	Algebra, Geometry and Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	250	Principles of CNC	3	0	3
MTT	120	Machine Tool Print Reading	2	3	3
MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	112	Machine Tool Theory and Practice II	1	12	5
		TOTALS:	7	27	16

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	105	Machine Tool Math	3	0	3
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	205	Tool and Die Math Applications	3	0	3
MTT	255	CNC Programming II	2	3	3
MTT	141	Metals and Heat Treatment	3	0	3
MTT	211	Die Theory	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
MTT	251	CNC Operations	2	3	3
MTT	252	CNC Setup and Operations	2	6	4
MTT	253	CNC Programming and Operations	0	9	3
MTT	254	CNC Programming	0	9	3
MTT	256	CNC Programming III	1	6	3
MTT	258	Machine Tool Cam	1	6	3
		TOTALS:	22	57	41

Minimum Total Credit Hours: 72

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

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

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	15	13

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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: Humanities/Fine Arts	3	0	3
		TOTALS:	10	12	14

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	205	Tool and Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	253	CNC Programming and Operations	0	9	3
		TOTALS:	8	12	12

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	252	CNC Setup and Operations	2	6	4
MTT	254	CNC Programming	0	9	3
MTT	255	CNC Programming II	2	3	3
XXX	XXX	Elective	3	0	3
		TOTALS:	7	18	13

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	256	CNC Programming III	1	6	3
MTT	258	Machine Tool Cam	1	6	3
		TOTALS:	2	12	6

Minimum Total Credit Hours: 72

MANAGEMENT

DEGREE: Associate in Applied Science with a major in Management

Program Code: AAS.MGT
CIP Code: 52.0201

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

The Management program consists of 60 credit hours including courses in accounting concepts, organizational, managerial and payroll accounting, office spreadsheet applications, business law, humanities/fine arts elective, principles of management and marketing, public speaking, English composition, economics, mathematical and business statistics, international business, management decision making, advertising, and executive development.

CAREER DESCRIPTION
Students who obtain an Associate of Applied Science degree in Management are prepared for a variety of career opportunities in both the private and public sectors. These include all levels of supervision in manufacturing and service industries, management positions in retail and sales companies, and purchasing agents.

STUDENT LEARNING OUTCOMES
Students will:
 ➢ Acquire oral and written business communication skills specific to the business environment.
 ➢ Demonstrate their knowledge and application of financial skills.
 ➢ Demonstrate their knowledge and application of basic accounting skills.
 ➢ Acquire the needed knowledge and skills required in the business environment.
 ➢ Demonstrate their knowledge and application of applied business skills.
 ➢ Acquire and demonstrate advanced management skills.

PROGRAM ENTRANCE REQUIREMENTS
 • High School Diploma or GED
 • A College Placement Test may be required

ACADEMIC REQUIREMENTS
 • Any course with one of the following prefixes requires a "C" or better: MGT

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability -------or--------	3	0	3
MAT	110	College Algebra -------or--------			
MAT	120	Probability and Statistics			
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
AOT	261	Office Spreadsheet Applications	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
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	30	0	30

Minimum Total Credit Hours: 60

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	112	Organizational Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
MGT	101	Principles of Management	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	115	Managerial Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
BAF	101	Personal Finance	3	0	3
MGT	121	Small Business Operations	3	0	3
MKT	101	Marketing	3	0	3
		TOTALS:	15	0	15

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BUS	123	Business Law II	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
		TOTALS:	15	0	15

Minimum Total Credit Hours: 60

MARKETING

DEGREE: Associate in Applied Science with a major in Marketing

Program Code: AAS.MKT
CIP Code: 52.1801

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

The Marketing program consists of 60 credit hours including general courses in English composition, public speaking, a humanities/fine arts elective, business law, mathematical and business statistics, office spreadsheet applications, executive development, accounting principles, and economics.

CAREER DESCRIPTION

Students who obtain an Associate of Applied Science degree in Marketing are prepared for a variety of career opportunities in both the private and public sectors. These include general sales, retailing, entry-level management in retailing, promotion, public relations, as well as essential skills in running and managing one's own business.

STUDENT LEARNING OUTCOMES

Students will:
➢ Acquire oral and written business communication skills specific to the marketing environment.
➢ Demonstrate their knowledge and application of financial skills.
➢ Demonstrate their knowledge and application of basic accounting skills.
➢ Acquire the needed knowledge and skills required in the marketing environment.
➢ Demonstrate their knowledge and application of applied business skills.
➢ Acquire and demonstrate advanced marketing skills.

PROGRAM ENTRANCE REQUIREMENTS:

- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS:

- Any course with one of the following prefixes requires a "C" or better: MKT

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		-------or--------			
MAT	110	College Algebra			
		-------or--------			
MAT	120	Probability and Statistics			
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	33	0	33

Minimum Total Credit Hours: 60

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MKT	101	Marketing	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	112	Organizational Accounting	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
MGT	101	Principles of Management	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	150	Payroll Accounting	3	0	3
BUS	123	Business Law II	3	0	3
BAF	101	Personal Finance	3	0	3
MKT	120	Sales Principles	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
MKT	110	Retailing	3	0	3
		TOTALS:	15	0	15

Minimum Total Credit Hours: 60

MECHANICAL ENGINEERING TECHNOLOGY

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

Program Code: AAS.MET
CIP Code: 15.0805

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Mechanical Engineering Technology program (MET) 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.

CAREER DESCRIPTION
Mechanical engineering technicians help mechanical engineers design, develop, test, and manufacture mechanical devices, including tools, engines, and machines. They may make sketches and rough layouts, record and analyze data, make calculations and estimates, and report their findings.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- Characterize fundamental mechanical systems.
- Model a basic machine system and characterize pertinent mechanical parameters.
- Utilize 2D & 3D models and simulation software to characterize mechanical systems and to convey both design concepts and detail.
- Interface with basic automation and robotic systems.
- Characterize fundamental electrical circuits.
- Competently demonstrate safe workplace practices and utilize personal protective equipment.

PROGRAM ENTRANCE REQUIREMENTS
- ENG 101 or equivalent test scores
- MAT 110 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.
- Any course with one of the following prefixes requires a grade of "C" or better: MET

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CHM	110	College Chemistry I	3	3	4
ENG	101	English Composition I	3	0	3
ENG	260	Advanced 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
		TOTALS:	24	6	26

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	13	9	16

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	281	Prototype Modeling	1	6	3
EGT	285	Integrated Rapid Prototyping Applications	3	0	3
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
EET	103	Introduction to Electronics	2	3	3
EEM	251	Programmable Logic Controllers	2	3	3
		TOTALS:	21	27	30

Minimum Total Credit Hours: 72

SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	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 Behavioral Sciences	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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/Fine Arts	3	0	3
		TOTALS:	12	3	13

SEMESTER 3 (SUMMER)

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

SEMESTER 4 (FALL)

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

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
EEM	251	Programmable Logic Controllers	2	3	3
		TOTALS:	10	15	15

Minimum Total Credit Hours: 72

MEDICAL LABORATORY TECHNOLOGY

DEGREE: Associate in Applied Science with a major in Medical Laboratory Technology

Program Code: AAS.MLT
CIP Code: 51.1004

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

Medical Laboratory Technology (MLT) is a five semester program that always has a fall start. The emphasis of first semester is foundational MLT skills. The second through the third semester students are specialties in laboratory medicine.   Topics for course work include: Hematology, Clinical Chemistry, Medical Microbiology, Parasitology, Urinalysis, Body Fluids, Immunology, and Immunohematology. The fourth and fifth semesters are clinical experiences in various hospitals or doctor's office settings working 24 hours a week. Graduates are expected to pass a National Certification Exam for MLT.

CAREER DESCRIPTION

Medical Laboratory Technicians (MLT) perform laboratory tests to obtain data that will be used by physicians and other healthcare professionals to prevent, diagnosis and treat illness. MLT's are part of a multifunctional healthcare team that collects, processes and analyzes patient samples. They are expected to operate sophisticated automation, prepare blood products and identify medically significant bacteria.

Employment of medical laboratory technologists and technicians is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. An increase in the aging population is expected to lead to a greater need for diagnostic testing.

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 can be 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 yearly average earnings of $33,280 to $38,280.

STUDENT LEARNING OUTCOMES

Graduates of the Medical Laboratory Technology Certificate Program will be able to:

- Integrate scientific reasoning and interpretation within clinical laboratory sciences body of knowledge. The body of knowledge encompasses the collection, processing and analysis of biological specimens (Knowledge).
- Communicate information and ideas effectively (Communication).
- Demonstrate respect for the rights of the patients, colleagues, and other health professionals and perform duties in a manner that is within the constraints of legal, moral, and ethical conduct (Professionalism).
- Correlate the relationships of basic physiology to disease processes to normal and abnormal laboratory results (Critical Thinking).
- Conduct all scientific investigative work with care and precision and demonstrate a commitment to generally laboratory safety practices (Quality and Safety).
- Follow procedural guidelines in performance of laboratory analysis including quality control, microcomputer applications, instrumentation and troubleshooting (Technology and Innovation).

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by NAACLS- National Accrediting Agency for Clinical Laboratory Science.

NAACLS

5600 N. River Rd, Suite 720

Rosemont IL 60018-5119

PROGRAM ADMISSION REQUIREMENTS

- Formal acceptance in FDTC
- ENG 100/155 or equivalent scores: Eligible to take ENG 101
- Program GPA and 2.0 Cumulative GPA
- MLT Career Talk within last year
- Students must have successfully completed BIO 112, CHM 105, and ENG 101 to apply to the program.

PROGRAM ACADEMIC REQUIREMENTS

- A minimum grade of "C" is required for all MLT courses
- Students must maintain a minimum of a 2.0 cumulative GPA and 2.0 program GPA to continue to progress in MLT classes. They will have one fall or spring semester to restore GPA to levels.
- Students who fail any program course (MLT) in the first semester must repeat for credit all first semester MLT courses when they re-enter the program.
- Students who fail a MLT course in subsequent semester will be required to remediate prior to re-entry into the MLT program
- Students may only repeat a MLT program course once (MLT). Students who have **two (2) failures** in MLT courses have not made satisfactory academic progression and must leave the program.

SPECIAL PROGRAM REQUIREMENTS

Health Science students have a number of special requirements they must meet in order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening is required once an applicant is "provisionally" accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with the clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, and consequences may include dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch
FDTC uses an online company called CastleBranch (https://www.castlebranch.com) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire educational term. Through this account student will complete an initial criminal background check and drug testing and other requirements of the program.

Health History/Physical Examination
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience any interruptions in health during program and/or educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years. Td is not accepted.
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required
   d. Hepatitis B (Hep B): three vaccinations according to CDC schedule AND after 1-2 months, proof by titer of immunity with a quantitative copy of lab result required. If titer is non-reactive, a repeat of three (3) shot series is required with an additional titer 1-2 months after last shot.
   e. 2-step PPD OR Quantiferon test within 2 months of start date and PPD or Quantiferon test annually

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they are complete. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required. CPR certification must be current through the end of the last month of the semester in order to be acceptable for the semester.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Basic Anatomy & Physiology	3	3	4
CHM	105	General Organic and Biochemistry	3	3	4
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	18	6	20

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	105	Medical Microbiology	3	3	4
MLT	120	Immunohematology	3	3	4
MLT	210	Advanced Hematology	3	3	4
MLT	230	Advanced Clinical Chemistry	3	3	4
		TOTALS:	12	12	16

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	102	Medical Lab Fundamentals	2	3	3
MLT	104	Basic Medical Microbiology	1	3	2
MLT	108	Urinalysis and Body Fluids	2	3	3
MLT	115	Immunology	2	3	3
MLT	131	Clinical Chemistry	3	0	3
MLT	251	Clinical Experience I	1	12	5
MLT	252	Clinical Experience II	1	12	5
MLT	253	Clinical Experience III	1	12	5
MLT	254	Clinical Experience IV	1	12	5
		TOTALS:	14	60	34

Minimum Total Credit Hours: 70

SEMESTER CURRICULUM

PREREQUISITE COURSES: Completed with a "C" or better prior to program entry

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Basic Anatomy & Physiology	3	3	4
CHM	105	General Organic and Biochemistry	3	3	4
ENG	101	English Composition I	3	0	3
		TOTALS:	9	6	11

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	107	Contemporary Statistics & Probability	3	0	3
MLT	102	Medical Lab Fundamentals	2	3	3
MLT	104	Basic Medical Microbiology	1	3	2
MLT	115	Immunology	2	3	3
MLT	131	Clinical Chemistry	3	0	3
		TOTALS:	11	9	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	105	Medical Microbiology	3	3	4
MLT	120	Immunohematology	3	3	4
MLT	210	Advanced Hematology	3	3	4
		TOTALS:	9	9	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	108	Urinalysis and Body Fluids	2	3	3
MLT	230	Advanced Clinical Chemistry	3	3	4
		TOTALS:	5	3	7

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	251	Clinical Experience I	1	12	5
MLT	252	Clinical Experience II	1	12	5
PSY	201	General Psychology	3	0	3
		TOTALS:	5	24	13

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	253	Clinical Experience III	1	12	5
MLT	254	Clinical Experience IV	1	12	5
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	5	24	13

Minimum Total Credit Hours: 70

NURSING

DEGREE: Associate in Applied Science with a major in Nursing

Program Code: AAS.NUR
CIP Code: 51.3901

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The FDTC Associate Degree Nursing program prepares students for this performance profession requiring intellectual, interpersonal and psychomotor skills that are based upon biological, behavioral and humanistic principles. Graduates of the Associate Degree Nursing program are prepared to work in a variety of settings including hospitals, clinics and outpatient centers. Upon completion of the program, the student is eligible for an Associate Degree in Applied Science and may apply to take the National Council Licensure Examination for Registered Nursing Practice (NCLEX-RN).

CAREER DESCRIPTION

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 intra-professional 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 $61,110 (May 2015).

STUDENT LEARNING OUTCOMES

Student learning is progressive and multidimensional. It exists across the integrating concepts that comprise knowledge domains (Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry) within the teaching and learning experience.

- <u>Human Flourishing</u> includes actions and behaviors that advocate for patients, families, and groups in the provision of patient-centered care.
- <u>Nursing Judgment</u> requires actions that make evidenced-based nursing judgments in the provision of safe, quality care for patients, families, and groups.
- <u>Professional Identity</u> involves actions that demonstrate the professional role of a nurse within nursing and inter-professional teams, utilizing open communication and collaboration and an evolving professional identity.
- <u>Spirit of Inquiry</u> consists of actions that examine the evidence that underlies clinical nursing practice to improve the quality of care for patients, families, and groups.

As graduates of the FDTC nursing program, students will:
1. Human Flourishing (HF): Advocate for patients, families, and groups in ways that promote their self-determination, integrity and growth through the provision of patient-centered care.
   1.1. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. Nursing judgment (NJ): Make evidenced-based nursing judgments in the provision of safe, quality care for patients, families, and groups.

2.1. Minimize risk of harm to patients and providers through excellent communication, individual performance and optimal system effectiveness.
3. Professional Identity (PI): Demonstrate the professional role of a nurse in a manner that reflects integrity, responsibility and ethical practice within an evidenced based practice utilizing open communication and collaboration and an evolving professional identity.
   3.1. Function effectively within nursing and inter-professional teams using open communication and collaboration to achieve quality patient care.
   3.2. Demonstrate professional role behaviors and an evolving professional identity.
4. Spirit of Inquiry (SI): Examine the evidence that underlies clinical nursing practice to improve the quality of care for patients, families, and groups.
   4.1. Use data to monitor the outcomes of care processes and improve the quality and safety of health care systems.
   4.2. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

PROGRAM ENTRANCE REQUIREMENTS
- Formal acceptance in FDTC
- Students must be eligible to take any of the nursing program co-requisite courses at the time of initial acceptance into the nursing program.
- ENG 100/155 or equivalent scores
- MAT 102 or equivalent test scores

ADMISSION REQUIREMENTS:
- 2.75 Program GPA
- 2.5 Cumulative GPA
- TEAS test: Proficient level overall and in Reading and Science categories (TEAS tests may be repeated, but not within 30-day time period)
- Nursing Career Talk within last year
- Students must have successfully completed BIO 210 to apply to ADN program
- BIO courses, including those being transferred for BIO 210, 211 and 225, must not be more than 5 years old AT THE TIME YOU BEGIN THE PROGRAM. In order to be eligible for acceptance, Biology courses may only be repeated ONCE at any college, including FDTC.
- Applicants who have LPN licensure by equivalency due to unsuccessful completion of a RN program are **NOT** eligible for the Advanced Placement for ADN program.

ACADEMIC REQUIREMENTS
- A minimum grade of "C" is required for all NUR/PHM courses
- Students must maintain a minimum of a 2.0 cumulative GPA and 2.5 program GPA to continue to progress in nursing classes. They will have one fall or spring semester to restore GPA to levels.
- Students may only repeat a nursing course once (PHM or NUR)
- Student who **have 2 failures** in nursing courses (PHM or NUR) have not made satisfactory academic progression and must leave the program.

SPECIAL PROGRAM REQUIREMENTS
Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.
Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background

check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire nursing educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification: Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS
GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
BIO	210	Anatomy and Physiology I	3	3	4
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	3	16

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	160	Introduction to Nursing	2	6	4
NUR	162	Psychiatric/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 Lifespan II	2	6	4
NUR	264	Nursing Across Lifespan III	2	6	4
NUR	265	Nursing Concepts/Clinical Practice II	3	9	6
NUR	266	Nursing Concepts/Clinical Practice III	3	9	6
NUR	267	Nursing Concepts/Clinical Practice IV	1	15	6
		TOTALS:	20	66	42

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	211	Anatomy and Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
PHM	115	Drug Classification I	1	3	2
		TOTALS:	7	9	10

Minimum Total Credit Hours: 68

SEMESTER CURRICULUM:
FALL ADMISSION SEMESTER CURRICULUM

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	160	Introduction to Nursing	2	6	4
PHM	115	Drug Classification I	1	3	2
NUR	170	Nursing Applications	0	3	1
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra	3	0	3
		TOTALS:	9	15	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	162	Psychiatric/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
PSY	201	General Psychology	3	0	3
		TOTALS:	10	12	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	263	Nursing Across Lifespan II	2	6	4
NUR	265	Nursing Concepts/Clinical Practice II	3	9	6
		TOTALS:	5	15	10

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	266	Nursing Concepts/Clinical Practice III	3	9	6
NUR	264	Nursing Across Lifespan III	2	6	4
BIO	225	Microbiology	3	3	4
		TOTALS:	8	18	14

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	267	Nursing Concepts/Clinical Practice IV	1	15	6
ENG	101	English Composition I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	7	15	12

SPRING ADMISSION SEMESTER CURRICULUM
SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	160	Introduction to Nursing	2	6	4
PHM	115	Drug Classification I	1	3	2
NUR	170	Nursing Applications	0	3	1
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra	3	0	3
		TOTALS:	9	15	14

SEMESTER 2 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	162	Psychiatric/Mental Health Nursing	2	3	3
NUR	165	Nursing Concepts/Clinical Practice I	3	9	6
NUR	163	Nursing Across Lifespan I	2	0	2
		TOTALS:	7	12	11

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	263	Nursing Across Lifespan II	2	6	4
NUR	265	Nursing Concepts/Clinical Practice II	3	9	6
PSY	201	General Psychology	3	0	3
		TOTALS:	8	15	13

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	266	Nursing Concepts/Clinical Practice III	3	9	6
NUR	264	Nursing Across Lifespan III	2	6	4
BIO	225	Microbiology	3	3	4
		TOTALS:	8	18	14

SEMESTER 5 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	267	Nursing Concepts/Clinical Practice IV	1	15	6
ENG	101	English Composition I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	7	15	12

Minimum Total Credit Hours: 68

NURSING – LPN/ADN TRANSITION–ADVANCED PLACEMENT FOR ADN

DEGREE: Associate in Applied Science with a major in Nursing

Program Code: AAS.NUR
CIP Code: 51.3901

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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. Upon completion of the program, the student is eligible for an Associate Degree in Applied Science and may apply to take the National Council Licensure Examination for Registered Nursing Practice (NCLEX-RN). 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 $61,110 (May 2015).

CAREER DESCRIPTION

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 intra-professional 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

STUDENT LEARNING OUTCOMES

Student learning is progressive and multidimensional. It exists across the integrating concepts that comprise knowledge domains (Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry) within the teaching and learning experience.

- Human Flourishing includes actions and behaviors that advocate for patients, families, and groups in the provision of patient-centered care.
- Nursing Judgment requires actions that make evidenced-based nursing judgments in the provision of safe, quality care for patients, families, and groups.
- Professional Identity involves actions that demonstrate the professional role of a nurse within nursing and inter-professional teams, utilizing open communication and collaboration and an evolving professional identity.
- Spirit of Inquiry consists of actions that examine the evidence that underlies clinical nursing practice to improve the quality of care for patients, families, and groups.

