

2022-2023

Catalog

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Education for the Real World!

## *President's Message*



Welcome to Florence-Darlington Technical College. I am excited for you to continue your education at our College.

For more than 50 years, Florence-Darlington Technical College has been serving the needs of the Pee Dee area residents by offering quality educational programs that support economic development and the dreams and aspirations of the citizens of Florence, Darlington, and Marion counties. At FDTC, we offer a host of opportunities explicitly geared to meet tomorrow's educational challenges.

With the degree, diploma, and certificate programs in more than 75 fields of study, from accounting to machine tool technology to engineering technology to criminal justice to healthcare, to name a few, the College affords students a vast array of options from which to choose. At FDTC, the educational opportunities are extremely affordable (some free of charge), allowing you to graduate debt-free. The College offers unique programs and services such as the Caterpillar Dealer Academy, the Advanced Welding & Cutting Center, stackable certificates, hybrid classes, and our Online College with the flexibility of courses to meet your schedule needs. The Online College offers several entire degree programs online.

The College Transfer Program (AA/AS degrees) is an alternative for students who want to remain close to home and need an economical way to finance their first two years of college. Successful completion of the program ensures that you can transfer a full two-year credit to a four-year college or university.

The College faculty and staff are committed to your success by providing individual attention throughout the process and excellence in teaching to assure you the best possible education in your chosen field. Be assured that FDTC will continue to develop new programs to meet the ever-changing needs of the workforce.

Whether you are looking for your first career, enhance your current skills to stay competitive in our global society, or plan to continue your education at a four-year college, FDTC is committed to helping you achieve your goals.

As you review this catalog, I hope that it proves helpful in answering your questions. It offers information about our programs and our vast array of student services, including financial aid, admissions processes, and career counseling.

I invite you to visit our modern 240-acre campus with state-of-the-art technology and our other satellite campuses in Hartsville, Mullins, Lake City (The Continuum), and the Health Sciences Campus in downtown Florence. Our staff will make every effort to make your journey enjoyable and stress-free. Please see us today and let us show you how to fulfill your educational goals to achieve success. Your success is our success!

Our reputation for offering "education that works" has made us the choice of many Pee Dee area residents, and we are glad you are considering FDTC as part of your future.

Sincerely,

A handwritten signature in black ink that reads "Dr. Jermaine Ford". The signature is written in a cursive, flowing style.

Dr. Jermaine Ford  
President



# Florence-Darlington Technical College

## 2022-2023 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](http://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 Terry Dingle, AVP of Human Resources/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

Florence-Darlington Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, diplomas, and associate degrees. Questions about the accreditation of Florence-Darlington Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



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 the College's website, [www.fdtc.edu](http://www.fdtc.edu), 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 currently serves Florence, Darlington, and Marion Counties. The College's initial enrollment of 250 students now exceeds 4,500 curriculum students. Its original campus of less than 10 acres has expanded to 246 acres with a modern complex of nine major buildings totaling approximately 320,000 square feet.

The College embarked on a new venture in August of 2007 and opened the doors on the first phase, the Advanced Manufacturing Center, of the Southeastern Institute for Manufacturing and Technology (SiMT). The Advanced Manufacturing Center 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 (The Continuum) and Mullins. The College also operates a large health sciences complex in downtown Florence entirely devoted to careers in the health area.

## **VISION STATEMENT**

Florence-Darlington Technical College transforms diverse lives through excellence and innovation in education.

## **MISSION STATEMENT**

Florence-Darlington Technical College provides a student-centered experience through technical education, workforce development training, and economic development activities.

FDTC strives to support its mission and achieve its vision through the following core values:

Accountability, Excellence, Innovation, Integrity, Leadership, Teamwork, and Communication

## **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 (HEOA) OF 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

## OPEN ADMISSIONS

Florence-Darlington Technical College operates on an open admissions policy as required by the 1976 Code of Laws of South Carolina, as amended. Florence-Darlington Technical College takes advantage of every effort to minimize geographic, financial, and scholastic barriers to the post-secondary programs and services offered by the technical colleges. FDTC admits all qualified individuals who meet appropriate academic age and verified legal presence requirements.