As graduates of the FDTC nursing program, students will:
1. Human Flourishing (HF): Advocate for patients, families, and groups in ways that promote their self-determination, integrity and growth through the provision of patient-centered care.
    1.1 Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

2. Nursing judgment (NJ): Make evidenced-based nursing judgments in the provision of safe, quality care for patients, families, and groups.
    2.1 Minimize risk of harm to patients and providers through excellent communication, individual performance and optimal system effectiveness.
3. Professional Identity (PI): Demonstrate the professional role of a nurse in a manner that reflects integrity, responsibility and ethical practice within an evidenced based practice utilizing open communication and collaboration and an evolving professional identity.
    1.1 Function effectively within nursing and inter-professional teams using open communication and collaboration to achieve quality patient care.
    1.2 Demonstrate professional role behaviors and an evolving professional identity.
2. Spirit of Inquiry (SI): Examine the evidence that underlies clinical nursing practice to improve the quality of care for patients, families, and groups.
    2.1 Use data to monitor the outcomes of care processes and improve the quality and safety of health care systems.
    2.2 Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

LPN to ADN TRANSITION ADMISSION REQUIREMENTS:

- 2.5 Program GPA
- 2.0 Cumulative GPA
- TEAS test: Proficient level overall and in Reading and Science categories (TEAS tests may be repeated, but not within 30-day time period)
- Nursing Career Talk within last year
- Completion of pre-requisites: BIO 210, BIO 211, BIO 225, MAT 110, ENG 101, and PSY 201 with a grade of "C" or better.
- BIO courses, including those being transferred for BIO 210, 211 and 225, must not be more than 5 years old AT THE TIME YOU BEGIN THE PROGRAM. In order to be eligible for acceptance, Biology courses may only be repeated ONCE at any college, including FDTC.
- Licensed as an LPN in South Carolina with no conditions or disciplinary action. Applicants who have LPN licensure by equivalency due to unsuccessful completion of a RN program are **NOT** eligible for the Advanced Placement for ADN program

ACADEMIC REQUIREMENTS

- A minimum grade of "C" is required for all NUR/PHM courses
- Students must maintain a minimum of a 2.0 cumulative GPA and 2.0 program GPA to continue to progress in nursing classes. Students will have one fall or spring semester to restore GPA to levels.
- Students may only repeat a nursing course once (PHM or NUR)
- Student who have 2 failures in nursing courses (PHM or NUR) have not made satisfactory academic progression and must leave the program. Students who fail NUR 203 or NUR 206 may not continue in the Advanced Transition track. They may reapply through the traditional ADN nursing program.

SPECIAL PROGRAM REQUIREMENTS
Health Science students have a number of special requirements they must meet to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:
Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background

check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.
Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire nursing educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE PREREQUISITE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	18	10	21

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	162	Psychiatric and Mental Health Nursing	2	3	3
NUR	203	Transition for LPNs	0	3	1
NUR	206	Clinical Skills Application	0	6	2
NUR	264	Nursing Across Life Span III	2	6	4
NUR	265	Nursing Concepts & Clinical Practice II	3	9	6
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	1	3	2
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	54	33

Minimum Total Credit Hours: 54

SEMESTER CURRICULUM:

COURSE PREREQUISITE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	15	6	17

SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	203	Transition for LPNs	0	3	1
NUR	206	Clinical Skills Application	0	6	2
PHM	115	Drug Classification I	1	3	2
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	4	12	8

SEMESTER 2 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	162	Psychiatric and Mental Health Nursing	2	3	3
NUR	265	Nursing Concepts & Clinical Practice II	3	9	6
		TOTALS:	5	12	9

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
NUR	264	Nursing Across Life Span III	2	6	4
		TOTALS:	5	15	10

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
		TOTALS:	1	15	6

Minimum Total Credit Hours: 54

PARALEGAL

DEGREE: Associate in Applied Science with a major in Paralegal

Program Code: AAS.LEG
CIP Code: 22.0302

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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 Occupational Outlook Handbook (2017), the median income is approximately $48,810 including bonuses. The projected growth for job opportunities is projected to increase 21-35% through 2024.

CAREER DESCRIPTION

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.

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been approved by the American Bar Association (ABA) (http://www.abanet.org/legalservices/paralegals).

American Bar Association – Standing Committee on Legal Assistants
321 North Clark Street
Chicago, IL 60611
(312) 988-5618

STUDENT LEARNING OUTCOMES

Students will be able to:
- Demonstrate an understanding of what a paralegal is, what a paralegal does, where paralegals work, what is expected of a professional paralegal, and the fields where paralegals are utilized.
- Locate and analyze relevant primary and secondary legal sources in electronic and print media- computer assisted legal research (Westlaw or Lexis), and legal writing.
- Utilize the critical thinking abilities necessary to operate in the legal profession.
- Use oral and written skills to communicate with participants throughout the legal process-differences between legal writing and other forms of writing
- Demonstrate an understanding of the significant similarities and differences among areas of civil, criminal, and administrative law.
- Demonstrate an ability to work in a legal environment.
- Be familiar with the common software programs used in law offices, criminal justice agencies.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Admission Test Scores: R-81 or higher; W-78 or higher; A-44 or higher

SPECIAL PROGRAM REQUIREMENTS:
- Computer Skills
- Curriculum Completion Requirement – 60 months

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	18	0	18

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	213	Family Law	3	0	3
LEG	214	Property Law	3	0	3
LEG	230	Legal Writing	3	0	3
LEG	231	Criminal Law	3	0	3
		TOTALS:	18	0	18

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
LEG	222	Constitutional Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
LEG	232	Law Office Management	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	244	Special Projects for Paralegals *Must be a 2nd year LEG student with a 2.0 GPA*	1	8	3
LEG	262	Litigation Applications *Prerequisite: LEG 201*	3	0	3
LEG	270	Paralegal Certification	3	0	3
		TOTALS:	22	8	24

Minimum Total Credit Hours: 69

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
CPT	170	Microcomputer Applications	3	0	3
		TOTALS:	15	0	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
LEG	121	Business Law I	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	262	Litigation Applications	3	0	3
		TOTALS:	9	0	9

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
LEG	244	Special Projects for Paralegals	1	8	3
LEG	213	Family Law	3	0	3
LEG	214	Property Law	3	0	3
LEG	233	Wills, Trusts, and Probate	3	0	3
LEG	231	Criminal Law	3	0	3
		TOTALS:	13	8	15

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
LEG	232	Law Office Management	3	0	3
LEG	270	Paralegal Certification	3	0	3
PHI	110	Ethics	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

Minimum Total Credit Hours: 69

PHYSICAL THERAPY ASSISTANT – FULL-TIME
DEGREE: Associate in Applied Science with a major in Physical Therapist Assistant

Program Code: AS.AS.PTA
CIP Code: 51.0806

Delivery Mode: Traditional/face-to-face

PROGRAM INFORMATION

Florence-Darlington Technical College is collaborating with Greenville Technical College (GTC) to offer the Physical Therapist Assistant (PTA) 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. A PTA can work in hospitals, rehabilitation centers, school systems, home health care, private practice, health clubs and academia. Job opportunities 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.

PROGRAM ENTRANCE REQUIREMENTS
Phase 1
- Submit all high school transcripts or GED and official college transcripts, if applicable.
- Achieve acceptable placement score for entrance into Phase 1 courses.
- Attendance at Career Talk is required within first semester of Phase 1.
- Prior Experience/Observation: 50 volunteer hours to include PT.
- Meet with a PTA Program Advisor to plan course progression.

Phase 2
- Students must apply through Greenville Technical College.
- Students must complete all 10 Phase 1 General Education courses with a "C" or better within 2 attempts, including course withdrawals (W), maintaining a minimum GPA of 2.5 before being considered for admission into Phase 2.
- PTA program applicants are required to complete the Test of Essential Academic Skills (ATI TEAS®) prior to submitting a weighted admission form for program admission. Scores from the TEAS test will be used in the point calculations on the Weighted Admission form.

ACADEMIC REQUIREMENTS
- Minimum Cumulative GPA of 2.0

OTHER PROGRAM REQUIREMENTS
1. Current CPR Certification by the American Heart Association or American Red Cross
2. Hepatitis B Immunization, Signed Informed Refusal or Titer
3. MMR Immunization or Titer
4. Chicken Pox Vaccination or Titer
5. Two-Step PPD/Chest X-Ray
6. Medical Examination – Forms are provided by the College and should be current (within one year) and complete

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	3	16

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PTH	115	Pathology for Physical Therapist Assistants	3	0	3
PTH	118	Physical Agents and 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
		TOTALS:	14	54	32

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
BIO	211	Anatomy and Physiology II	3	3	4
BIO	150	Anatomy Review for Kinesiology (online course)	1	0	1
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
		TOTALS:	26	12	30

Minimum Total Credit Hours: 76

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	3	16

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	211	Anatomy and Physiology II	3	3	4
BIO	150	Anatomy Review for Kinesiology (online course)	1	0	1
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	13	3	14

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 and Modalities	3	3	4
		TOTALS:	9	9	12

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	10	15	15

SEMESTER 5 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PTH	242	Orthopedic Management	3	3	4
PTH	246	Neuromuscular Rehabilitation	3	6	5
		TOTALS:	6	9	9

SEMESTER 6 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PTH	264	Clinical Education II	0	15	5
PTH	274	Clinical Education III	0	15	5
		TOTALS:	0	30	10

Minimum Total Credit Hours: 76

RADIOLOGIC TECHNOLOGY

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

Program Code: AAS.RAD
CIP Code: 51.0907

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

Radiology students will learn to 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. Radiology students will learn to 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 radiology student will learn to be competent and compassionate in meeting the special needs of the patient. Radiology students will also learn the importance of evaluating radiologic equipment, providing patient education, and managing a medical imaging department.

CAREER DESCRIPTION
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 2015 Occupational Outlook Handbook, the median annual income for radiologic technologists is approximately $58,120. The projected growth in job opportunities for radiologic technologists will be 9% faster than average over the next decade.

STUDENT LEARNING OUTCOMES
Graduates will:
- Knowledge – Integrate the didactic and psychomotor skills and apply them to the clinical environment in order to provide holistic patient care.
- Communication – Communicate effectively with patients, other health professionals and the public.
- Professionalism – Demonstrate professionalism by modeling professional values and ethics; making a commitment to continuing education and life-long learning and through assumption of leadership roles in the profession and work environment.
- Critical Thinking –Utilize problem-solving and critical thinking skills necessary to function in a changing healthcare environment.
- Quality and Safety – Conduct all radiologic work with care and precision and demonstrate a commitment to radiation safety practices.
- Technology and Innovation – Adapt new technology into existing high quality practices of patient care in Radiology through the use of ionizing radiation.

PROGRAM ADMISSION REQUIREMENTS:
- Applicants must have a high school diploma or GED, admission to Florence-Darlington Technical College and at a minimum have completed the following courses to be eligible for consideration for admission to the program.
    - BIO 210 – Anatomy and Physiology I
    - BIO 211 – Anatomy and Physiology II
    - MAT 110 – College Algebra

- BIO courses being transferred for BIO 210 and BIO 211 must not be more than 5 years old AT THE TIME YOU BEGIN THE PROGRAM. Biology courses may only be repeated ONCE at any college, including FDTC.
- Required attendance at Career Talk <u>within one year of the application date of the program.</u>
- MAT 110 may only be repeated ONCE at any college, including FDTC.
- Applicants with college credit earned in high school must be completed with a "C" or better to get Transfer Credit (TR). The FDTC Registrar grants TR credit.
- Applicants with additional, previously completed college credit must have an overall cumulative GPA of 2.0 or better to be eligible for acceptance to the Radiology Program. All program related coursework must be completed with a grade of "C" or better.

OTHER ACADEMIC PROGRAM REQUIREMENTS
- All program courses require a grade of "C" or better.
- Any course with one of the following prefixes may **not** be attempted more than twice: AHS, BIO, MAT, RAD
- 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.
- Students unsuccessful in the Radiologic Technology program for course/clinical failure may petition to 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, **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 petition for re-admission into the Radiologic Technology curriculum until after a waiting period of at least one (1) year.
- A student will be allowed to re-enter the Radiologic Technology curriculum one (1) time only.

SPECIAL PROGRAM REQUIREMENTS
Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:
Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire radiologic technology educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	160	Technical Communications *(Note: Both ENG 101 & SPC 205 may be substituted)*	3	0	3
MAT	110	College Algebra (Pre-Req.)	3	0	3
PSY	201	General Psychology	3	0	3
BIO	210	Anatomy & Physiology I (Pre-Req.)	3	3	4
BIO	211	Anatomy & Physiology II (Pre-Req.)	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	21	6	20

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	18	3	19

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
AHS	110	Patient Care Procedures	2	0	2
RAD	130	Radiographic Procedures I	2	3	3
RAD	136	Radiographic Procedures II	2	3	3
RAD	153	Applied Radiography I	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	Advance Radiography I	0	21	7
RAD	266	Advance Radiography II	0	18	6
		TOTALS:	15	87	44

Minimum Total Credit Hours: 83

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	110	Patient Care Procedures	2	0	2
RAD	101	Introduction to Radiography	2	0	2
RAD	153	Applied Radiography I	0	9	3
ENG	160	Technical Communications *(Note: Both ENG 101 & SPC 205 may be substituted)*	3	0	3
AHS	102	Medical Terminology	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	15	9	16

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	18	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	7	18	13

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	Advance Radiography I	0	21	7
		TOTALS:	7	24	15

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RAD	220	Selected Imaging Topics	3	0	3
RAD	235	Radiography Seminar I	0	3	1
RAD	266	Advance Radiography II	0	18	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	6	21	13

Minimum Total Credit Hours: 83

RESPIRATORY CARE
DEGREE: Associate in Applied Science with a major in Respiratory Care

Program Code: AAS.RES
CIP Code: 51.0908

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Respiratory Care program gives students a solid foundation of theory and clinical experiences. Students will learn about medical gas administration, airway care, aerosol therapy, lung inflation techniques, mucus clearance techniques, arterial blood gas analysis, managing patients on life support, diagnostic lung studies, pediatric/neonatal respiratory care, CPR and hemodynamic monitoring. Clinical rotations give the student opportunities to apply theory into practice for optimal patient care and performance of respiratory care procedures.

CAREER DESCRIPTION

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.

STUDENT LEARNING OUTCOMES

Graduates will:
- **Integration:** Apply didactic knowledge and psychomotor skills in the clinical environment to provide holistic patient care.
- **Communication: D**emonstrate effective communication with the patient, families and the healthcare team.
- **Professionalism:** Internalize and demonstrate professional judgment and ethics.
- **Critical Thinking:** Utilize critical thinking to care for and advocate for patient and their families.
- **Quality and Safety:** Practice evidence-based, preventive and therapeutic respiratory care in a safe manner.
- **Technology and Innovation:** Effectivel**y** use technology and implement innovation processes as it relates to Respiratory Care.

PROGRAM ENTRANCE REQUIREMENTS
- Acceptance into FDTC
- RDG 032 or equivalent test scores; ENG 100/155 or equivalent scores
- Completion of BIO 112, PHS 101 and MAT 110 with a minimum of a "C" grade
- Cumulative GPA minimum of 2.0
- Students will be ranked by Cumulative GPA and by Prerequisite GPA and acceptance offered to students with the best overall scores
- Attendance at a Career Talk within 1 year of application for acceptance.

ACADEMIC REQUIREMENTS

- A grade of "C" or higher for all prerequisites and program courses is required to progress in the program.
- Students must maintain a minimum of a 2.0 cumulative GPA and 2.0 program GPA to continue to progress in the program.
- Students may only repeat a respiratory care course once (RES)
- Students who have 2 failures in respiratory care courses (RES) have not made satisfactory academic progression and must leave the program.
- Students who are unsafe or unethical in clinical will receive a clinical failure and an "F" grade for the course.

SPECIAL PROGRAM REQUIREMENTS

Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:
Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire respiratory care educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

NOTE: BIO 112, MAT 110, PHS 101 must be completed before entry into the program.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Anatomy & Physiology	3	3	4
MAT	110	College Algebra	3	0	3
PHS	101	Physical Science	3	3	4
ENG	101	English Composition I	3	0	3
SPC	205	Public Speaking	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	21	6	23

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	101	Introduction to Respiratory Care	3	0	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	3	0	3
RES	232	Respiratory Therapeutics	2	0	2
RES	236	Cardiopulmonary Diagnostics	3	0	3
		TOTALS:	21	12	25

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	78	35

Minimum Total Credit Hours: 83

SEMESTER CURRICULUM:

PREREQUISITE COURSES:

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Basic Anatomy & Physiology	3	3	4
MAT	110	College Algebra	3	0	3
PHS	101	Physical Science I	3	3	4
		TOTALS:	9	6	11

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
RES	101	Introduction to Respiratory Care	3	0	3
RES	121	Respiratory Skills I	2	6	4
RES	123	Cardiopulmonary Physiology	3	0	3
RES	111	Pathophysiology	2	0	2
		TOTALS:	13	6	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	15	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PSY	201	General Psychology	3	0	3
RES	141	Respiratory Skills III	2	3	3
RES	152	Clinical Applications II	0	9	3
		TOTALS:	5	12	9

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	232	Respiratory Therapeutics	2	0	2
RES	249	Comprehensive Applications	2	0	2
RES	251	Clinical Applications III	0	24	8
		TOTALS:	4	24	12

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	204	Neonatal Pediatric Care	3	0	3
RES	236	Cardiopulmonary Diagnostics	3	0	3
RES	244	Advanced Respiratory Skills I	3	3	4
RES	265	Advanced Clinical Applications I	0	9	3
		TOTALS:	9	12	13

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	276	Advanced Clinical Applications II	0	18	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	3	18	9

Minimum Total Credit Hours: 83

DIPLOMAS

EARLY CHILDHOOD DEVELOPMENT
DIPLOMA: Diploma in Applied Science with a major in Early Childhood Development

Program Code: DAS.ECD
CIP Code: 19.0709

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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 $20,100. The projected growth in job opportunities for early childhood and child-care workers is 10% for the next ten years.

The Early Childhood Development program is designed to prepare students to work with young children. Although elective credit may be given for some completed ECD coursework, the coursework in its entirety is not transferrable to a four-year institution.

CAREER DESCRIPTION
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.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- Create environments that are healthy, respectful, supportive, and challenging for all children.
- Design and implement developmentally effective curriculum that addresses ECD principles of learning.
- Support and empower all children, families, and communities through trusting and respectful relationships
- Use assessment to make informed decisions to guide all children's learning.
- Utilize technology to enhance learning for all children
- Serve as a leader, advocate, and professional in the field of early education.

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- Admission Test Scores: R-61 or higher; W-61 or higher; A-44 or higher

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	3	0	3
		OR			
PSY	201	General Psychology	3	0	3
		TOTALS:	9	0	9

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	3	0	3
		TOTALS:	15	0	15

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	107	Exceptional Children	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	237	Methods and Materials	3	0	3
ECD	243	Supervised Field Experience I	1	8	3
		TOTALS:	16	8	18

Minimum Total Credit Hours: 42

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I *A grade of "C" or better required	3	0	3
		OR			
ENG	155	Communications I	3	0	3
ECD	102	Growth & Development I	3	0	3
ECD	131	Language Arts	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
		TOTALS:	15	0	15

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	105	Guidance-Classroom Management	3	0	3
ECD	243	Supervised Field Experience I *A grade of "C" or better required	1	8	3
ECD	107	Exceptional Children	3	0	3
ECD	203	Growth & Development II	3	0	3
ECD	237	Methods and Materials	3	0	3
		TOTALS:	15	8	15

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	132	Creative Experiences	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	105	Personal/Interpersonal Psychology *A grade of "C" or better required	3	0	3
		OR			
PSY	201	General Psychology	3	0	3
		TOTALS:	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

Program Code: DAS.DTA
CIP Code: 51.0601

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Expanded Duty Dental Assisting program is a Diploma program that is three semesters in length and is comprised of didactic, clinical, and laboratory courses offered at the Health Science Campus. In addition to on-site clinical experiences, dental assisting students will have the opportunity to gain meaningful experiences through off-site clinical rotations. Dental assisting students will be able to study and practice all expanded duties that they will be certified to perform, including assisting the dentist with restorative procedures, teaching oral hygiene instruction, taking impressions of teeth, polishing structures above the gum-line, taking radiographs (x-rays), placing preventive sealants to the pits and grooves of teeth, and monitoring of nitrous oxide.

CAREER DESCRIPTION
As a dental assistant, an individual has the opportunity to work in a variety of settings including:
- Being employed in a general dental practice under the general supervision of the dentist performing chair-side procedures.
- Being employed in specialty dental practices, including: oral and maxillofacial surgery, performing chair-side procedures.
- Being employed to provide services in hospitals, nursing homes, and public health clinics.
- Furthering their education to teach dental assisting at dental assisting schools.
- Sales and marketing of dental-related equipment and materials.
- Office management and business administration.

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.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- Communication: Communicate effectively with a variety of patients from diverse backgrounds, in addition to peers and other dental health care providers.
- Professionalism: Exhibit ethical and preferred values that mirror the ADAA Code of Ethics in a variety of situations.
- Critical Thinking: Utilize critical thinking skills to assist in the treatment and care of all patients.

- ➤ Quality and Safety: Adhere to state and federal laws, recommendations and regulations in providing quality care using safe and effective practices.
- ➤ Life-Long Learning: Demonstrate the ability to self-assess the knowledge that is required for life-long learning.
- ➤ Knowledge: Dental Assisting graduates should be able to identify and understand basic anatomical, chemical, and pre-clinical aspects of dental procedures.

Expanded Duty Dental Assisting students, in order to become a Certified Dental Assistant, must successfully pass the Dental Assisting National Board.

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

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- Completed High School Biology and Typing/Computer course with a "C" or better
- Minimum Cumulative GPA of 2.0
- College: None

OTHER ACADEMIC REQUIREMENTS
- Any course with one of the following prefixes may not be attempted more than twice: BIO, DAT, ENG, MAT, PSY
- Any course completed in the Expanded Duty Dental Assisting program requires a grade of "C" or better.
- Dismissal Policy – a student must maintain a 2.0 GPA or better each semester during the Expanded Duty Dental Assisting program. If a student fails to earn a "C" or better in DAT prefix courses, they are withdrawn from the DAS.DTA curriculum.
- If a student fails to earn the minimum required grade of "C" or better in the following courses by the end of the accompanying listed semester, they are withdrawn from the DAS.DTA curriculum: ENG 155 (first semester), PSY 103 (second semester), MAT 155 (third semester).
- Curriculum Completion Requirement – 12 months

SPECIAL PROGRAM REQUIREMENTS
- Prior Experience/Observation – minimum fifteen hours of observation in a dental office with a Dental Assistant or experience working in a dental office.
- Attend a Career Talk for Expanded Duty Dental Assisting within the year of applying to the curriculum.
- Current CPR Certification through the American Heart Association (Health Care Provider) or American Red Cross (Professional Rescuer) is required throughout the academic program.
- Dental Examination – Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.

SPECIAL PROGRAM REQUIREMENTS:
Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:
Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire dental educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	155	Communications I	3	0	3
PSY	103	Human Relations	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
		TOTALS:	9	0	9

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DAT	112	Integrated Human Sciences	4	0	4
DAT	113	Dental Materials	3	3	4
DAT	118	Dental Morphology	2	0	2
DAT	121	Dental Health Education	2	0	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
		TOTALS:	15	21	22

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	7	27	16

Minimum Total Credit Hours: 47

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DAT	113	Dental Materials	3	3	4
DAT	115	Ethics & Professionalism	1	0	1
DAT	118	Dental Morphology	2	0	2
DAT	154	Clinical Procedures I	2	6	4
DAT	112	Integrated Human Sciences	4	0	4
ENG	155	Communications I	3	0	3
		TOTALS:	15	9	18

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DAT	121	Dental Health Education	2	0	2
DAT	122	Dental Office Management	2	0	2
DAT	127	Dental Radiography	3	3	4
DAT	164	Clinical Procedures II	1	9	4
DAT	123	Oral Medicine/Oral Biology	3	0	3
PSY	103	Human Relations	3	0	3
		TOTALS:	14	12	18

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DAT	124	Expanded Functions/Specialties	0	3	1
DAT	177	Dental Office Experience	0	21	7
MAT	155	Contemporary Mathematics	3	0	3
		TOTALS:	3	24	11

Minimum Total Credit Hours: 47

MACHINE TOOL

DIPLOMA: Diploma in Applied Science with a major in Machine Tool

Program Code: DAS.MTTD
CIP Code: 48.0501

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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, or CNC Operator.

PROGRAM ENTRANCE REQUIREMENTS
- ENG 160 or equivalent test scores
- MAT 033 or equivalent test scores

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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	160	Technical Communications	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	12	0	12

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	39	21

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	7	3	8

Minimum Total Credit Hours: 41

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

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

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	170	Algebra, Geometry, and Trigonometry	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
		TOTALS:	8	15	13

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	10	12	14

Minimum Total Credit Hours: 41

NURSING - PRACTICAL NURSING (FALL ADMISSION)

DIPLOMA: Diploma in Applied Science with a major in Practical Nursing

Program Code: DAS.PNR

CIP Code: 51.3901

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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 and upon completion of the program, the student is eligible to apply to take the licensure boards for Licensed Practical Nursing Practice (NCLEX-PN)

There are three semesters and 48 credits in the PN program.

CAREER DESCRIPTION

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 intra-professional 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.

Practical 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 $33,000.

STUDENT LEARNING OUTCOMES

Student learning is progressive and multidimensional. It exists across the integrating concepts that comprise knowledge domains (Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry) within the teaching and learning experience.

- Human Flourishing includes actions and behaviors that advocate for patients, families, and groups in the provision of patient-centered care.
- Nursing Judgment requires actions that make evidenced-based nursing judgments in the provision of safe, quality care for patients, families, and groups.
- Professional Identity involves actions that demonstrate the professional role of a nurse within nursing and inter-professional teams, utilizing open communication and collaboration and an evolving professional identity.
- Spirit of Inquiry consists of actions that examine the evidence that underlies clinical nursing practice to improve the quality of care for patients, families, and groups.

As graduates of the FDTC nursing program, students will:
- Human Flourishing (HF): Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the healthcare team
- Nursing judgment (NJ): Provide a rationale for judgements used in the provision of safe, quality care for and for decisions that promote the health of patients within a family context
- Professional Identity (PI): Assess how one's strength and values effect one's identity as a nurse and one's contributions as a member of the healthcare team
- Spirit of Inquiry (SI): Question the basis for nursing actions considering research, evidence, tradition, and patient preferences.

PROGRAM ENTRANCE REQUIREMENTS

- RDG 033 or equivalent test scores
- ENG 100/155 or equivalent scores
- MAT 033 or equivalent test scores
- Students must be eligible to take any of the program co-requisite courses at the time of acceptance into the nursing program.
- Formal acceptance to FDTC.

ADMISSION REQUIREMENTS

- 2.0 Program GPA
- 2.0 Cumulative GPA
- TEAS test: Proficient level overall and in Reading and Science categories (TEAS tests may be repeated, but not within 30-day time period)
- Nursing Career Talk
- BIO courses being transferred for BIO 210, 211 and 225 must not be more than 5 years old AT THE TIME YOU BEGIN THE PROGRAM. Biology courses may only be repeated ONCE at any college, including FDTC.

OTHER ACADEMIC REQUIREMENTS

1. A grade of "C" is required in all PNR courses.
2. Students must maintain a minimum of a 2.0 cumulative GPA and 2.0 program GPA to continue to progress in nursing classes
3. Students may only repeat a practical nursing (PNR) course once
4. Student who have 2 failures in practical nursing (PNR) courses have not made satisfactory academic progression and must leave the program.

SPECIAL PROGRAM REQUIREMENTS

Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.
Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure

eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire nursing educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a.   Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b.   Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c.   Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d.   Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e.   2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	9	0	9

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PNR	110	Fundamentals of Nursing	3	6	5
PNR	122	Fundamentals of Pharmacology	3	0	3
PNR	128	Medical/Surgical Nursing I	4	9	7
PNR	138	Medical/Surgical Nursing II	4	9	7
PNR	165	Nursing Care of the Family	4	6	6
PNR	170	Nursing of the Older Adult	0	6	2
PNR	182	Special Topics in Practical Nursing	2	0	2
		TOTALS:	20	36	32

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Anatomy and Physiology	3	3	4
AHS	205	Ethics and Law for Allied Health Professionals	3	0	3
		TOTALS:	6	3	7

Minimum Total Credit Hours: 48

SEMESTER CURRICULUM:

PREREQUISITE COURSES:

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Basic Anatomy & Physiology	3	3	4
		TOTALS:	3	3	4

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PNR	110	Fundamentals of Nursing	3	6	5
PNR	122	Fundamentals of Pharmacology	3	0	3
AHS	205	Ethics and Law for Allied Health Professionals	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
		TOTALS:	12	6	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PNR	165	Nursing Care of the Family	4	6	6
PNR	128	Medical/Surgical Nursing I	4	9	7
ENG	101	English Composition I	3	0	3
		TOTALS:	11	15	16

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PNR	138	Medical/Surgical Nursing II	4	9	7
PNR	170	Nursing of the Older Adult	0	6	2
PNR	182	Special Topics in Practical Nursing	2	0	2
PSY	201	General Psychology	3	0	3
		TOTALS:	9	15	14

Minimum Total Credit Hours: 48

SURGICAL TECHNOLOGY

DIPLOMA: Diploma in Applied Science with a major in Surgical Technology

Program Code: DAS.ORT
CIP Code: 51.0909

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

Students can expect to participate in intense hands on training in the laboratory and clinical setting as well as a didactic portion.

CAREER DESCRIPTION

Surgical Technologists are highly skilled allied health personnel who perform multiple technical tasks within the surgical environment. The qualified candidate will have excellent hand-eye 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. The United States Department of Labor reports an annual median pay of $43,350. Graduates qualify to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) National Certification Exam to obtain the credentials certified surgical technologist (CST).

STUDENT LEARNING OUTCOMES

- ➢ **Communication:** Surgical Technology graduates will be able to communicate effectively with the surgical team and support staff as to allow for effective teamwork and collaboration.
- ➢ **Professionalism:** Surgical Technology graduates will exhibit a commitment to evidence based practice, exemplifying characteristics of professionalism, integrity, advocacy, and ethical behavior by adhering to the AST Code of Ethics.
- ➢ **Critical Thinking:** Surgical Technology graduates will be able to assess, plan, and implement the case preparation for a variety of surgical procedures using the knowledge acquired from the surgeon's preference card and clinical experience.
- ➢ **Quality and Safety:** Surgical Technology graduates will adhere to state and federal laws, recommendations and regulations in providing safe, quality patient care in addition to maintaining a strict surgical conscience.
- ➢ **Life Long Learning:** Surgical Technology graduates will demonstrate the ability to continuously adapt to the new advances in surgical care.

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (http://www.caahep.org).

> Commission on Accreditation of Allied Health Education Programs
> 25400 US Highway 19 North, Suite 158
> Clearwater, FL 33763

PROGRAM ENTRANCE REQUIREMENTS:
- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent scores
- MAT 033 or equivalent test scores

OTHER ACADEMIC REQUIREMENTS:
- A grade "C" or better is required for each general education course.
- Minimum cumulative GPA of 2.0
- Any course with one of the following prefixes may <u>not</u> be attempted more than twice: BIO, SUR

SPECIAL PROGRAM REQUIREMENTS:
Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.
Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire surgical technology educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1- Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	107	Contemporary Statistics & Probability	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	17	6	19

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
SUR	101	Introduction 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
		TOTALS:	16	51	33

Minimum Total Credit Hours: 52

SEMESTER CURRICULUM:

SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy and Physiology	3	3	4
MAT	107	Contemporary Statistics & Probability	3	0	3
		TOTALS:	9	3	10

SEMESTER 2 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	115	Basic Microbiology	2	3	3
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	8	3	9

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
SUR	101	Introduction to Surgical Technology	3	6	5
SUR	102	Applied Surgical Technology	3	6	5
SUR	103	Surgical Procedures I	4	0	4
		TOTALS:	10	12	14

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
SUR	104	Surgical Procedures II	4	0	4
SUR	111	Basic Surgical Practicum	0	21	7
		TOTALS:	4	21	11

SEMESTER 5 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
SUR	113	Advanced Surgical Practicum	0	18	6
SUR	120	Surgical Seminar	2	0	2
		TOTALS:	2	18	8

Minimum Total Credit Hours: 52

WELDING

DIPLOMA: Diploma in Applied Science with a major in Welding

Program Code: DAS.WLD
CIP Code: 48.0508

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

STUDENT LEARNING OUTCOMES

Graduates will:
  ➢ Demonstrate setup and operations of welding machines such as SMAW, GTAW, OFW, GMAW, and FCAW.
  ➢ Apply industry standard safety practices and specific safety requirements for different welding operations.
  ➢ Differentiate between different types of welding process based on the metal and its metallurgical structure.
  ➢ Interpret welding symbols, read and interpret blueprints and sketches.
  ➢ Calculate necessary measurements to plan for welding sequences.
  ➢ Interpret blueprint information and translate it into actionable items.

PROGRAM ENTRANCE REQUIREMENTS
  • ENG 155 or equivalent test scores
  • MAT 033 or equivalent test scores

ACADEMIC REQUIREMENTS:

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

COURSE REQUIREMENTS

GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, & Trigonometry I	3	0	3
PSY	103	Human Relations	3	0	3
		TOTALS:	9	0	9

REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	105	Print Reading II	1	0	1
WLD	111	ARC Welding I	1	9	4
WLD	140	Weld Testing	1	0	1
WLD	170	Qualification Welding	2	6	4
		TOTALS:	6	21	13

OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	21	19

Minimum Total Credit Hours: 41

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	170	Algebra, Geometry, & Trigonometry I	3	0	3
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	111	ARC Welding I	1	9	4
WLD	201	Welding Metallurgy *(Fall Only)*	2	0	2
		TOTALS:	9	15	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	155	Communications 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	160	Fabrication Welding	2	3	3
PSY	103	Human Relations	3	0	3
		TOTALS:	13	15	18

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	105	Print Reading II	1	0	1
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	170	Qualification Welding	2	6	4
WLD	212	Destructive Testing	2	0	2
		TOTALS:	5	12	9

Minimum Total Credit Hours: 41

CERTIFICATES

ACCOUNTING

CERTIFICATE: Certificate in Applied Science with a Major in Accounting

Program Code: CAS.ACCC
CIP Code: 52.0301

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- A College Placement Test may be required

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

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
ECO	201	Economic Concepts	3	0	3
BUS	123	Business Law II	3	0	3
MGT	280	Executive Development	3	0	3
		TOTALS:	24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
		TOTALS:	6	0	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	112	Organizational Accounting	3	0	3
MGT	280	Executive Development	3	0	3
		TOTALS:	6	0	6

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	261	Office Spreadsheet Application	3	0	3
ECO	201	Economic Concepts	3	0	3
		TOTALS:	6	0	6

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
		TOTALS:	6	0	6

Minimum Total Credit Hours: 24

ADDITIVE MANUFACTURING DESIGNER - LEVEL 1

CERTIFICATE: Certificate in Applied Science with a major in Additive Manufacturing

Program Code: CAS.AMDC
CIP Code: 15.1306

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This is an advanced certificate targeted for students who have completed an Associate degree in Engineering Technology or who have work experience in a related field with a competency of MAT 110.

PROGRAM ENTRANCE REQUIREMENTS
- MAT 110 or equivalent test scores

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	151	Introduction to CAD	2	3	3
EGT	252	Advanced CAD	2	3	3
EGT	270	Manufacturing Integration	3	3	4
EGT	281	Prototype Modeling	1	6	3
EGR	194	Statistics and Strengths of Materials	3	3	4
		TOTALS:	11	18	17

Minimum Total Credit Hours: 17

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	151	Introduction to CAD	2	3	3
EGT	252	Advanced CAD	2	3	3
EGR	194	Statistics and Strengths of Materials	3	3	4
		TOTALS:	7	9	10

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	270	Manufacturing Integration	3	3	4
EGT	281	Prototype Modeling	1	6	3
		TOTALS:	4	9	7

Minimum Total Credit Hours: 17

ADDITIVE MANUFACTURING TECHNICIAN – LEVEL 2
CERTIFICATE: Certificate in Applied Science with a Major in Additive Manufacturing

Program Code: CAS.AMTC
CIP Code: 15.1306

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This is an advanced certificate targeted for students who have completed the Additive Manufacturing Designer Certificate Level I. Students who complete this Level II certificate will be offered the opportunity to take the SME Additive Manufacturing Certification exam.

PROGRAM ENTRANCE REQUIREMENTS
- MAT 110 or equivalent test scores

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	280	Introduction to Rapid Prototyping	1	0	1
EGT	282	Rapid Prototyping I	3	3	4
EGT	283	Rapid Prototyping II	3	3	4
MET	213	Dynamics	2	3	3
EET	103	Introduction to Electronics	2	3	3
MET	240	Mechanical Senior Project	0	3	1
		TOTALS:	11	15	16

Minimum Total Credit Hours: 16

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	280	Introduction to Rapid Prototyping	1	0	1
EGT	282	Rapid Prototyping I	3	3	4
MET	213	Dynamics	2	3	3
		TOTALS:	6	6	8

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	283	Rapid Prototyping II	3	3	4
EET	103	Introduction to Electronics	2	3	3
MET	240	Mechanical Senior Project	0	3	1
		TOTALS:	5	9	8

Minimum Total Credit Hours: 16

AUTO BODY REPAIR

CERTIFICATE: Certificate in Applied Science with a major in Auto Body Repair

Program Code: CAS.AUTR
CIP Code: 47.0603

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This program trains students in the use of equipment and materials used in the auto body repair industry to become auto body technicians. 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.

CAREER DESCRIPTION
Automotive body repair technicians may work in various occupations. These occupation areas include collision estimating, body repairing, refinishing, and final detailing.

STUDENT LEARNING OUTCOMES
Graduates of the Auto Body Certificate will:
- ➢ Demonstrate proficiency in the safety and environmental requirements in the transportation repair Industry.
- ➢ Identify and repair auto body related systems.
- ➢ Identify and perform various types of welds.
- ➢ Perform various types of body substrate repair.
- ➢ Identify and perform paint materials application techniques.

PROGRAM ENTRANCE REQUIREMENTS
- • High School Diploma or GED

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	19	39	32

Minimum Total Credit Hours: 32

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ABR	101	Structural Repair I	3	6	5
ABR	102	MIG Welding	2	3	3
ABR	103	Sheet Metal Repair I	2	6	4
		TOTALS:	7	15	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ABR	108	Refinishing I	2	3	3
ABR	111	Structural Repair II	3	6	5
ABR	113	Sheet Metal Repair II	2	6	4
		TOTALS:	7	15	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ABR	109	Accessories	2	3	3
ABR	118	Refinishing II	2	3	3
ABR	119	Estimating Repairs	1	3	2
		TOTALS:	5	9	8

Minimum Total Credit Hours: 32

BASIC AUTOMOTIVE
CERTIFICATE: Certificate in Applied Science with a major in Basic Automotive

Program Code: CAS.AUTB
CIP Code: 47.0604

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This program provides basic training for persons interested in working in the automotive field. Vehicle servicing, systems maintenance and problem diagnosis are covered.

CAREER DESCRIPTION
Automotive service technicians and mechanics, often called *service technicians* or *service tech,* inspect, maintain, and repair cars and light trucks.

STUDENT LEARNING OUTCOMES
Graduates of Basic Automotive will:
- ➢ Demonstrate knowledge of Safety and Environmental Requirements in the Automotive Repair Industry
- ➢ Differentiate Engine System's Components
- ➢ Demonstrate Servicing Automotive Brake Systems
- ➢ Demonstrate Electrical/Electronic Fundamentals

PROGRAM ENTRANCE REQUIREMENTS:
- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent test scores
- MAT 033 or equivalent test scores

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 and 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
		TOTALS:	16	42	30

Minimum Total Credit Hours: 30

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	112	Braking Systems	2	6	4
AUT	131	Electrical Systems	2	3	3
AUT	149	Ignition and Fuel Systems	2	6	4
		TOTALS:	6	15	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	102	Engine Repair	2	6	4
AUT	103	Engine Reconditioning	2	6	4
AUT	145	Engine Performance	2	3	3
		TOTALS:	6	15	11

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AUT	116	Manual Transmission and Axle	2	6	4
AUT	141	Introduction to Heating & Air Conditioning	2	6	4
		TOTALS:	4	12	8

Minimum Total Credit Hours: 30

CARDIAC CARE VASCULAR TECHNICIAN
CERTIFICATE: Certificate in Applied Science with a major in Cardiac Care Vascular

Program Code: CAS.CCVT
CIP Code: 51.0902

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This program is part of stackable credentials with existing health certificates and is available for students who have already completed the Basic or Advanced CNA certificate. The Cardiac Care Vascular Technician certificate graduates will develop the skills necessary to (a) assist in data collection for patients with cardiac disorders in an ambulatory health care setting and (b) understand basic laboratory concepts for safe venipuncture technique. The student will be able to identify basic ECGs and recognize cardiac dysrhythmias. Instructional methods vary and include classroom, lab, online/hybrid, and simulation/virtual reality. Students will be eligible to sit for Patient Care Technician certification.

CAREER DESCRIPTION

The Cardiac Care Vascular Technician supports advanced health providers by performing ordered diagnostic testing such as ECGs and obtaining blood specimens. As the Baby Boom generation ages, more people will need medical attention, and EKG tech jobs reflect that. According to the BLS, cardiovascular/vascular technologist and technician jobs will grow by 29% between 2010 and 2020, which is much faster than the average job. The certificate provides additional training to the CNA to a patient care technician. This allows for movement into ambulatory care. The average pay for a Patient Care Technician is $12.81 per hour.

STUDENT LEARNING OUTCOMES

The graduate will:
- ➤ Apply problem-solving skills for identification of basic ECGs and recognize cardiac dysrhythmias.
- ➤ Assist in specialized data collection including ECG and phlebotomy techniques.
- ➤ Assist clients in attaining and maintaining independence.
- ➤ Demonstrate observational and documentation skills needed in the assessment of clients' cardiac health.

PROGRAM ENTRANCE REQUIREMENTS
- ➤ Successful completion of CAN or an advanced CNA certificate.

OTHER ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each general education course.
- Minimum cumulative GPA of 2.0
- Any course with one of the following prefixes may <u>not</u> be attempted more than twice: AHS

SPECIAL PROGRAM REQUIREMENTS:
Health Science students have a number of special requirements they must meet in order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.
Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is 'provisionally' accepted into a program. Clinical sites may require students to repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing a background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire educational term. Through this account each student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, Nurse Practitioner or Physician Assistant. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they are complete. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required. CPR certification must be current through the end of the last month of the semester in order to be acceptable for a semester.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	131	Computers in Healthcare	3	0	3
AHS	142	Phlebotomy	2	0	2
AHS	177	Cardiac Monitoring Application	3	3	4
AHS	205	Ethics and Law for Allied Health Professions	3	0	3
		TOTALS:	11	3	12

Minimum Total Credit Hours: 12

SEMESTER CURRICULUM:

SEMESTER 2 (*Fall or Spring*)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	131	Computers in Healthcare	3	0	3
AHS	142	Phlebotomy	2	0	2
AHS	177	Cardiac Monitoring Application	3	3	4
AHS	205	Ethics and Law for Allied Health Professions	3	0	3
		TOTALS:	11	3	12

Minimum Total Credit Hours: 12

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

Program Code: CAS.CNA
CIP Code: 51.3902

Delivery Mode: Traditional/Face-to-Face; Hybrid; Online

PROGRAM INFORMATION

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, 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 as well as specific care for older patients (geriatric and long term care).

Instructional methods will be varied including classroom, online/hybrid, simulation, 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 in the South Carolina Nurse Aide Registry is required to work as a Certified Nursing Aide in South Carolina.

CAREER DESCRIPTION
Nursing assistants, sometimes called *nursing aides*, help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. Nursing assistants must complete a state-approved education program and must pass their state's competency exam to become certified. The median annual wage for nursing assistants was $25,710 in May 2015. Employment of nursing assistants is projected to grow 17% from 2014-2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants will be needed to assist and care for these patients.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- ➢ Apply problem-solving skills for safe delivery of patient/client care.
- ➢ Form relationships on a one-to-one basis with clients through competent communication and interaction.
- ➢ Demonstrate sensitivity to clients' emotional, social, and mental health needs through skillful, directed interactions.
- ➢ Assist clients in attaining and maintaining independence.
- ➢ Demonstrate observational and documentation skills needed in the assessment of clients' health, physical condition, and well-being.

PROGRAM REQUIREMENTS:
- Students must score SS 45-70; RDG > 50
- BIO 110 and AHS 102 are acceptable in place of AHS 104

OTHER ACADEMIC REQUIREMENTS:

- A grade of "C" or better is required for each prerequisite course.
- Minimum cumulative GPA of 2.0
- Any course with one of the following prefixes may <u>not</u> be attempted more than twice: AHS
- Students must complete all certificate courses successfully in order to be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination.

SPECIAL PROGRAM REQUIREMENTS:

Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:

FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire nursing educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:

Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	104	Medical Vocabulary/Anatomy	3	0	3
AHS	148	Special Topics in Geriatric Care	1	3	2
AHS	151	Health Care Procedures I	3	6	5
AHS	180	Health Careers Preparation	3	0	3
CPT	170	Microcomputer Applications	3	0	3
		TOTALS:	13	9	16

Minimum Total Credit Hours: 16

SEMESTER CURRICULUM:

SEMESTER 1 *(Fall Start ONLY)*

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	104	Medical Vocabulary/Anatomy	3	0	3
AHS	148	Special Topics in Geriatric Care	1	3	2
AHS	151	Health Care Procedures I	3	6	5
AHS	180	Health Careers Preparation	3	0	3
CPT	170	Microcomputer Applications	3	0	3
		TOTALS:	13	9	16

Minimum Total Credit Hours: 16

CIVIL ENGINEERING TECHNOLOGY – COMPUTER-ASSISTED DRAFTING

CERTIFICATE: Certificate in Applied Science with a Major in Computer-Assisted Drafting

Program Code: CAS.CADC
CIP Code: 15.1306

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

PROGRAM ENTRANCE REQUIREMENTS
- ENG 101 or equivalent test scores
- MAT 110 or equivalent test scores

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	3	0	3
EGR	170	Engineering Materials	2	3	3
EGR	175	Manufacturing Processes	2	3	3
EGT	101	Basic Technical Drawing	0	6	2
EGT	105	Basic Civil Drafting	1	3	2
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
EGT	210	Engineering Graphics III	2	6	4
ENG	155	Communications I	3	0	3
		OR			
ENG	101	English Composition I	3	0	3
MAT	170	Algebra, Geometry, & 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
		TOTALS:	23	33	34

Minimum Total Credit Hours: 34

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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, & Trigonometry I	3	0	3
		OR			
MAT	110	College Algebra	3	0	3
		TOTALS:	9	6	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	175	Manufacturing Processes	2	3	3
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
		TOTALS:	6	12	10

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	105	Basic Civil Drafting	1	3	2
PHS	101	Physical Science I	3	3	4
		OR			
PHY	201	Physics I	3	3	4
		TOTALS:	4	6	6

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	170	Engineering Materials	2	3	3
EGT	210	Engineering Graphics III	2	6	4
		TOTALS:	4	9	7

Minimum Total Credit Hours: 34

CIVIL ENGINEERING TECHNOLOGY – ENGINEERING GRAPHICS

CERTIFICATE: Certificate in Applied Science with a major in Engineering Graphics

Program Code: CAS.EGRC
CIP Code: 15.1306

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

PROGRAM ENTRANCE REQUIREMENTS
- RDG 032 or equivalent test scores
- MAT 033 or equivalent test scores

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COL	103	College Skills	3	0	3
EGT	101	Basic Technical Drawing	0	6	2
EGT	105	Basic Civil Drafting	1	3	2
EGT	151	Introduction to CAD	2	3	3
MAT	170	Algebra, Geometry, & Trigonometry I	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
PHS	101	Physical Science I	3	3	4
		TOTALS:	13	21	20

Minimum Total Credit Hours: 20

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COL	103	College Skills	3	0	3
MTT	120	Machine Tool Print Reading	1	6	3
		TOTALS:	4	6	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	101	Basic Technical Drawing	0	6	2
EGT	151	Introduction to CAD	2	3	3
MAT	170	Algebra, Geometry, & Trigonometry I	3	0	3
		TOTALS:	5	9	8

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	105	Basic Civil Drafting	1	3	2
PHS	101	Physical Science I	3	3	4
		TOTALS:	4	6	6

Minimum Total Credit Hours: 20

CIVIL ENGINEERING – GEOGRAPHIC INFORMATION SYSTEMS

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

Program Code: CAS.GIS
CIP Code: 45.0702

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

REQUIRED COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	3	0	3
GMT	101	Intro. to Geographic Information Systems	2	3	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
		TOTALS:	17	3	18

Minimum Total Credit Hours: 18

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	3	0	3
GMT	101	Introduction to Geographic Information Systems	2	3	3
		TOTALS:	5	3	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
GMT	103	Introduction to Global Positioning Systems	3	0	3
GMT	115	Fundamentals of Cartography & Photogrammetry/Imaging	4	0	4
		TOTALS:	7	0	7

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
GMT	240	Geographic Information Systems Analysis and Reporting	4	0	4
GMT	261	Special Topics Related to GIS	1	0	1
		TOTALS:	5	0	5

Minimum Total Credit Hours: 18

COMPUTER TECHNOLOGY – CISCO NETWORKING

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

Program Code: CAS.CISC
CIP Code: 11.9999

Delivery Mode: Traditional/Face-to-Face; Web-Based

PROGRAM INFORMATION

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.

ENTRANCE REQUIREMENTS:
- Math 102 or appropriate scores
- English 100 or appropriate scores

OTHER REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	12	0	12

Minimum Total Credit Hours: 12

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	201	Cisco Internetworking Concepts	3	0	3
		TOTALS:	3	0	3

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	202	Cisco Router Configuration	3	0	3
		TOTALS:	3	0	3

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	203	Advanced Cisco Router Configuration	3	0	3
		TOTALS:	3	0	3

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	204	Cisco Troubleshooting	3	0	3
		TOTALS:	3	0	3

Minimum Total Credit Hours: 12

COMPUTER TECHNOLOGY – ESSENTIAL WEB DEVELOPMENT

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

Program Code: CAS.WEB
CIP Code: 11.0301

Delivery Mode: Traditional/Face-to-Face; Web-Based

PROGRAM INFORMATION

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.

ENTRANCE REQUIREMENTS
- Math 102 or appropriate scores
- English 100 or appropriate scores

OTHER REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	162	Introduction to Web Page Publishing	3	0	3
CPT	170	Microcomputer Applications	3	0	3
		or			
CPT	104	Introduction to Information Technology	3	0	3
MAT	107	Statistics	3	0	3
CPT	168	Programming Logic and Design	3	0	3
ENG	160	Technical Communications	3	0	3
CPT	242	Database	3	0	3
CPT	240	Internet Programming with Databases	3	0	3
ARV	110	Computer Graphics I	3	0	3
		TOTALS:	24	0	24

OTHER COURSE REQUIREMENTS:

Select 3 classes from the list below (9 credits)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	211	Microeconomics	3	0	3
MKT	240	Advertising	3	0	3
CPT	163	Introduction to Multimedia for Web Pages	3	0	3
CPT	238	Internet Scripting	3	0	3
IST	290	Special Topics in Information Sciences	3	0	3
ARV	210	Computer Graphics II	3	0	3
ARV	219	Multimedia Techniques	3	0	3
		TOTALS:	9	0	9

Minimum Total Credit Hours: 33

SEMESTER CURRICULUM:

YEAR 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	162	Introduction to Web Page Publishing	3	0	3
CPT	104	Introduction to Information Technology	3	0	3
		TOTALS:	6	0	6

YEAR 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	168	Programming Logic and Design	3	0	3
ENG	160	Technical Communications	3	0	3
ARV	110	Computer Graphics I	3	0	3
		TOTALS:	9	0	9

YEAR 1 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	107	Statistics	3	0	3
MKT	240	Advertising	3	0	3
		TOTALS:	6	0	6

YEAR 2 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ARV	210	Computer Graphics II	3	0	3
CPT	242	Database	3	0	3
		TOTALS:	6	0	6

YEAR 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	240	Internet Programming with Databases	3	0	3
ARV	219	Multimedia Techniques	3	0	3
		TOTALS:	6	0	6

Minimum Total Credit Hours: 33

COMPUTER TECHNOLOGY – FUNDAMENTALS OF NETWORKING

CERTIFICATE: Certificate in Applied Science with a Major in Networking

Program Code: CAS.NET
CIP Code: 11.9999

Delivery Mode: Traditional/Face-to-Face; Web-Based

PROGRAM INFORMATION

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.

ENTRANCE REQUIREMENTS:
- Math 102 or appropriate scores
- English 100 or appropriate scores

OTHER REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIRMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	257	Operating Systems	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
IST	202	Cisco Router Configuration	3	0	3
MAT	165	Statistics	3	0	3
		TOTALS:	18	0	18

Minimum Total Credit Hours: 18

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	285	PC Hardware Concepts	3	0	3
ENG	160	Technical Communications	3	0	3
IST	201	Cisco Internetworking Concepts	3	0	3
		TOTALS:	9	0	9

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	257	Operating Systems	3	0	3
IST	202	Cisco Router Configuration	3	0	3
MAT	165	Statistics	3	0	3
		TOTALS:	9	0	9

Minimum Total Credit Hours: 18

COMPUTER TECHNOLOGY – INFORMATION TECHNOLOGY FOR SALES

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

Program Code: CAS.ITS
CIP Code: 11.0301

Delivery Mode: Traditional/Face-to-Face; Web-Based

PROGRAM INFORMATION

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

ENTRANCE REQUIREMENTS
- Math 033 or appropriate scores
- English 100 or appropriate scores

OTHER REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

Note: Courses in this certificate are usually offered each semester and may be taken in any order. Certificate may be completed in 2 semesters.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	0	15

Minimum Total Credit Hours: 15

COSMETOLOGY
CERTIFICATE: Certificate in Applied Science with a Major in Cosmetology

Program Code: CAS.COSC
CIP Code: 12.0401

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Cosmetology program will provide instruction to enable graduates to pass the South Carolina State Board of Cosmetology examination to become a licensed Cosmetologist 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 South Carolina-State Licensing Examination. Applicants will be admitted to this program on a first come, first qualified bases. Applicants are considered to be qualified when they meet all college and program requirements. New students are admitted into the program every Fall and Spring semester. New students may enter this program only in the first semester.

ENTRANCE REQUIREMENTS
1. Cosmetologist must be issued by the board to a person who:
    (1) Has a high school diploma or GED or at least a tenth grade education
    (2) At least sixteen years of age
    (3) Has completed one thousand five hundred hours in classes in cosmetology in a reliable school approved by the board;
    (4) Has passed the examinations prescribed by the board with a score of 75 or better.
2. Students must have satisfactory Placement Test Scores from the college, for entrance into the Cosmetology program: SAT or Accuplacer test or Placement Test Scores
    - Cosmetology program require that all entrance Test Scores must be no more than five years old.
3. Students who do not meet curriculum entrance requirements will be placed in Developmental Courses to improve basic skills.
4. Department Orientation is required. Specific program costs and requirements will be provided at orientation. Please see your Cosmetology Advisor for this Orientation time.
5. Upon being registered in your classes, student will be responsible for purchasing the following and are **REQUIRED** to have for **first day** of class: supply kit(s), textbooks and new uniforms.

ACADEMIC REQUIREMENTS
A. Any course with one of the following prefixes requires a grade of "C" (score of 75 or better): COS
B. Any course with one of the following prefixes may NOT be attempted more than twice: COS
C. Curriculum Completion Requirements – 2 years/24 months
D. Dismissal Policy:
    A. A student who makes lower than a "C" (lower than 75) in Cosmetology (COS) courses will be dismissed from the program, and will not be eligible to re-enter the Cosmetology Program.
    B. A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical in the clinical area.

E. Re-Entry Policy:
   A. 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.
   B. The 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.
   C. This will be allowed only if the student's GPA is a 2.0 or better.
   D. Students are not eligible to re-enter the Cosmetology program after two withdrawals from the curriculum.

COURSE SEQUENCE AND PROGRESSION REQUIREMENTS

A minimum grade of "C" or better is required for all COS-prefixed courses for progression and graduation. Cosmetology (COS) courses are offered only once each year, so following the recommended course sequence is extremely important.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	6	99	39

Minimum Total Credit Hours: 39

SEMESTER CURRICULUM: FALL START

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	3	27	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	1.5	31.5	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	206	Chemical Hair Waving	0	9	3
COS	220	Cosmetology Clinical Practice I	0	9	3
		TOTALS:	0	18	6

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	108	Nail Care	1	6	3
COS	210	Hair Coloring	.5	7.5	3
COS	222	Cosmetology Clinical Practice II	0	9	3
		TOTALS:	1.5	22.5	9

Minimum Total Credit Hours: 39

SEMESTER CURRICULUM: SPRING START

SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	3	27	12

SEMESTER 2 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	206	Chemical Hair Waving	0	9	3
COS	220	Cosmetology Clinical Practice I	0	9	3
		TOTALS:	0	18	6

SEMESTER 2 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	1.5	31.5	12

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	108	Nail Care	1	6	3
COS	210	Hair Coloring	.5	7.5	3
COS	222	Cosmetology Clinical Practice II	0	9	3
		TOTALS:	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

Program Code: CAS.DHMC
CIP Code: 47.0604

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

CAREER DESCRIPTION

Diesel service technicians and mechanics inspect, repair, and overhaul buses and trucks, or maintain and repair any type of diesel engine and heavy equipment.

STUDENT LEARNING OUTCOMES

Graduates of the Diesel and Heavy Equipment Certificate will:
- Demonstrate knowledge of Safety and Environmental Requirements in the Diesel Repair Industry
- Identify use of Shop Equipment
- Differentiate Diesel Engine System's Components
- Demonstrate Understanding of Air Brake Systems
- Demonstrate Understanding of Preventive Maintenance

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	19	36	31

Minimum Total Credit Hours: 31

SEMESTER CURRICULUM:

NOTE: Class Sequence can be started Semester 1 (Fall) or Semester 4 (Fall)

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	105	Diesel Engines I	2	3	3
DHM	173	Electrical Systems I	2	3	3
		TOTALS:	4	6	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	125	Diesel Fuel Systems	2	3	3
DHM	225	Electronic Fuel Systems	2	3	3
		TOTALS:	4	6	6

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	205	Diesel Engines II	1	6	3
		TOTALS:	1	6	3

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	107	Diesel Equipment Service and Diagnosis	2	3	3
DHM	265	Hydraulic Systems	2	3	3
		TOTALS:	4	6	6

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	251	Suspension and Steering	2	3	3
DHM	255	Air Brakes Systems	2	3	3
		TOTALS:	4	6	6

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHM	151	Drive Trains	2	6	4
		TOTALS:	2	6	4

Minimum Total Credit Hours: 31

EARLY CHILDHOOD DEVELOPMENT

CERTIFICATE: Certificate in Applied Science with a major in Early Childhood Development

Program Code: CAS.ECDC
CIP Code: 19.0709

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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 10% for the next ten years.

CAREER DESCRIPTION

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 learning-based play.

STUDENT LEARNING OUTCOMES

Graduates will be able to:
- Promote child development and learning
- Build family and community relationships
- Use developmentally effective approaches to connect with children and families
- Become a professional by practicing professionalism and ethical conduct
- Use content knowledge to build meaningful curriculum

PROGRAM ENTRANCE REQUIREMENTS
- Admission Test Scores: R-61 or higher

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	107	Exceptional Children	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	3	0	3
		TOTALS:	27	0	27

Minimum Total Credit Hours: 27

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
		TOTALS:	9	0	9

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	105	Guidance-Classroom Management	3	0	3
ECD	203	Growth & Development II	3	0	3
		TOTALS:	6	0	6

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	131	Language Arts	3	0	3
ECD	133	Science & Math Concepts	3	0	3
		TOTALS:	6	0	6

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	107	Exceptional Children	3	0	3
ECD	132	Creative Experiences	3	0	3
		TOTALS:	6	0	6

Minimum Total Credit Hours: 27

EARLY CHILDHOOD DEVELOPMENT (EVENING)
CERTIFICATE: Certificate in Applied Science with a major in Early Childhood Development

Program Code: CAS.ECDC
CIP Code: 19.0709

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

The Early Childhood Development program is designed to prepare students to work with young children. Although elective credit may be given for some completed ECD coursework, the coursework in its entirety is not transferrable to a four-year institution.

CAREER DESCRIPTION
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.

STUDENT LEARNING OUTCOMES
Graduates will be able to:
- Promote child development and learning
- Build family and community relationships
- Use developmentally effective approaches to connect with children and families
- Become a professional by practicing professionalism and ethical conduct
- Use content knowledge to build meaningful curriculum

PROGRAM ENTRANCE REQUIREMENTS
- Admission Test Scores: R-61 or higher

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	107	Exceptional Children	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	3	0	3
		TOTALS:	27	0	27

Minimum Total Credit Hours: 27

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	101	Introduction to Early Childhood	3	0	3
ECD	131	Language Arts	3	0	3
ECD	133	Science & Math Concepts	3	0	3
		TOTALS:	9	0	9

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	107	Exceptional Children	3	0	3
ECD	132	Creative Experiences	3	0	3
		TOTALS:	6	0	6

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	102	Growth & Development I	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
		TOTALS:	6	0	6

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	105	Guidance-Classroom Management	3	0	3
ECD	203	Growth & Development II	3	0	3
		TOTALS:	6	0	6

Minimum Total Credit Hours: 27

ELECTRONICS ENGINEERING TECHNOLOGY – PROCESS CONTROL

CERTIFICATE: Certificate in Applied Science with a Major in Process Control

Program Code: CAS.EETP
CIP Code: 15.0303

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This certificate provides students with training in process controls which will prepare them for careers in manufacturing and factory automation.

PROGRAM ENTRANCE REQUIREMENTS
- RDG 032 or equivalent test scores
- ENG 155 or equivalent test scores
- MAT 033 or equivalent test scores

ACADEMIC REQUIREMENTS:
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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, & Trigonometry I	3	0	3
		TOTALS:	28	24	36

Minimum Total Credit Hours: 36

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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, & Trigonometry I	3	0	3
		TOTALS:	11	6	13

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	10	12	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EEM	273	Advanced Process Control	2	3	3
EGR	120	Engineering Computer Applications	3	0	3
EIT	220	Control Principles	2	3	3
		TOTALS:	7	6	9

Minimum Total Credit Hours: 36

GENERAL STUDIES
CERTIFICATE: Certificate in Applied Science with a Major in General Studies

Program Code: CAS.GSC
CIP Code: 24.0101

Delivery Mode: Lecture/Blended/Hybrid

PROGRAM INFORMATION

The General Studies Certificate is designed specifically to accommodate students who plan to transfer to a four-year college. Also, the courses in the certificate can be applied to an associate degree program.

STUDENT LEARNING OUTCOMES
- Quantitative literacy
- Oral and written communication
- Reading comprehension
- Information literacy
- Critical thinking
- Applied technology

PROGRAM REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
MAT	110	College Algebra	3	0	3
	or	or			
	120	Probability and Statistics	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
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	BIO 101, CHM 110, PHS 101**, PHY 201	3	3	4

Minimum Total Credit Hours: 25

**Course is not on the state transfer list; it satisfies the certificate requirements but may not transfer. Students should check with the transfer institution to determine if transfer credit will be awarded.

HEALTH CARE RISK MANAGEMENT
CERTIFICATE: Certificate in Applied Science with a Major in Health Care Risk Management

Program Code: CAS.HCRM
CIP Code: 22.0302

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

ACADEMIC REQUIREMENTS
- Any course with one of the following prefixes requires a grade of "C" or better: ALL
- A grade of "C" or better is required for each prerequisite course.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
LEG	272	Health Care Risk Management I	4	0	4
LEG	273	Health Care Risk Management II	4	0	4
		TOTALS:	8	0	8

Minimum Total Credit Hours: 8

SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
LEG	272	Health Care Risk Management I	4	0	4
LEG	273	Health Care Risk Management II	4	0	4
		TOTALS:	8	0	8

Minimum Total Credit Hours: 8

HUMAN RESOURCES MANAGEMENT - CERTIFICATE

CERTIFICATE: Certificate in Applied Science with a Major in Human Resources

Program Code: CAS.HR
CIP Code: 52.1001

Delivery Mode: Traditional/Face-to-Face; Hybrid; Web-Based

PROGRAM INFORMATION

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.

PROGRAM ENTRANCE REQUIREMENTS

- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS

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

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
BUS	128	Employment Law	3	0	3
		TOTALS:	6	0	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	162	Basic Information Processing	3	0	3
BAF	101	Personal Finance	3	0	3
		TOTALS:	6	0	6

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MGT	201	Human Resource Management	3	0	3
BUS	136	Compensation & Benefit Analysis	3	0	3
		TOTALS:	6	0	6

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	150	Payroll Accounting	3	0	3
MGT	210	Employee Selection & Retention	3	0	3
		TOTALS:	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

Program Code: CAS.ECDI
CIP Code: 19.0709

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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. Ac- cording 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.

ACADEMIC REQUIREMENTS

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

OTHER REQUIREMENTS
- 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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	3	0	3
ECD	251	Supervised Field Experiences in Infant/ Toddler Environment	1	8	3
		TOTALS:	14	14	18

Minimum Total Credit Hours: 18

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	3	9

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	205	Socialization and Group Care of Infants and Toddlers	2	3	3
ECD	207	Inclusive Care	3	0	3
ECD	251	Supervised Field Experiences in Infant/ Toddler Environment	1	8	3
		TOTALS:	6	11	9

Minimum Total Credit Hours: 18

HVAC – ESSENTIALS OF HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY

CERTIFICATE: Certificate in Applied Science with a major in Essentials of Heating, Ventilation and Air Conditioning Technology

Program Code: CAS.ACRC
CIP Code: 47.0201

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Essentials of Heating, Ventilation, and Air Conditioning (Certificate) is a program that will provide students with the basic knowledge of installing and maintaining heating, air conditioning, and refrigeration equipment.

CAREER DESCRIPTION

Heating, Ventilation, and Air Conditioning (HVAC) technicians have the knowledge and skills in installing, maintaining, and troubleshooting heating, air conditioning, and refrigeration systems that control the temperature and air quality in residential and commercial structures.

STUDENT LEARNING OUTCOMES

Graduates of the Essentials of Heating, Ventilation, and Air Conditioning Certificate will:
- Apply knowledge of installing air conditioning system.
- Demonstrate how to read electrical diagrams and diagnose electrical circuits.
- Demonstrate how to read temperature/pressure charts and diagnose problems within the system.
- Apply knowledge of the air conditioning system to repair problems.

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tool and 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
		TOTALS:	17	24	25

Minimum Total Credit Hours: 25

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tool and Service Techniques	2	3	3
ACR	120	Basic Air Conditioning	3	3	4
		TOTALS:	8	12	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	140	Automatic Controls	2	3	3
		TOTALS:	9	12	13

Minimum Total Credit Hours: 25

HVAC – ESSENTIALS OF HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY (EVENING PROGRAM)

CERTIFICATE: Certificate in Applied Science with a major in Essentials of Heating, Ventilation and Air Conditioning Technology

Program Code: CAS.ACRC
CIP Code: 47.0201

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Essentials of Heating, Ventilation, and Air Conditioning (Certificate) is a program that will provide students with the basic knowledge of installing and maintaining heating, air conditioning, and refrigeration equipment.

CAREER DESCRIPTION

Heating, Ventilation, and Air Conditioning (HVAC) technicians have the knowledge and skills in installing, maintaining, and troubleshooting heating, air conditioning, and refrigeration systems that control the temperature and air quality in residential and commercial structures.

STUDENT LEARNING OUTCOMES

Graduates of the Essentials of Heating, Ventilation, and Air Conditioning Certificate will:
- Apply knowledge of installing air conditioning system.
- Demonstrate how to read electrical diagrams and diagnose electrical circuits.
- Demonstrate how to read temperature/pressure charts and diagnose problems within the system.
- Apply knowledge of the air conditioning system to repair problems.

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	101	Fundamentals of Refrigeration	3	6	5
ACR	102	Tool and 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
		TOTALS:	17	24	25

Minimum Total Credit Hours: 25

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	101	Fundamentals of Refrigeration	3	6	5
		TOTALS:	3	6	5

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	110	Heating Fundamentals	2	6	4
		TOTALS:	2	6	4

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	120	Basic Air Conditioning	3	3	4
		TOTALS:	3	3	4

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	102	Tool and Service Techniques	2	3	3
		TOTALS:	2	3	3

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	106	Basic Electricity for HVAC/R	3	3	4
ACR	107	Wiring Diagrams	2	0	2
		TOTALS:	5	3	6

SEMESTER 6 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACR	140	Automatic Controls	2	3	3
		TOTALS:	2	3	3

Minimum Total Credit Hours: 25

INDUSTRIAL MAINTENANCE TECHNOLOGY

CERTIFICATE: Certificate in Applied Science with a major in Industrial Maintenance Technology

Program Code: CAS.IMTC
CIP Code: 47.0303

Delivery Mode: Traditional/face-to-face

PROGRAM INFORMATION

The Industrial Maintenance Technology program provides students with fundamental mechanical skills associated with entry-level maintenance positions and prepares students for careers in large manufacturing companies as industrial machinery and maintenance technicians. Industrial maintenance technicians keep machinery and equipment in the plant up and running so that production can continue.

CAREER DESCRIPTION

Industrial machinery mechanics and machinery maintenance workers maintain and repair factory equipment and other industrial machinery, such as conveying systems, production machinery, and packaging equipment. Millwrights install, dismantle, repair, reassemble, and move machinery in factories, power plants, and construction sites.

STUDENT LEARNING OUTCOMES

Graduates of the Essentials of Heating, Ventilation, and Air Conditioning Certificate will:
- Combine basic theoretical knowledge and understanding of the Industrial Maintenance Field and practical laboratory experience to set up and repair industrial equipment and facilities.
- Compare various electrical and hydraulic circuits and outline the differences between them.
- Apply theoretical study and the knowledge of metering tools to troubleshoot mechanical, electrical, and electromechanical systems and repair them.
- Determine the proper publication for guidance in the performance of the specific task assigned.

PROGRAM ENTRANCE REQUIREMENTS

- RDG 032 or equivalent test scores

ACADEMIC REQUIREMENTS

- A grade of "C" or better is required for each prerequisite course

SPECIAL SUPPORT REQUIREMENTS

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

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	131	Hydraulics and Pneumatics	3	3	4
IMT	140	Industrial Electricity	4	3	5
IMT	141	Electrical Control Devices	4	3	5
IMT	161	Mechanical Power Applications	3	3	4
IMT	160	Preventive Maintenance	1	6	3
IMT	202	Electrical Troubleshooting	3	3	4
IMT	203	Mechanical Troubleshooting	3	3	4
IMT	210	Basic Industrial Skills I	3	0	3
IMT	211	Basic Industrial Skill II	3	0	3
IMT	212	Electrical Theory	2	3	3
		TOTALS:	30	24	38

Minimum Total Credit Hours: 38

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	140	Industrial Electricity	4	3	5
IMT	210	Basic Industrial Skills I	3	0	3
IMT	212	Electrical Troubleshooting	2	3	3
		TOTALS:	9	6	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	131	Hydraulics and Pneumatics	3	3	4
IMT	141	Electrical Control Devices	4	3	5
IMT	211	Basic Industrial Skill II	3	0	3
		TOTALS:	10	6	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	160	Preventive Maintenance	1	6	3
IMT	202	Electrical Troubleshooting	3	3	4
		TOTALS:	3	12	7

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	161	Mechanical Power Applications	3	3	4
		TOTALS:	3	3	4

SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	203	Mechanical Troubleshooting	3	3	4
		TOTALS:	3	3	4

Minimum Total Credit Hours: 38

INTERNATIONAL BUSINESS

CERTIFICATE: Certificate in Applied Science with a Major in International Business

Program Code: CAS.MKTI
CIP Code: 52.1101

Delivery Mode: Traditional/Face-to-Face; Web-Based

PROGRAM INFORMATION

This certificate will provide students with an understanding of economics and how to do business in a global economy. Students will also develop basic skills in a second language.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- A College Placement Test may be required

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

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	19	0	19

Minimum Total Credit Hours: 19

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BUS	250	Introduction to International Business	3	0	3
MGT	101	Principles of Management	3	0	3
		OR			
ECO	210	Macroeconomics	3	0	3
XXX	XXX	Elective: Foreign Language	4	0	4
		TOTALS:	10	0	10

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	211	Microeconomics	3	0	3
MKT	101	Marketing	3	0	3
SOC	101	Introduction to Sociology	3	0	3
		TOTALS:	9	0	9

Minimum Total Credit Hours: 19

MACHINE TOOL TECHNOLOGY – COMPUTER NUMERICAL CONTROL OPERATOR

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

Program Code: CAS.CNCO
CIP Code: 48.0501

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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 be- come 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.

STUDENT LEARNING OUTCOMES: Graduates of the Machine Tool Technology—Computer Numerical Control Operator program will be able to:
- Apply industry standard safety practices and specific safety requirement for different machining operations.
- Inspect the produced part to ensure completion per blueprint   requirement.
- Interpret blueprint information and translate it into actionable items.
- Perform basic setup and operation of CNC lathe & CNC mill.

ENTRANCE AND 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 75 or better on the reading portion of the Accuplacer test.)
2. Departmental Approval
3. Prior Experience/Observation – Minimum three years of machining experience with supervisor

ACADEMIC REQUIREMENTS
- 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.

REQUIRED COURSES

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

Minimum Total Credit Hours: 16

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	290	Selected Topics in Machine Tool	2	3	3
MTT	250	Principles of CNC	3	0	3
MTT	105	Machine Tool Math	3	0	3
		TOTALS:	7	6	9

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	252	CNC Setup and Operations	2	6	4
MTT	251	CNC Operations	2	3	3
		TOTALS:	4	9	7

Minimum Total Credit Hours: 16

MACHINE TOOL TECHNOLOGY – COMPUTER NUMERICAL CONTROL PROGRAMMER

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

Program Code: CAS.CNC
CIP Code: 48.0501

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

STUDENT LEARNING OUTCOMES

Graduates of the Machine Tool Technology—Computer Numerical Control Programmer program will be able to:
- Apply industry standard safety practices and specific safety requirement for different machining operations.
- Create the digital geometry necessary for machine programming.
- Generate a tool path and verify its execution.
- Inspect the produced part to ensure completion per blueprint requirement.
- Interpret blueprint information and translate into actionable items.
- Perform basic and advanced setup with single axis and multi-axis operation of CNC lathe & CNC mill.

ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

IREMENTS
1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 75 or better on the reading portion of the Accuplacer test.)
2. Departmental Approval
3. Prior Experience/Observation – Minimum three years of machining experience with supervisor

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

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	1	6	3
		TOTALS:	14	42	28

Minimum Total Credit Hours: 28

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	12	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	4	18	10

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	256	CNC Programming III	1	6	3
MTT	258	Machine Tool CAM	1	6	3
		TOTALS:	2	12	6

Minimum Total Credit Hours: 28

MACHINE TOOL TECHNOLOGY – MACHINIST I

CERTIFICATE: Certificate in Applied Science with a Major in Machinist
Program Code: CAS.MTTM
CIP Code: 48.0501

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

STUDENT LEARNING OUTCOMES

Graduates of the Machine Tool Technology—Machinist I program will be able to:
- Apply industry standard safety practices and specific safety requirements for different machining operations.
- Calculate adjust speed, feed and other parameters to properly produce the part.
- Calculate necessary tolerances to plan for the machine sequences.
- Inspect the produced part to ensure completion per blueprint requirements.
- Interpret blueprint information and translate into actionable items.
- Perform setup and operation of manual machine, such as band saw, lathe, mill, and drill press.
- Perform basic setup and operation of a CNC lathe & CNC mill.

ACADEMIC REQUIREMENTS
- 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.

ENTRANCE AND OTHER REQUIREMENTS
- Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 75 or better on the reading portion of the Accuplacer test.)

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	15	42	29

Minimum Total Credit Hours: 29

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	6	15	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	5	15	10

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	250	Principles of CNC	3	0	3
		TOTALS:	4	12	8

Minimum Total Credit Hours: 29

MACHINE TOOL TECHNOLOGY – MACHINE OPERATOR

CERTIFICATE: Certificate in Applied Science with a Major in Machine Operator

Program Code: CAS.MTTC
CIP Code: 48.0501

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

STUDENT LEARNING OUTCOMES

Graduates of the Machine Tool Technology—Machine Operator program will be able to:

- Apply industry standard safety practices and specific safety requirements for different machining operations.
- Calculate adjust speed, feed and other parameters to properly produce the part.
- Calculate necessary tolerances to plan for the machine sequences.
- Inspect the produced part to ensure completion per blueprint requirements.
- Interpret blueprint information and translate into actionable items.
- Perform setup and operation of manual machine, such as band saw, lathe, mill, and drill press.

ACADEMIC REQUIREMENTS:

- 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.

ENTRANCE AND 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 75 or better on the reading portion of the Accuplacer test.)

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 and Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
		TOTALS:	11	30	21

Minimum Total Credit Hours: 21

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	6	15	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	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

Program Code: CAS.MTDC
CIP Code: 48.0507

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

STUDENT LEARNING OUTCOMES

Graduates of the Machine Tool Technology—Tool and Die certificate program will be able to:
- Apply industry standard safety practices and specific safety requirement for different die making operations.
- Calculate cutting and stripping forces and other parameters to properly produce the part.
- Inspect the produced part to ensure completion per blueprint requirement.
- Interpret blueprint information and translate into actionable items.
- Perform the set up and operation of manual machines, such as band saw, lathe, mill, punch press and drill press.

ACADEMIC REQUIREMENTS:

- 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.

ENTRANCE AND 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 75 or better on the reading portion of the Accuplacer test.)
2. Departmental approval.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	9	36	21

Minimum Total Credit Hours: 21

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	6	15	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	232	Tool & Die Making II	1	12	5
		TOTALS:	1	12	5

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MTT	233	Tool & Die Making III	2	9	5
		TOTALS:	2	9	5

Minimum Total Credit Hours: 21

MANAGEMENT

CERTIFICATE: Certificate in Applied Science with a Major in Management
Program Code: CAS.MGTC
CIP Code: 52.0201

Delivery Mode: Traditional/Face-to-Face; Hybrid

PROGRAM INFORMATION

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.

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS:
- Any course with one of the following prefixes requires a grade of "C" or better: MGT

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
MGT	101	Principles of Management	3	0	3
		TOTALS:	6	0	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	261	Basic Information Processing	3	0	3
ECO	201	Economic Concepts	3	0	3
		TOTALS:	6	0	6

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BAF	101	Personal Finance	3	0	3
BUS	250	Introduction to International Business	3	0	3
		TOTALS:	6	0	6

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MGT	121	Small Business Operations	3	0	3
MGT	280	Executive Development	3	0	3
		TOTALS:	6	0	6

Minimum Total Credit Hours: 24

MEDICAL ASSISTING

CERTIFICATE: Certificate in Applied Science with a major in Medical Assisting

Program Code: CAS.MEDC
CIP Code: 51.0801

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The medical assisting certificate program is a three semester (1 year) program that always has a fall start. Fall and spring semesters include general education and MED specific courses containing lecture and student lab experiences. The summer term is mostly clinical experiences in physician offices and hospital settings. Students participate in a Capstone review to prepare for their certification exam.

CAREER DESCRIPTION

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 projected to grow 23 percent from 2014 to 2024, much faster than average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. In South Carolina the average salary for Medical Assistants is $29,240 - $30,690 depending on location and experience.

STUDENT LEARNING OUTCOMES

Medical Assisting Graduates will:
- ➤ Knowledge: Unify skills, knowledge and attitudes necessary for success within the medical assisting profession body of knowledge.
- ➤ Communication: Communicate information and ideas effectively.
- ➤ Professionalism: Demonstrate respect for the rights of the patients, colleagues, and other health professionals and perform duties in a manner that is within the constraints of legal, moral, and ethical conduct.
- ➤ Critical Thinking: Interpret objective patient data by correlating it with subjective and pathological findings.
- ➤ Quality and Safety: Conduct all clinical and administrative work with care and accuracy while demonstrating a commitment to accepted safety practices.

Medical Assisting graduates are eligible to challenge the Registered Medical Assisting (RMA) Exam, which is a nationally recognized credentialing organization.

PROGRAM ENTRANCE REQUIREMENTS:

- RDG 032 or equivalent test scores
- ENG 100/155 or equivalent scores
- BIO 100 or High School Biology with a grade of "C" or better

SPECIAL PROGRAM REQUIREMENTS:

Health Science students have a number of special requirements they must meet In order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening will be required once an applicant is provisionally accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire medical assisting educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
   a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
   b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
   d. Hepatitis B (Hep B): three vaccinations timed appropriately AND proof by titer of immunity with booster if non-reactive. Copy of lab result is also required
   e. 2-step PPD or Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they will not need to be repeated. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
AHS	121	Basic Pharmacology	2	0	2
AHS	138	Medical Coding Basics	3	0	3
AHS	180	Health Careers Preparation	3	0	3
BIO	112	Basic Anatomy and Physiology	3	3	4
CPT	170	Microcomputer Applications	3	0	3
ENG	160	Technical Communications	3	0	3
MED	107	Medical Office Management	3	3	4
MED	113	Basic Medical Lab Techniques	2	3	3
MED	114	Medical Assisting Clinical Procedures	3	3	4
MED	156	Clinical Experience I	0	18	6
		TOTALS:	28	30	38

Minimum Total Credit Hours: 38

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
AHS	180	Health Careers Preparation	3	0	3
BIO	112	Basic Anatomy and Physiology	3	3	4
MED	114	Medical Assisting Clinical Procedures	3	3	4
		TOTALS:	12	6	14

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	121	Basic Pharmacology	2	0	2
AHS	138	Medical Coding Basics	3	0	3
ENG	160	Technical Communications	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MED	113	Basic Medical Lab Techniques	2	3	3
		TOTALS:	13	3	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MED	107	Medical Office Management	3	3	4
MED	156	Clinical Experience I	0	18	6
		TOTALS:	3	21	10

Minimum Total Credit Hours: 38

MEDICAL CODING AND BILLING (FALL ADMISSION)

CERTIFICATE: Certificate in Applied Science with a Major in Medical Coding and Billing

Program Code: CAS.HIMC

CIP Code: 51.0707

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

Medical coding and billing careers include tasks associated with reviewing patient medical records and assigning nationally approved codes to diagnoses and procedures performed, preparing the processes for submitting these codes and additional data to third-party payers for reimbursement, ensuring compliance with regulatory agency standards, and collection of coded data for industry vital statistics and research. Professionals in this field must understand medical terminology, anatomy, and disease processes as well as be familiar with government, insurance, and associated agency regulations and standards. Certified professionals work on-site for hospitals, clinics, physicians, governmental agencies, health care insurance companies, and contracted coding/billing organizations. Additional skills include critical thinking, attention to detail, good communication, and the ability to work independently.

Salaries for Certified Coders and Billers vary by geographical location but typically range from $30,000 to $45,000 depending on experience and industry employment.

http://swz.salary.com/SalaryWizard/Medical-Records-Coding-Technician-Job-Description.aspx

http://swz.salary.com/SalaryWizard/Medical-Billing-Clerk-Job-Description.aspx

STUDENT LEARNING OUTCOMES

Medical Coding Certificate Graduates will:

- Communicate and collaborate effectively with clients, supervisors, administrators and members of the health care team.
- Practice in a legal and ethical manner exhibiting accountability for all actions.
- Apply problem-solving skills to enhance individual performance.
- Perform all coding work with care and accuracy.
- Utilize and understand health information management-related technology in performance of duties.

PREREQUISITES FOR ENTRANCE: REQUIRED COURSES

- *High School: Biology, Keyboarding*
- *College: If high school requirements not met, then BIO 100 and AOT 105*
- 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: ALL
2. Any course with one of the following prefixes may <u>not</u> be attempted more than twice: HIM
3. Curriculum Completion Requirement – 24 months

SPECIAL PROGRAM REQUIREMENTS

Health Science students have a number of special requirements they must meet in order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:

Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening is required once an applicant is "provisionally" accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with the clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, including dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:

FDTC uses an online company called CastleBranch (https://www.castlebranch.com) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire educational term. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Health History/Physical Examination:

Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience interruptions in health during educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

    a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
    b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
    c. Varicella (chickenpox): two vaccinations after 12 mos. of age OR proof by titer of immunity. Copy of lab result is also required
    d. Hepatitis B (Hep B): three vaccinations timed appropriately AND then proof by titer of immunity, Booster required if non-reactive. Copy of lab result is also required
    e. 2-step PPD OR Quantiferon test

Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they ae complete. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:

Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the

training with skill competency required. CPR certification must be current through the end of the last month of the semester in order to be acceptable for the semester.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
AHS	121	Basic Pharmacology	2	0	2
BIO	112	Basic Anatomy and Physiology	3	3	4
HIM	103	Introduction to Health Information	3	0	3
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
		TOTALS:	25	24	33

Minimum Total Credit Hours: 33

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy and Physiology	3	3	4
HIM	103	Introduction to Health Information	3	0	3
HIM	135	Medical Pathology	3	0	3
		TOTALS:	12	3	13

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	121	Basic Pharmacology	2	0	2
HIM	130	Billing and Reimbursement	3	0	3
HIM	140	Current Procedural Terminology I	2	3	3
HIM	216	Coding & Classification I	3	0	3
		TOTALS:	10	3	11

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	150	Coding Practicum I	0	9	3
HIM	225	Coding & Classification II	2	3	3
HIM	266	Computers in Health Care	3	0	3
		TOTALS:	5	12	9

Minimum Total Credit Hours: 33

OFFICE SUPPORT SPECIALIST

CERTIFICATE: Certificate in Applied Science with a major in Office Support
Program Code: CAS.AOTC
CIP Code: 52.0401

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Office Support Specialist program will provide instruction for people who want to develop basic skills as an administrative assistant. The program is designed to provide these critical skills using the latest software and office procedures.

PROGRAM ENTRANCE REQUIREMENTS
- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS
- Any course with one of the following prefixes requires a grade of "C" or better: AOT

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	134	Office Communications	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	161	Records Management	3	0	3
AOT	162	Basic Information Processing	3	0	3
AOT	165	Information Processing Software	3	0	3
ARV	110	Computer Graphics I	3	0	3
		TOTALS:	24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM
SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	105	Keyboarding	3	0	3
AOT	141	Office Procedures I	3	0	3
AOT	134	Office Communications	3	0	3
AOT	162	Basic Information Processing	3	0	3
		TOTALS:	12	0	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AOT	110	Document Formatting	3	0	3
AOT	161	Records Management	3	0	3
ARV	110	Computer Graphics I	3	0	3
		TOTALS:	12	0	12

Minimum Total Credit Hours: 24

CLINICAL LABORATORY ASSISTANT — PHLEBOTOMY TECHNICIAN

CERTIFICATE: Certificate in Applied Science with a major in Clinical Laboratory Assistant—Phlebotomy Technician

Program Code: CAS.CLA/PBT
CIP Code: 51.1009

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Clinical Lab Assistant/Phlebotomy Technician Program is a three semester program that begins annually in the fall. The first semester students take a PBT prefix course where basic laboratory concepts, safety and venipuncture techniques are introduced and practiced. The second semester (spring) is the clinical experience for the phlebotomy portion of the program. The third and final semester (summer) student will complete the clinical experience for the clinical lab assistant component. Students complete 220 clinical hours and 100 successful venipunctures which will make them eligible to challenge the PBT and Clinical Laboratory Assistant certification exams. The remaining course work are general education courses.

CAREER DESCRIPTION

A Clinical Laboratory Assistant/phlebotomist (CLA/PBT) 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. CLA/PBT must become familiar with hospital procedures and environments, and must perform assigned tasks efficiently while demonstrating appropriate bedside manners. CLA/PBT work in hospitals, commercial laboratories, private physician's offices, public health departments, clinics or blood banks.
Employment of CLA/PBT is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need   phlebotomists to perform bloodwork.

STUDENT LEARNING OUTCOMES

Graduates will
- Integrate, and unify skills, knowledge and attitudes necessary for success within the phlebotomy profession body of knowledge. The body of knowledge encompasses the collection and processing of biological specimens (**Knowledge**).
- Communicate information and ideas effectively (**Communication**)
- Demonstrate respect for the rights of the patients, colleagues, and other health professionals and perform duties in a manner that is within the constraints of legal, moral, and ethical conduct (**Professionalism**).
- Correlate relationships of basic physiology to the health status of the patient populations they serve (**Critical Thinking**).
- Conduct all clinical and administrative work with care and accuracy while demonstrating a commitment to accepted safety practices (**Quality and Safety**).

ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by NAACLS- National Accrediting Agency for Clinical Laboratory Science

NAACLS
5600 N. River Rd, Suite 720
Rosemont IL 60018-5119

PROGRAM ENTRANCE REQUIREMENTS:

- ➢ RDG 031/032 or equivalent test scores
- ➢ ENG 032 or equivalent test scores
- ➢ ENG 100/155 or equivalent scores
- ➢ BIO 100 or High School Biology with a grade of "C" or better

SPECIAL PROGRAM REQUIREMENTS:

Health Science students have a number of special requirements they must meet in order to begin any health-related program, participate in clinical experiences, and to sit for the licensure exam.

Student Drug/Background Screening Policy:
Due to SC law and specific contractual requirements by agencies used for clinical by health science programs, background checks and drug screenings are part of the admission and retention process. An initial background check/drug screening is required once an applicant is "provisionally" accepted into a program. Clinical sites may require students repeat the drug/background screening process prior to clinical at their sites.

Applicants with specific violent conviction histories or positive drug screenings are not eligible for acceptance into health-related programs. Positive background checks are shared with the clinical agencies for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial will result in ineligibility for acceptance; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the health science program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Division/Department policy, and consequences may include dismissal.

Applicants are advised that a pardon is not the same as an expungement of a criminal record. Pardons do appear on a background check. Additionally, passing background check for student clearance does not guarantee licensure eligibility and clearance after graduation. Each licensure agency may have their own background clearance requirements and this is beyond the control of FDTC.

CastleBranch:
FDTC uses an online company called CastleBranch (https://www.castlebranch.com) to manage most of these requirements. Students are required to set up and maintain an account throughout their entire educational term. Through this account student will complete an initial criminal background check and drug testing and other requirements of the program.

Health History/Physical Examination:
Students are required to submit an initial medical history and a physical examination record signed by a licensed physician, NP or PA. Medical clearance may be required for students who experience any interruptions in health during program and/or educational term.

Immunizations: Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:

    a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years. Td is not accepted.

    b. Measles, mumps, rubella (MMR): two vaccinations after 12 mos. of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required

    c. Varicella (chickenpox): two vaccinations after 12 mos. of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required

    d. Hepatitis B (Hep B): three vaccinations according to CDC schedule AND after 1-2 months, proof by titer of immunity with a quantitative copy of lab result required. If titer is non-reactive, a repeat of three (3) shot series is required with an additional titer 1-2 months after last shot.

    e. 2-step PPD OR Quantiferon test within 2 months of start date and PPD or Quantiferon test annually

Immunizations are <u>required</u> in order to attend clinical. Once these vaccinations or immunity is established, they are complete. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.

CPR Certification:
Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required. CPR certification must be current through the end of the last month of the semester in order to be acceptable for the semester.

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
AHS	180	Health Careers Preparation	3	0	3
AHS	205	Ethics and Law for Allied Health Professionals	3	0	3
BIO	110	General Anatomy and Physiology	3	0	3
CPT	170	Microcomputer Applications	3	0	3
ENG	155	Communications I	3	0	3
MLT	101	Introduction to Medical Laboratory	1	3	2
MLT	240	Integrated Laboratory Concepts	1	9	4
		TOTALS:	24	24	32

Minimum Total Credit Hours: 32

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
AHS	141	Phlebotomy for the Health Care Provider	2	3	3
AHS	180	Health Careers Preparation	3	0	3
BIO	110	General Anatomy and Physiology	3	0	3
		TOTALS:	11	3	12

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	144	Phlebotomy Practicum	2	9	5
AHS	205	Ethics and Law for Allied Health Professionals	3	0	3
ENG	155	Communications I	3	0	3
MLT	101	Introduction to Medical Laboratory	1	3	2
		TOTALS:	9	12	13

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
MLT	240	Integrated Laboratory Concepts	1	9	4
		TOTALS:		9	7

Minimum Total Credit Hours: 32

PRODUCTION TECHNOLOGY ASSOCIATE I
CERTIFICATE: Certificate in Applied Science with a major in Production Technology

Program Code: CAS.PROD
CIP Code: 47.0303

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

The Production Technology Associate I program provides students with the knowledge of manufacturing production process, equipment, design, and operation. Students will spend hands-on time working with applications, tools and equipment used in today's manufacturing environment.

CAREER DESCRIPTION
The Production Technology Associate I certificate provides students with the knowledge necessary for employment as an entry-level production technician in a manufacturing facility. Positions include production associate, equipment/machine operator, assembler/fabricator.

STUDENT LEARNING OUTCOMES
- Model professional behavior and workplace ethics.
- Identify the relevance and use of personal and plant wide safety systems and programs that commonly apply to manufacturing systems.
- Identify the basic principles of industry standard manufacturing quality systems.
- Recognize and distinguish between common manufacturing processes.
- Demonstrate the ability to read precise measurement devices.

PROGRAM ENTRANCE REQUIREMENTS
- RDG 031 or equivalent test scores

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IMT	106	Fundamentals of Industrial Technology	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MTT	105	Machine Tool Math Applications	3	0	3
IMT	171	MSSC Certification I	1	0	1
IMT	172	MSSC Certification II	1	0	1
IMT	173	MSSC Certification III	1	0	1
IMT	174	MSSC Certification IV	1	0	1
IMT	210	Basic Industrial Skills I	3	0	3
IMT	212	Electrical Theory	2	3	3
		TOTALS:	16	0	16

Minimum Total Credit Hours: 16

RAPID PROTOTYPING LAB TECHNICIAN

CERTIFICATE: Certificate in Applied Science with a Major in Rapid Prototyping

Program Code: CAS.RPLT

CIP Code: 15.1306

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This certificate is targeted for students who wish to obtain basic entry-level skills in the setup and finishing of parts for the additive manufacturing process.

PROGRAM ENTRANCE REQUIREMENTS:

- High School Diploma or GED

ACADEMIC REQUIREMENTS:

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

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	280	Introduction to Rapid Prototyping	1	0	1
EGT	106	Print Reading and Sketching	3	0	3
EGR	120	Engineering Computer Applications	3	0	3
AMT	106	Manufacturing Workplace Skills	3	0	3
EGT	281	Prototype Modeling	1	6	3
EGT	285	Integrated Rapid Prototyping Applications	3	0	3
		TOTALS:	14	6	16

Minimum Total Credit Hours: 16

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	280	Introduction to Rapid Prototyping	1	0	1
EGT	106	Print Reading and Sketching	3	0	3
EGR	120	Engineering Computer Applications	3	0	3
		TOTALS:	7	0	7

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AMT	106	Manufacturing Workplace Skills	3	0	3
EGT	281	Prototype Modeling	1	6	3
EGT	285	Integrated Rapid Prototyping Applications	3	0	3
		TOTALS:	7	6	9

Minimum Total Credit Hours: 16

RETAIL MERCHANDISING

CERTIFICATE: Certificate in Applied Science with a Major in Retail Merchandising

Program Code: CAS.MKTR

CIP Code: 52.1801

Delivery Mode: Traditional/Face-to-Face; Online; Web-Based

PROGRAM INFORMATION

This certificate program is designed to prepare students for job opportunities in retail and wholesale organizations. Specifically: advertising, publicity, sales, and marketing management.

PROGRAM ENTRANCE REQUIREMENTS:
- High School Diploma or GED
- A College Placement Test may be required

ACADEMIC REQUIREMENTS:
- Any course with one of the following prefixes requires a grade of "C" or better: MKT

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	24	0	24

Minimum Total Credit Hours: 24

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
		TOTALS:	6	0	6

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
		TOTALS:	6	0	6

SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
BAF	101	Personal Finance	3	0	3
		TOTALS:	6	0	6

SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
		TOTALS:	6	0	6

Minimum Total Credit Hours: 16

WELDING

CERTIFICATE: Certificate in Applied Science with a Major in Welding

Program Code: CAS.WLDC

CIP Code: 48.0508

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This program will provide skills that will enable the student to produce structurally sound and quality welds.

ACADEMIC REQUIREMENTS

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

PROGRAM ENTRANCE REQUIREMENTS

- Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 75 or better on the reading portion of the Accuplacer test.)

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
WLD	201	Metallurgy (Fall Only) - Optional	2	0	2
		TOTALS:	16	42	30

Minimum Total Credit Hours: 30

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	Metallurgy (Fall Only) - Optional	2	0	2
		TOTALS:	6	15	11

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	160	Fabrication Welding	2	3	3
WLD	110	Welding Safety & Health	1	0	1
WLD	140	Weld Testing	1	0	1
		TOTALS:	7	15	12

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	105	Print Reading II	1	0	1
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	170	Qualification Welding	2	6	4
		TOTALS:	3	12	7

Minimum Total Credit Hours: 30

WELDING - MIG

CERTIFICATE: Certificate in Applied Science with a Major in Welding - MIG
Program Code: CAS.WLDM
CIP Code: 48.0508

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

This program will provide skills that will enable the student to produce structurally sound and quality MIG welds.

ACADEMIC REQUIREMENTS

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

PROGRAM ENTRANCE REQUIREMENTS

- Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 75 or better on the reading portion of the Accuplacer test.)

COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	8	33	19

Minimum Total Credit Hours: 19

SEMESTER CURRICULUM:

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	4	15	9

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	103	Print Reading I	1	0	1
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	160	Fabrication Welding	2	3	3
WLD	170	Qualification Welding	2	6	4
		TOTALS:	4	18	10

Minimum Total Credit Hours: 19

WELDING – PIPE WELDING

CERTIFICATE: Certificate in Applied Science with a Major in Pipe Welding
Program Code: CAS.WLDP
CIP Code: 48.0508

Delivery Mode: Traditional/Face-to-Face

PROGRAM INFORMATION

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.

ACADEMIC REQUIREMENTS
- A grade of "C" or better is required for each prerequisite course.

PROGRAM ENTRANCE REQUIREMENTS
1. Successful completion of one-year welding diploma program
   –   OR   –
2. 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 Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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
		TOTALS:	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 (*).

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.
Corequisite(s): ABR 102, ABR 103

ABR 102: MIG WELDING   (2-3-3)
This course is an introduction to the welding of high strength steels used in modern unibody vehicles.
Corequisite(s): ABR 101, ABR 103

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.
Corequisite(s): ABR 101, ABR 102

ABR 108: REFINISHING I   (2-3-3)
This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting.
Corequisite(s): ABR 111, ABR 113

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.
Corequisite(s): ABR 118, ABR 119

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.
Corequisite(s): ABR 108, ABR 113

ABR 113: SHEET METAL REPAIR II   (2-6-4)
This course covers the application of sheet metal replacement alignment.
Corequisite(s): ABR 108, ABR 111

ABR 118: REFINISHING II   (2-3-3)
This course covers overall refinishing with the newest type paints.
Corequisite(s): ABR 109, ABR 119

ABR 119: ESTIMATING REPAIRS   (1-3-2)
This course covers writing estimates on damaged vehicles using collision repair guides.
Corequisite(s): ABR 109, ABR 118

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 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.
Prerequisite(s): ACR 110

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.
Prerequisite(s): ACR 106

ACR 210: HEAT PUMPS   (2-6-4)
This course is a study of theory and operational principles of the heat pump.
Prerequisite(s): ACR 107, ACR 120, ACR 140

ACR 220: ADVANCED AIR CONDITIONING (2-6-4)
This course is an advanced study of air conditioning systems.
Prerequisite(s): ACR 101, ACR 102

ACR 221: RESIDENTIAL LOAD CALCULATIONS (1-3-2)
This course is a study of heat losses/gains in residential structures.
Prerequisite(s): ACR 110

ACR 231: ADVANCED REFRIGERATION (1-9-4)
This course is an in-depth study of commercial and industrial refrigeration equipment.
Prerequisite(s): ACR 131

ACR 240: ADVANCED AUTOMATIC CONTROLS (1-6-3)
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): ACR 140

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.
Prerequisite(s): ACR 104, ACR 206, ACR 220

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 104: MEDICAL VOCABULARY/ANATOMY (3-0-3)

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.
Prerequisite(s): Acceptance into CNA certificate program
Co-requisite(s): AHS 148, AHS 151, AHS 180, CPT 170

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.
Prerequisite(s): Acceptance into AAS.RAD program
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.
Prerequisite(s): Acceptance into AAS.DHG program

AHS 121: BASIC PHARMACOLOGY (2-0-2)

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.
Prerequisite(s): BIO 112

AHS 126: HEALTH CALCULATIONS (0-3-1)

This course is a study of the mathematical concepts needed in health science studies.
Prerequisite(s): Certification through National Nurse Aide Assessment Program (NNAAP) exam with CPT 170, AHS 180

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.
Prerequisite(s): CPT 170

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): Permission of Instructor

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

This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.
Prerequisite(s): BIO 110, AHS 104 OR Acceptance into Phlebotomy program
Co-requisite(s): AHS 144

AHS 142: PHLEBOTOMY (2-0-2)

This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.
Prerequisite(s): Acceptance into Cardiac Care Vascular Technician program
Co-requisite(s): AHS 177, AHS 131, AHS 205

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): BIO 110; Acceptance into Phlebotomy program
Co-requisite(s): AHS 141

AHS 148: SPECIAL TOPICS IN GERIATRIC CARE (1-3-2)

This course includes a study of selected topics associated with geriatric care including oxygen needs, dementia, and wound care.

Prerequisite(s): Acceptance into CNA certificate program
Co-requisite(s): AHS 104, AHS 151, AHS 180, CPT 170

AHS 151: HEALTH CARE PROCEDURES I (3-6-5)

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.
Prerequisite(s): Acceptance into CNA certificate program
Co-requisite(s): AHS 148, AHS 104, AHS 180, CPT 170

AHS 152: HEALTH CARE PROCEDURES II (4-6-6)

This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.

Prerequisite(s): AHS 104, AHS 148, AHS 151, AHS 180 or Certification through National Nurse Aide Assessment Program (NNAAP) exam with CPT 170, AHS 180
Co-requisite(s): AHS 131, AHS 155, AHS 126, AHS 205

AHS 155: SPECIAL TOPICS IN HEALTH CARE (3-0-3)

This course emphasizes specialized job-related education in health care.

Prerequisite(s): AHS 104, AHS 148, AHS 151, AHS 180 or Certification through National Nurse Aide Assessment Program (NNAAP) exam with CPT 170, AHS 180

AHS 177: CARDIAC MONITORING APPLICATIONS (3-3-4)

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms, and dysrhythmia recognition and equipment maintenance.
Prerequisite(s): BIO 110 or AHS 104; Acceptance into CCCVT certificate program AND Completion of CNA
Co-requisite(s): AHS 142, AHS 131, AHS 205

AHS 180: HEALTH CAREERS PREPARATION (3-0-3)

This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success.
Co-requisite(s): AHS 148, AHS 104, AHS 151, CPT 170

AHS 205: ETHICS AND LAW FOR ALLIED HEALTH PROFESSIONS   **(3-0-3)**

This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

Co-requisite(s): PN Diploma Program: PNR 110, PNR 122, MAT 155

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 CONTINUOUS IMPROVEMENT **(3-0-3)**
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.

ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

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 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 133

AOT 161: RECORDS MANAGEMENT (3-0-3)
This course emphasizes records management functions and various types of storage methods, technology, and procedures. This course will introduce students to electronic storage and retrieval for records management.
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 165: Information Processing Software (3-0-3)
This course emphasizes applications and features of information processing software.
Prerequisite(s): AOT 110; AOT 163; or CPT 170

AOT 167: INFORMATION PROCESSING APPLICATIONS (3-0-3)
This course emphasizes applications and features of information processing software.
Prerequisite(s): AOT 163

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 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 271: SCWE IN ADMINISTRATIVE OFFICE TECHNOLOGY (2-8-4)

This course integrates office skills within an approved work site related to Administrative Office technology.

Prerequisite(s): AOT 110, AOT 141, AOT 163; Minimum 2.0 GPA; Student cannot be more than one course off schedule.

Prerequisite(s): ENG 032 or appropriate placement score

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): Completion of ENG 100 with a "C" or better, or appropriate placement score

VISUAL ARTS (ARV)

ARV 110: COMPUTER GRAPHICS **(3-0-3)**

This course is a study of the fundamentals of computer assisted graphic design.

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.

ARV 210: COMPUTER GRAPHICS II **(3-0-3)**

This course is an advanced computer art course which includes a study of the creation of graphic design using electronic imagery.

Prerequisite(s): ARV 110

ARV 219: MULTIMEDIA TECHNIQUES **(3-0-3)**

This course is an introduction to the production of current audio-visual media.

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.
Prerequisite(s): AUT 103
Corequisite(s): AUT 145

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.
Corequisite(s): AUT 141

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.
Prerequisite(s): AUT 112, AUT 116, AUT 152

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.
Prerequisite(s): AUT 112
Corequisite(s): AUT 149

AUT 141: INTRODUCTION TO HEATING & AIR CONDITIONING **(2-6-4)**
This course is a basic study of the principles of heat transfer and refrigeration in Automotive Technology.
Corequisite(s): AUT 116

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.
Corequisite(s): AUT 102

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.
Corequisite(s): AUT 131

AUT 152: AUTOMATIC TRANSMISSION (2-6-4)

This course is a basic study of power flow and hydraulics, including torque converter operation.

Prerequisite(s): AUT 102, AUT 112, AUT 116
Corequisite(s): AUT 268

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.

Prerequisite(s): AUT 131, AUT 145
Corequisite(s): AUT 262

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.

Prerequisite(s): AUT 131, AUT 141, AUT 145
Corequisite(s): AUT 247

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.

Prerequisite(s): AUT 131, AUT 145, AUT 149
Corequisite(s): AUT 232

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.

Prerequisite(s): AUT 102, AUT 116, AUT 131, AUT 247

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.

Prerequisite(s): AUT 131, AUT 141, AUT 145
Corequisite(s): AUT 231

AUT 268: SPECIAL TOPICS IN AUTOMOTIVES (2-3-3)

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

Prerequisite(s): AUT 131, AUT 145
Corequisite(s): AUT 152

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.

BAF 260: FINANCIAL MANAGEMENTT (3-0-3)

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital.

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.
Prerequisite(s): BIO 100 or HS Biology; Completion of ENG 100 with a "C" or better, or the appropriate placement score.

* 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 150: ANATOMY REVIEW FOR KINESIOLOGY **(1-0-1)**
(NOTE: THIS COURSE IS ONLY OFFERED ONLINE AND IS FOR PHYSICAL THERAPIST ASSISTANT STUDENTS ONLY)
This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological term, joint planes of movement, and analysis of motion.
Prerequisite(s): BIO 210
Corequisite(s): 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 110: ENTREPRENEURSHIP (3-0-3)

This course is an introduction to the process of starting a small business, including forms of ownership and management.

BUS 117: INNOVATION (3-0-3)

This course will introduce techniques that foster the use of personal creativity in the development of new business ventures. Coursework will examine ways to generate, assess, and implement new ideas.

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 involved 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): MAT 107

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

This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

CIVIL ENGINEERING TECHNOLOGY (CET)

CET 105: SURVEYING I   **(2-3-3)**
This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. This is the introductory course that covers basic surveying procedures and surveying computations.
Corequisite(s): MAT 110

CET 125: FUNDAMENTALS OF BUILDING CONSTRUCTION   **(1-3-2)**
This course covers an overview of building construction and its related fundamental process and documentation procedures.

CET 205: SURVEYING II   **(3-3-4)**
This course includes electro-optical instrumentation techniques and complex computations used in surveying.
Prerequisite(s): CET 105

CET 216: SOIL MECHANICS   **(2-3-3)**
This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing.
Prerequisite(s): MAT 110

CET 218: HYDRAULICS   **(2-3-3)**
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.
Corequisite(s): MAT 111

CET 235: CONSTRUCTION METHODS & ESTIMATING   **(2-3-3)**
This course covers basic construction techniques with emphasis on cost estimating.

CET 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): CET 218

CET 250: TRANSPORTATION ENGINEERING TECHNOLOGY   **(2-3-3)**
This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective web pages.
Prerequisite(s): EGT 105

CET 255: SENIOR PROJECT IN CIVIL ENGINEERING TECHNOLOGY   **(0-3-1)**
This course is designed to permit the student to do investigation and/or advanced study in an area of specialization in Civil Engineering Technology.
Prerequisite(s): 55 or more credit hours completed in the curriculum

CHEMISTRY (CHM)

CHM 100: INTRODUCTORY CHEMISTRY **(3-3-4)**

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Non-degree credit.

CHM 101: GENERAL CHEMISTRY I **(3-3-4)**

This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria.

CHM 105: GENERAL ORGANIC AND BIOCHEMISTRY **(3-3-4)**

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.
Prerequisite(s): CHM 101

* 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 equilibrium.
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 101: COLLEGE ORIENTATION **(1-0-1)**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

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.

COL 104: STUDY SKILLS **(1-0-1)**
This course includes selected topics under study skills and student success.

COL 111: E-Learning Success **(1-0-1)**
This course provides an introduction to the online learning management system, basic computer skills, information literacy, time management skills, and learning resources to enhance student success in an electronic learning environment.

COL 205: LEADERSHIP SEMINAR **(3-0-3)**
This course is a study of the foundational skills needed to assume leadership roles in academic, professional, and personal settings. Topics include information literacy, financial literacy, stress and conflict management, critical thinking, and employability skills. A portfolio will be completed.

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.

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.

COS 108: NAIL CARE **(1-6-3)**
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

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**.**

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.

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.

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.

COS 120: MANNEQUIN PRACTICE (0-9-3)

This course covers cosmetology applications, including hair shaping, chemical waving, hair styling, 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.

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.

COS 220: COSMETOLOGY CLINICAL PRACTICE I (0-9-3)

This course is an integration of cosmetology skills in a simulated salon environment.

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 skills development.

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 TECHNOLOGY (3-0-3)
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 PUBLISHING (3-0-3)
This course is a study of the fundamentals of web page design and implementation.
Prerequisite(s): MAT 102 or permission of NSM advisor; ENG 100

CPT 163: INTRODUCTION TO MULTIMEDIA FOR WEB PAGES
    (3-0-3)
This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective web pages.
Prerequisite(s): CPT 162; Can be taken as a 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; MAT 102; ENG 100

CPT 170: MICROCOMPUTER APPLICATIONS (3-0-3)
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.

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 DATABASES (3-0-3)
This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser.
Prerequisite(s): CPT 162, CPT 168, CPT 242

CPT 242: DATABASE **(3-0-3)**

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.
Prerequisite(s): CPT 168

CPT 257: OPERATING SYSTEMS **(3-0-3)**

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.
Prerequisite(s): CPT 168

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

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; MAT 102; ENG 100

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)
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, legalities, and or other dynamic factors of such issues.
Prerequisite(s): Student must be a senior.

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 126: CRIMINAL JUSTICE RESEARCH METHODS   (3-0-3)
This course is an introduction to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.

CRJ 130: POLICE ADMINISTRATION   (3-0-3)
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 140: CRIMINAL JUSTICE REPORT WRITING   (3-0-3)
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations.

CRJ 150: CRIMINAL JUSTICE REPORT WRITING   (3-0-3)
This course is a study of the basic elements of human relationships in order to provide techniques for interviewing and conducting individual therapy. Small group dynamics and interview counseling sessions are examined as information gathering methods. Particular emphasis is placed on interpersonal relationships and the development of communication skills.

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 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 232: WHITE COLLAR CRIME INVESTIGATION (3-0-3)

This course is a study of non-violent property crimes including cybercrime, wire and bank fraud, securities fraud, and state property crimes. The course focuses on identifying types of white-collar crimes and associated evidence, investigative techniques, case preparation and presentation.

CRJ 233: CYBER CRIMES AND THE LAW (3-0-3)

This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution.

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 242: CORRECTIONAL SYSTEMS (3-0-3)

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

CRJ 244: PROBATION, PARDON AND PAROLE (3-0-3)

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CRJ 246: SPECIAL PROBLEMS IN CRIMINAL JUSTICE (3-0-3)

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 247: LAW ENFORCEMENT AND LATINO COMMUNITY (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.

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 (4-0-4)

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

Prerequisite(s): None

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 (2-0-2)

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121: DENTAL HEALTH EDUCATION (2-0-2)

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 usage principles, 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 (2-0-2)
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.
Prerequisite(s): DHM 251

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.
Prerequisite(s): DHM 105, DHM 225

DHM 225: ELECTRONIC FUEL SYSTEMS **(2-3-3)**
This course covers the theory and practical application of electronic fuel power systems.
Prerequisite(s): DHM 125, DHM 173

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.
Prerequisite(s): DHM 175, DHM 255, DHM 265

DHM 255: AIR BRAKES SYSTEMS **(2-3-3)**
This course is a study of air compressors, valves, electrical controls and brake designs.
Prerequisite(s): DHM 107, DHM 265

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.
Prerequisite(s): DHM 265

DHM 267: UNDERCARRIAGE/FINAL DRIVE **(2-3-3)**
This course is a study of the suspension systems found on Caterpillar equipment. The course will cover brakes, tracks, suspension, and steering components.

DHM 268: CATERPILLAR ENGINE PERFORMANCE **(1-3-2)**
This course is a study of diagnostic skills required to properly troubleshoot Caterpillar engines and fuel systems. Emphasis is on assuring product reliability and performance.

DHM 269: DIAGNOSTIC TESTING **(1-3-2)**
This course will study the practical use of specific diagnostic equipment for analyzing and repairing Caterpillar machine and engine systems.

DHM 270: CATERPILLAR MACHINE SPECIFIC SYSTEMS **(2-3-3)**
This course is designed to develop knowledge and skills used to test and adjust machine systems on various different types of Caterpillar machines.

DHM 273: ELECTRICAL SYSTEMS II **(2-3-3)**
This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment (Caterpillar machines, electronic engines and monitoring systems). Troubleshooting and repair techniques are included.
Prerequisite(s): DHM 173

EARLY CHILDHOOD DEVELOPMENT (ECD)

ECD 101: INTRODUCTION TO EARLY CHILDHOOD (3-0-3)

This course is an overview of growth and development, developmentally-appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 102: GROWTH & DEVELOPMENT I (3-0-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

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 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 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 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

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.

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 de-multiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed, and tested.
Prerequisite(s): MAT 110

EET 251: MICROPROCESSOR FUNDAMENTALS (3-3-4)

This course is a study of binary numbers; micro-processor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.
Prerequisite(s): EET 145

EET 273: ELECTRONICS SENIOR PROJECT (0-3-1)

This course includes the construction and testing of an instructor-approved project.
Prerequisite(s): 50 or more credit hours completed in the curriculum, or instructor permission

EET 274: SELECTED TOPICS IN ELECTRICAL/ELECTRONICS ENGINEERING (2-3-3)

This course is a study of current topics related to EET. Technical aspects of practical applications are discussed.
Prerequisite(s): 50 or more credit hours completed in the curriculum, or instructor permission

EET 275: INTRO TO ROBOTICS MANUFACTURING TECHNOLOGY (2-3-3)

This course introduces required skills for robotics manufacturing technicians. Instruction includes integrated content from electrical, mechanical, photonic, and geospatial systems. Students will experience industry simulations and practical application of content.
Prerequisite(s): AMT 161

ENGINEERING (GENERAL) TECHNOLOGY (EGR)

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

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.

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

EGR 183: INTEGRATED TECHNOLOGY III (0-3-1)

This problem-based course emphasizes material properties and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Computer and research skills are practiced. Technical presentation skills are utilized.
Prerequisite(s): EGR 182

EGR 194: STATICS & STRENGTH OF MATERIALS (3-3-4)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.
Prerequisite(s): MAT 110

EGR 255: ENGINEERING TECHNOLOGY SENIOR SYSTEMS PROJECT TECHNOLOGY   (0-6-2)
This course includes an instructor-approved project which is designed, specified, constructed and tested.
Prerequisite(s): 55 or more credit hours completed in the curriculum

ENGINEERING GRAPHICS TECHNOLOGY (EGT)

EGT 101: BASIC TECHNICAL DRAWING **(0-6-2)**
This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

EGT 105: BASIC CIVIL DRAFTING **(1-3-2)**
This course covers the application of drawing techniques to structures, map topography, and other Civil applications.
Prerequisite(s): EGR 181 or EGT 151

EGT 106: PRINT READING & SKETCHING **(2-3-3)**
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 FOR PIPE FITTING **(3-3-4)**
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

EGT 258: APPLICATIONS OF CAD **(2-3-3)**
This course is a study of the use of CAD within the different drafting and design fields. Students will complete CAD projects for various fields which may include architectural, civil, mechanical, HVAC, and electrical.

EGT 270: MANUFACTURING INTEGRATION (3-3-4)

This course covers management control techniques of the industrial/business world, including inventory and obsolescence control, manufacturing and production systems, engineering design change, and material accountability procedures.

EGT 280: INTRODUCTION TO RAPID PROTOTYPING (1-0-1)

This course provides an overview of rapid prototyping technologies and applications.

EGT 281: PROTOTYPE MODELING (1-6-3)

This course provides hands-on model making using a variety of tools and materials.

EGT 282: RAPID PROTOTYPING I (3-3-4)

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3-D modeling applications to produce working prototypes.

EGT 283: RAPID PROTOTYPING II (3-3-4)

This course includes an advanced series of problems and exercises requiring the production of prototypes of architectural models, mechanical devices, and structural applications.

EGT 285: INTEGRATED RAPID PROTOTYPING APPLICATIONS (3-0-3)

This course includes generating a prototype for a real-world problem utilizing 3-D modeling and rapid prototyping technologies.

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.
Prerequisite(s): ENG 101

ELT 107: INTRODUCTION TO ELECTRONIC COMMUNICATIONS **(3-3-4)**
This course provides an introduction to principles of amplitude, frequency, phase modulation transmitters, transmission lines, and antennae systems.
Prerequisite(s): ELT 111

ELT 111: DC/AC CIRCUITS **(3-3-4)**
This course is an introduction to DC and AC circuits and the components and devices used therein.
Corequisite(s): MAT 101 or MAT 170

ELT 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

* 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 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 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 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 236: AFRICAN AMERICAN LITERATURE **(3-0-3)**

This course is a critical study of African American literature examined from historical, social and psychological perspectives.
Prerequisite(s): ENG 102

ENG 238: CREATIVE WRITING **(3-0-3)**

This course presents an introduction to creative writing in various genres.
Prerequisite(s): ENG 101

* ENG 260: ADVANCED TECHNICAL COMMUNICATIONS **(3-0-3)**

This course develops skills in research techniques and increases proficiency in technical communications.
Prerequisite(s): ENG 101 or ENG 160

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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, or appropriate placement score

GEOGRAPHIC MAPPING TOOLS (GMT)

GMT 101: INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (2-3-3)

This course is a study of the development of digital techniques to portray mapping/ spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping.

GMT 103: INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (3-0-3)

This course introduces global positioning systems and remote sensing and their applications to GIS.
Prerequisite(s): GMT 101

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

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 ANALYSIS AND REPORTING (4-0-4)

This course is a study of techniques of retrieving spatial and database information from a digital mapping system, preparing analyses and reports and producing maps, graphics and charts using plotters and printers, and use of software designed specifically for analysis and reporting.

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 103: INTRODUCTION TO HEALTH INFORMATION (3-0-3)
This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems.

HIM 110: HEALTH INFORMATION SCIENCE I (3-0-3)
This course provides an in-depth study of the content, storage, retrieval, control, and retention of health information systems.
Prerequisite(s): Admission to HIM Degree program.
Corequisite(s): AHS 102, HIM 103, HIM 135

HIM 115: MEDICAL REPORTS & THE LAW (2-0-2)
This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.

Prerequisite(s): AHS 102, ENG 101, HIM 103, HIM 110, HIM 135
Corequisite(s): AHS 121, HIM 120, HIM 125, HIM 152

HIM 120: HEALTH INFORMATION SCIENCE II (3-0-3)
This course covers quality assurance and health information management.

Prerequisite(s): AHS 102, ENG 101, HIM 103, HIM 110, HIM 135
Corequisite(s): AHS 121, HIM 115, HIM 125, HIM 152

HIM 125: STANDARDS AND REGULATIONS (3-0-3)
This course provides the student with a study of regulations and standards for health facilities with emphasis in health information systems.

Prerequisite(s): AHS 102, ENG 101, HIM 103, HIM 110, HIM 135, HIM 152
Corequisite(s): AHS 121, HIM 115, HIM 120, HIM 152

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 Degree Program: HIM 162, HIM 215, HIM 265, PSY 201, Humanities/Fine Arts
*   Medical Coding Certificate: AHS 102, BIO 112, HIM 103, HIM 135*
Corequisite(s): HIM Degree Program: HIM 140, HIM 164, HIM 216
*   Medical Coding Certificate: AHS 121, HIM 140, HIM 216*

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): Admission to HIM Degree or Medical Coding Certificate programs.
Corequisite(s): HIM Degree Program: HIM 103, AHS 102, HIM 110, ENG 101

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.

Prerequisite(s): HIM Degree Program: Humanities/Fine Arts, MAT 107, HIM 266
Corequisite(s): HIM Degree Program: HIM 162, HIM 215, HIM 265, PSY 201

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 140, HIM 216, AHS 121
Corequisite(s): HIM 225, HIM 266

HIM 152: CLINICAL PRACTICE I (1-3-2)

This course provides clinical practice in the application of health information system theory in selected health care facilities.

Prerequisite(s): HIM 103, AHS 102, HIM 110, HIM 135
Corequisite(s): AHS 121, HIM 115, HIM 120, HIM 125

HIM 162: CLINICAL PRACTICE II (0-6-2)

This course provides clinical practice in the application of health information system theory in selected health care facilities.

Prerequisite(s): HIM Degree Program: MAT 107, HIM 152, HIM 266
Corequisite(s): HIM Degree Program: HIM 140, HIM 215, HIM 265, PSY 201

HIM 163: SUPERVISED CLINICAL PRACTICE I (0-9-3)

This course includes correlation of didactic and laboratory experiences with clinical experiences in various health care facilities.

Prerequisite(s): HIM 140, HIM 162, HIM 215, HIM 265, PSY 201
Corequisite(s): HIM 130, HIM 216, Humanities/Fine Arts

HIM 215: REGISTRIES AND STATISTICS (3-0-3)

This course includes a study of vital and health care statistics and registries in health information systems.

Prerequisite(s): HIM 152, HIM 266, MAT 107
Corequisite(s): HIM 140, HIM 162, HIM 265, PSY 201

HIM 216: CODING & CLASSIFICATION I (2-3-3)

This course includes a study of disease and procedural coding and classification systems.

Prerequisite(s): HIM 162, HIM 215, HIM 265, HIM 140, PSY 201, Humanities/Fine Arts
Corequisite(s): HIM 130, HIM 163

HIM 225: CODING & CLASSIFICATION II (2-3-3)

This course provides a study of advanced coding and classification systems.

Prerequisite(s): HIM 130, HIM 140, HIM 216, HIM 163, HIM 266
Corequisite(s): HIM 227

HIM 227: SENIOR PROFESSIONAL COMPETENCY (3-0-3)

This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.

Prerequisite(s): HIM 130, HIM 140, HIM 163, HIM 216
Corequisite(s): HIM 225

HIM 265: SUPERVISORY PRINCIPLES (3-0-3)

This course covers principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline, and performance evaluation in health information management.

Prerequisite(s): HIM 152, HIM 266
Corequisite(s): HIM 140, HIM 162, HIM 215, PSY 201

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

This course covers hardware and software components of computers for medical record.
Prerequisite(s): AHS 121, HIM 115, HIM 120, HIM 125, HIM 152
Corequisite(s): MAT 107

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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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 033, MAT 110, MAT 120 OR MAT 155 and Departmental approval ***

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

This course includes work assignments in selected human services agencies.
*Prerequisite(s): MAT 033, MAT 110, MAT 120 OR MAT 155 and 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.

INTERDISCIPLINARY (IDS)

IDS 105: CAREER ASSESSMENT AND EXPLORATION **(1-0-1)**

This course provides students opportunities to determine personality types and career interests. Using assessment results, students will explore career opportunities through a variety of media.

IDS 107: PERSONAL FINANCE SKILLS **(1-0-1)**

This course offers students an overview of credit and financial management, insight into how lenders assess credit histories and the role of credit in achieving financial goals.

IDS 210: SPECIAL TOPICS FOR HONORS **(2-3-3)**

This course is a current study of issues related to history, sociology, science and technology, the arts, political science, and economics.

Prerequisite(s): IDS 225 and admissions to the Honors Program

IDS 255: HONORS COLLOQUIUM – INTERDISCIPLINARY **(1-0-1)**

This colloquium will include readings, lectures and group discussion and may include service learning projects in multiple disciplines. Students are expected to participate in class activities while developing leadership and teambuilding skills. Topics and content will vary by semester.

INDUSTRIAL ELECTRONICS TECHNOLOGY (IET)

IET 223: INDUSTRIAL SAFETY **(3-0-3)**
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health (OSHA) is included.

INDUSTRIAL MANUFACTURING (IMG)

IMG 105: QUALITY CONTROL CONCEPTS AND TECHNIQUES **(3-0-3)**
This course is a study of the scope, function, processes, techniques, and methods used for quality control.

INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT)

IMT 102: INDUSTRIAL SAFETY **(2-0-2)**
This course covers safety awareness and practices found in industry.

IMT 106: FUNDAMENTALS OF INDUSTRIAL TECHNOLOGY **(3-0-3)**
This course is a study of basic industrial topics, including teamwork, blueprint reading, and problem solving in an integrated format.

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 **(4-3-5)**
This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

IMT 141: ELECTRICAL CONTROL DEVICES **(4-3-5)**
This course covers principles and applications of electrical motor control circuits and the industrial equipment.
Prerequisite(s): IMT 212

IMT 160: PREVENTIVE MAINTENANCE **(2-3-3)**
This course covers preventive maintenance techniques.

IMT 161: MECHANICAL POWER APPLICATIONS **(3-3-4)**
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.
Prerequisite(s): IMT 211

IMT 171: MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION I **(1-0-1)**
This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.
Corequisite(s): IMT 106

IMT 172: MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION II **(1-0-1)**
This course is a study of quality and continuous improvement as one of four key manufacturing and portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.
Corequisite(s): IMT 171

IMT 173: MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION III   (1-0-1)
This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.
Corequisite(s): IMT 172

IMT 174: MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION IV   (1-0-1)
This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs.
Corequisite(s): IMT 173

IMT 202: ELECTRICAL TROUBLESHOOTING   (3-3-4)
This course covers diagnosing an electrical problem using prints and electrical techniques.
Prerequisite(s): IMT 140

IMT 203: MECHANICAL TROUBLESHOOTING   (3-3-4)
This course covers diagnosing a mechanical problem using prints and mechanical troubleshooting techniques.
Prerequisite(s): IMT 161

IMT 210: BASIC INDUSTRIAL SKILLS I   (3-0-3)
This course is designed to give students an introduction to basic safety, construction 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   (3-0-3)
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)*
Prerequisite(s): IMT 210

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 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).*
Prerequisite(s): MAT 170, IMT 202, IMT 212, IMT 141

INFORMATION SYSTEMS TECHNOLOGY (IST)

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; MAT 102; ENG 100

IST 190: LINUX ESSENTIALS (3-0-3)

This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications.
Prerequisite(s): CPT 257

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 CONFIGURATION (3-0-3)

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 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 SCIENCES (3-0-3)

This course covers special topics in information sciences technologies.
Prerequisite(s): Permission of NSM advisor

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

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.
Prerequisite(s): IST 204, IST 209

IST 295: FUNDAMENTALS OF VOICE OVER IP (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.
Corequisite(s): LEG 135

LEG 216: ADMINISTRATIVE LAW (3-0-3)

This course is a study of state and federal administrative agencies, rules and regulations, procedures and appeals.
Corequisite(s): LEG 135

LEG 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 242: LAW PRACTICE WORKSHOP (3-0-3)
This course includes the application of substantive knowledge in a practical situation as a paralegal.
Prerequisite(s): LEG 135

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 262: LITIGATION APPLICATIONS (3-0-3)
This course introduces computer applications in various litigation and courtroom settings using general computer and legal software programs.
Prerequisite(s): LEG 135, LEG 201

LEG 270: PARALEGAL CERTIFICATION (3-0-3)
This course provides a review and preparation for testing for a national paralegal certification exam.
Prerequisite(s): LEG 135
NOTE: This course shall be taken in Final semester of program.

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 033: DEVELOPMENTAL MATHEMATICS   **(3-0-3)**

This course includes the study of whole numbers, fractions, decimals, integers, rational numbers, ratios, percents, proportions, measurement, basic statistics, geometry, and basic algebra. Concepts are applied to real-world problem solving and application skills are emphasized. Non-degree credit.

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 033 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 107: CONTEMPORARY STATISTICS & PROBABILITY   **(3-0-3)**

This course introduces common statistical terms and concepts that are widely used to describe data, compute probabilities, estimate parameters, show the degree of relationship between variables, and make decisions. Emphasis is on real world examples and applications.
Prerequisite(s): MAT 033 and RDG 032 or appropriate placement scores.

* MAT 110: COLLEGE ALGEBRA   **(3-0-3)**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prerequisite(s): MAT 102 or appropriate placement scores

* MAT 111: COLLEGE TRIGONOMETRY   **(3-0-3)**

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations.
Prerequisite(s): MAT 110 or appropriate placement scores

* 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, MAT 107, 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 140: ANALYTICAL GEOMETRY AND CALCULUS I **(4-0-4)**

This course includes the following topics: derivatives and integrals of polynomial, 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 AND CALCULUS II **(4-0-4)**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.
Prerequisite(s): MAT 140

MAT 155: CONTEMPORARY MATHEMATICS **(3-0-3)**

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.
Prerequisite(s): MAT 033 or appropriate placement scores

MAT 170: ALGEBRA, GEOMETRY, AND TRIGONOMETRY I **(3-0-3)**

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.
Prerequisite(s): MAT 033 or appropriate placement scores

*MAT 240: ANALYTICAL GEOMETRY AND CALCULUS III **(4-0-4)**

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 107: MEDICAL OFFICE MANAGEMENT **(3-3-4)**
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 PROCEDURES **(3-3-4)**
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 **(0-18-6)**
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 hydraulic 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, selection, 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 101: INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY   (1-3-2)
This course introduces basic concepts and procedures in medical laboratory technology.
Prerequisite(s): AHS 102, AHS 141, AHS 180, BIO 110, Acceptance into Clinical Lab/Phlebotomy program
Co-requisite (s): AHS 144, AHS 205, ENG 155

MLT 102: MEDICAL LAB FUNDAMENTALS   (2-3-3)
This course introduces basic concepts and procedures in medical laboratory technology.
Prerequisite(s): Acceptance into MLT program, BIO 112, CHM 105, ENG 101
Co-Requisite(s): MAT 107, MLT 104, MLT 115, MLT 131

MLT 104: BASIC MICROBIOLOGY (1-3-2)
This course introduces basic concepts and procedures in medical microbiology.
Prerequisite(s): Acceptance into MLT program, BIO 112, CHM 105, ENG 101
Co-Requisite(s): MAT 107, MLT 102, MLT 115, MLT 131

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): MAT 107, MLT 102, MLT 104, MLT 115, MLT 131
Co-Requisite(s): MLT 120, 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 105, MLT 120, 210
Co-Requisite(s): MLT 230

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): Acceptance into MLT program, BIO 112, CHM 105, ENG 101
Co-Requisite(s): MAT 107, MLT 102, MLT 104, MLT 131

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): MAT 107, MLT 102, MLT 104, MLT 115, MLT 131
Co-Requisite(s): MLT 105, MLT 210

MLT 131: CLINICAL CHEMISTRY (3-0-3)
This course provides a study of the chemical elements in human blood and body fluids and their relationship to organ system function. Testing methods, interferences, quality control and clinical correlations will be emphasized.
Prerequisite(s): Acceptance into MLT program, BIO 112, CHM 105, ENG 101
Co-Requisite(s): MAT 107, MLT 102, MLT 104, MLT 115

MLT 210: ADVANCED HEMATOLOGY   (3-3-4)
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.
Prerequisite(s): MAT 107, MLT 102, MLT 104, MLT 115, MLT 131
Co-Requisite(s): MLT 105, MLT 120

MLT 230: ADVANCED CLINICAL CHEMISTRY   (3-3-4)
This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.
Prerequisite(s): MLT 105, MLT 120, 210
Co-Requisite(s): MLT 108

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): AHS 144, AHS 205, ENG 155, MLT 101
Co-Requisite(s): CPT 170

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 108, MLT 230
Co-Requisite(s): MLT 252, PSY 201

MLT 252: CLINICAL EXPERIENCE III   (1-12-5)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): MLT 108, MLT 230
Co-Requisite(s): MLT 251, PSY 201

MLT 253: CLINICAL EXPERIENCE III   (1-12-5)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): MLT 251, 252, PSY 201
Co-Requisite(s): MLT 254, Humanities

MLT 254: CLINICAL EXPERIENCE IV   (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 251, 252, PSY 201
Co-Requisite(s): MLT 254, Humanities

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.
Corequisite(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 231

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 MACHINISTS (3-0-3)

This course is a 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/tolerancing, since bars/plates for compound angles and more.

MTT 250: Principles of CNC (3-0-3)

This course is an introduction to the coding used in CNC programming.
Corequisite(s): MTT 105

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 250

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.
Corequisite(s): MTT 251

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.
Corequisite(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.
Corequisite(s): MTT 256

MTT 290: SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (3-0-3)

This course is a study of current topics related to machine tool technology

MUSIC (MUS)

* MUS 105: MUSIC APPRECIATION (3-0-3)

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

Prerequisite(s): Completion of ENG 100 with a "C" or better, or appropriate placement score

NURSING (NUR)

NUR 134: BEGINNING NURSING SKILLS (3-6-5)
This course is a study of beginning nursing skills. The course prepares the student to assist in patient care and function as an efficient member of the nursing team.

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.
Prerequisite(s): BIO 210 and Acceptance into ADN program
Corequisite(s): NUR 170, BIO 211, PHM 115, PSY 201

NUR 162: PSYCHIATRIC AND MENTAL HEALTH (2-3-3)
This course covers applications 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): ADN Track: NUR 160, NUR 170, PHM 115, BIO 210, BIO 211, PSY 201;
*   LPN Transition Track: NUR 203, NUR 206, PHM 115*
Corequisite(s): ADN Track: NUR 163, NUR 165; ADN Track Fall Start: MAT 110
*   LPN Transition Track: NUR 265*

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.
Prerequisite(s): NUR 160, NUR 170, PHM 115, BIO 211, PSY 201
Corequisite(s): ADN Track: NUR 162, NUR 165; ADN Track Fall Start: MAT 110

NUR 165: NURSING CONCEPTS & CLINICAL PRACTICE I (3-9-6)
This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): NUR 160, NUR 170, PHM 115, BIO 211, PSY 201
Corequisite(s): ADN Track: NUR 162, NUR 163; Fall Admit: MAT 110

NUR 170: NURSING APPLICATIONS (0-3-1)
This course facilitates students' understanding and application of nursing concepts through the use of patient situation discussions.
Prerequisite(s): BIO 210 and Acceptance into ADN program
Corequisite(s): NUR 160, PHM 115, BIO 211, PSY 201

NUR 203: TRANSITION FOR LPNs (0-3-1)
This course assists licensed practical nurses in their transition to the role of the associate degree nursing student.
Prerequisite(s): Acceptance into LPN Transition Track
Corequisite(s): PHM 115, NUR 206
NOTE: LPN Transition Track students should take the Humanities/Fine Arts elective in the semester indicated in the layout.

NUR 206: CLINICAL SKILLS APPLICATION (0-6-2)

This course involves the application of knowledge, skills, and abilities in a clinical setting.

Prerequisite(s): Acceptance into LPN Transition Track
Corequisite(s): PHM 115, NUR 203
NOTE: LPN Transition Track students should take the Humanities/Fine Arts elective in the semester indicated in the layout.

NUR 216: NURSING SEMINAR (0-3-1)

This course is an explanation of concepts related to selected nursing topics.

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): ADN Track: NUR 162, NUR 165, PHM 115, PSY 201; ADN Track, Fall Admit: MAT 110
Corequisite(s): ADN Track: NUR 265; ADN Track Spring Admit: MAT 110

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 265; ADN Track: NUR 263, NUR 265
Corequisite(s): NUR 266, BIO 225

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

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): ADN Track: NUR 162, NUR 165, PHM 115;
*   LPN Transition Track: NUR 203, NUR 206, PHM 115*
Corequisite(s): ADN Track: NUR 263; ADN Track, Spring Admit: MAT 110
*   LPN Transition Track: NUR 162*

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

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): ADN Track: NUR 263, NUR 265;
*   LPN Transition Track: NUR 265*
Corequisite(s): BIO 225, NUR 264

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

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development.

Prerequisite(s): BIO 225, NUR 264, NUR 266

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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, or appropriate placement score

PHARMACOLOGY (PHM)

PHM 115: DRUG CLASSIFICATION I (1-3-2)

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups.

Prerequisite(s): BIO 210 an Acceptance into ADN program OR LPN Transition program

Corequisite(s): ADN Track: NUR 160 NUR 170, BIO 211, PSY 201

LPN Transition Track: NUR 203, NUR 206

NOTE: LPN Transition Track students should take the Humanities/Fine Arts elective in the semester indicated in the layout.

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 a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHYSICS (PHY)

* PHY 201: PHYSICS I **(3-3-4)**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Corequisite(s): MAT 110

* 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

* 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.

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; BIO 112
Corequisite(s): AHS 205, MAT 155, PNR 122

PNR 122: FUNDAMENTALS OF PHARMACOLOGY (3-0-3)

This course is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations. Effects of specific drugs are presented.

Prerequisite(s): Admission into the Practical Nursing Program; BIO 112
Corequisite(s): AHS 205, MAT 155, PNR 110

PNR 128: MEDICAL/SURGICAL NURSING I (4-9-7)

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): PNR 110, PNR 122, AHS 205, MAT 155
Corequisite(s): PNR 165, ENG 101

PNR 138: MEDICAL/SURGICAL NURSING II (4-9-7)

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): PNR 165, PNR 128, ENG 101
Corequisite(s): PNR 170, PNR 182, PSY 201

PNR 165: NURSING CARE OF THE FAMILY (4-6-6)

This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings.

Prerequisite(s): PNR 110, PNR 122, AHS 205, MAT 155
Corequisite(s): PNR 128, ENG 101

PNR 170: NURSING OF THE OLDER ADULT (0-6-2)

This course is a study utilizing the Nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient.

Prerequisite(s): PNR 165, PNR 128, ENG 101
Corequisite(s): PNR 138, PNR 182, PSY 201

PNR 182: SPECIAL TOPICS IN PRACTICAL NURSING (2-0-2)

This course covers special topics in Practical Nursing. The topics of this course are LTC management of patients, special issues in LTC and the PN role.

Prerequisite(s): PNR 165, PNR 128, ENG 101
Corequisite(s): PNR 138, PNR 170, PSY 201

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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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 INTELLECTUALLY DISABLED **(3-0-3)**
This course is a survey of the nature and causes of intellectual disability, including the attitudes and relationships of the community to the Intellectually Disabled.
Prerequisite(s): PSY 201

PSY 218: BEHAVIOR MODIFICATION **(3-0-3)**
This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.
Prerequisite(s): PSY 201

PSY 230: INTERVIEWING TECHNIQUES **(3-0-3)**
This course develops skills necessary for interviewers in various organizational settings.
Prerequisite(s): PSY 105, PSY 201

PSY 231: COUNSELING TECHNIQUES **(3-0-3)**
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings.
Prerequisite(s): PSY 105, PSY 230

PSY 235: GROUP DYNAMICS **(3-0-3)**
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group processes in specialized settings.
Prerequisite(s): PSY 201

PSY 237: CRISIS MANAGEMENT **(3-0-3)**
This course is a study of the effects of crisis on people, the methods of intervention, and the use of multiple resources to re-establish individual functioning.
Prerequisite(s): PSY 105, PSY 230

PHYSICAL THERAPY (PTH)

PTH 101: PHYSICAL THERAPY PROFESSIONAL PREPARATION   **(2-0-2)**
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

PTH 102: INTRODUCTION TO PHYSICAL THERAPY   **(1-3-2)**
This course prepares the student to provide skilled basic patient care in a physical therapy setting.

PTH 105: INTRODUCTION TO KINESIOLOGY   **(2-3-3)**
This course introduces musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

PTH 115: PATHOLOGY FOR PHYSICAL THERAPIST ASSISTANTS   **(3-0-3)**
This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

PTH 118: PHYSICAL AGENTS & MODALITIES   **(3-3-4)**
This course prepares students to administer physical therapy intervention using physical agents and modalities.

PTH 220: PATIENT ASSESSMENT TECHNIQUES   **(3-3-4)**
This course introduces patient assessment and data collection techniques commonly used in physical therapy.

PTH 226: THERAPEUTIC EXERCISES   **(2-3-3)**
This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

PTH 228: MANUAL THERAPY TECHNIQUES   **(1-3-2)**
This course introduces principles and basic techniques of manual therapy and wound care.

PTH 234: CLINICAL EDUCATION I   **(0-9-3)**
This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

PTH 242: ORTHOPEDIC MANAGEMENT   **(3-3-4)**
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 246: NEUROMUSCULAR REHABILITATION   **(3-6-5)**
This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

PTH 264: CLINICAL EDUCATION II   **(0-15-5)**
This course provides advanced clinical experiences for the Physical Therapist Assistant student within a physical therapy setting.

PTH 270: SPECIAL TOPICS IN PHYSICAL THERAPY   **(3-0-3)**
This course provides opportunities for specialized study of selected topics in physical therapy.

PTH 274: CLINICAL EDUCATION III (0-15-5)

This course requires the Physical Therapist Assistant student to demonstrate entry- level clinical skills within a physical therapy setting.

RADIOLOGICAL TECHNOLOGY (RAD)

RAD 101: INTRODUCTION TO RADIOGRAPHY (2-0-2)
This course provides an introduction to Radiologic Technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

RAD 110: RADIOGRAPHIC IMAGING I (3-0-3)
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prerequisite(s): MAT 110, RAD 101

RAD 115: RADIOGRAPHIC IMAGING II (3-0-3)
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite(s): RAD 110

RAD 121: RADIOGRAPHIC PHYSICS (4-0-4)
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.
Prerequisite(s): RAD 101

RAD 130: RADIOGRAPHIC PROCEDURES I (2-3-3)
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.
Prerequisite(s): BIO 210

RAD 136: RADIOGRAPHIC PROCEDURES II (2-3-3)
This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisite(s): RAD 130

RAD 153: APPLIED RADIOGRAPHY I (2-3-3)
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): Completion of ENG 100 with a "C" or better, 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): Admission to AAS.RES program
Corequisite(s): RES 111, RES 121, RES 123

RES 111: PATHOPHYSIOLOGY (2-0-2)

This course is a study of the general principles and analyses of normal and diseased states.
Prerequisite(s): Admission to AAS.RES program
Corequisite(s): RES 101, RES 121, RES 123

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
Corequisite(s): RES 236, RES 244, RES 265

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
Corequisite(s): RES 204, RES 244, RES 265

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/widower-hood 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): Completion of ENG 100 with a "C" or better, 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): Completion of ENG 100 with a "C" or better, 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 107, PSY 201
Corequisite(s): SUR 102, SUR 103

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 107, PSY 201
Corequisite(s): SUR 101, SUR 103

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): AHS 102, BIO 112, BIO 115, ENG 101, MAT 107, PSY 201
Corequisite(s): SUR 101, SUR 102

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, SUR 103
Corequisite(s): 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, SUR 103
Corequisite(s): 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

THEATER (THE)

* THE 101: INTRODUCTION TO THEATER (3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production. (Internet Only)

Prerequisite(s): Completion of ENG 100 with a "C" or better, 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 with a grade of "C" or better

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 with a grade of "C" or better

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 (IMT STUDENTS) **(2-3-3)**
This course covers gas and arc welding processes used in maintenance shops.

WLD 145: FIELD WELDING (AUT STUDENTS) **(1-3-2)**
This course covers welding with portable welding machines in field use.

WLD 154: PIPE FITTING & WELDING **(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 **(2-3-3)**
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 **(2-0-2)**
This course covers the weld-ability of metals, weld failures, and the effects of heat on chemical, physical, and mechanical properties.

WLD 208: ADVANCED PIPE WELDING **(1-6-3)**
This course covers the procedures and practices used in taking welder qualification tests.

WLD 212: DESTRUCTIVE TESTING **(2-0-2)**
This course covers the destructive testing methods used in the evaluation of welds.

WLD 220: STRUCTURAL AND PIPE APPLICATIONS **(2-6-4)**
This course covers the procedures and practices used in taking welder qualification tests.

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.
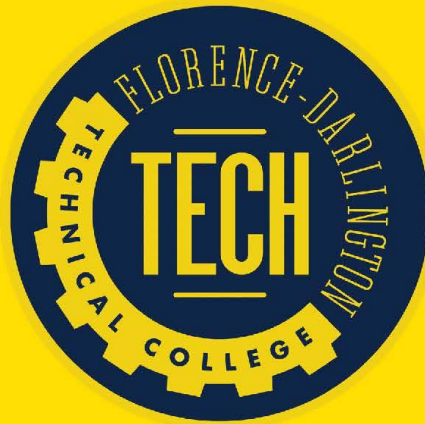
2715 West Lucas Street
P.O. Box 100548
Florence, SC 29502-0548

WWW.FDTC.EDU