In order to promote achievement by individuals with varied potential, open admissions is defined as a practice, which (1) admits to the College all citizens who can benefit from available learning opportunities, and (2) places into specific programs of study those students whose potential for success is commensurate with program admission standards.

The definition of open admissions implies a commitment to assess student potential and to provide appropriate developmental and remedial programs of study as may be required.

In support of this definition, FDTC adheres to the following procedures:

1. Utilizes admissions procedures, which concentrate on career guidance and the assessment of competency in basic skills through the approved college placement tests.
2. Utilizes minimum placement criteria for admission into developmental courses. The criteria reflect an analysis of the entry-level skills for each curriculum. Those students not eligible for entry into developmental course are referred to Adult Basic Education or other literacy programs as appropriate.
3. Articulation between developmental courses and each curriculum program has been established through the minimum competencies set in math, reading, and English on the approved college placement tests and course progression.
4. Minimum academic standards and procedures have been established for academic probation for those students who do not maintain satisfactory progress.
5. Specific entry-level skill have been established for admission into each program. The Admissions Testing Committee, in conjunction with the academic departments, establishes, monitors, and evaluates entrance requirements, testing procedures, and instruments used by FDTC for effective student placement. Specific skill taught in each program are identified by the individual departments, which include identifying reliable techniques for determining student performance.

## 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.

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

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

## **ADMISSION PROCEDURES**

1. Submit a free online application for admissions at <https://apply.fdtc.edu>. Applications will remain in active status for one year from the date of application.
2. For those who are planning to apply for financial aid, we recommend that they do so at the time they apply to the College. School code: 003990
3. Submit proof of high school graduation (official high transcript or diploma) or GED (score report or certificate) from an accredited institution recognized by the state of South Carolina. Official transcript(s) are strongly recommended for students who have attended a previous college(s).
4. Submit appropriate entrance test scores (SAT, ACT, or the College's placement test scores). Some programs may require additional test scores. If a high school graduate earns a high school diploma and a 2.6 GPA from an accredited institution, testing may be waived.
5. Some programs require a placement interview with the department chair.
6. Students will be admitted into their chosen program with a condition that they must meet test scores or take all necessary prerequisite 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.
7. 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 them through developmental courses and into their program coursework.

## **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 and who have full-time employment in the state, or the dependent(s) of such persons. 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 residency. If there is any question, contact the Registrar at (843) 661-8351 or the Financial Aid Office at (843) 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.

## **PLACEMENT TESTS**

1. Next Generation Accuplacer is used for entry into all programs.
  - a. Next Generation Accuplacer consists of the following portions:
    - 20 Math questions
    - 20 Reading questions
    - 25 Sentence Skills questions
  - 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 grade



of “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 readmit students who have successfully completed ENG 101. In addition, appropriate testing may be required prior to taking math courses.

## PLACEMENT SCORES

Reading & English Placement	Next Generation Accuplacer	Classic Accuplacer	Compass	ACT	SAT	New SAT
<b>RWR 032</b>	W 210-229 & R 210-229	SS 20-44 & R $\geq$ 32	W 1-60	W 0-14	200-390	200-320
			R 45-60	R 10-14	250-330	200-320
<b>RWR 100</b>	W 230-249 & R 230-249	SS 45-70 & R $\geq$ 50	W 61-77	W 15-18	400-470	330-460
			R 61-80	R 15-18	340-470	330-440
<b>ENG 155</b>	W 230-249 & R 230-249	SS 45-70 & R $\geq$ 50	W 61-99	E 15-36	400-800	330-460
<b>ENG 101/160</b>	W $\geq$ 250 & R $\geq$ 250	SS 71-81 & R $\geq$ 75	E 78-99	W 19	480-800	470
			R 81-99	R 19		
Math Placement	Next Generation Accuplacer	Classic Accuplacer	Compass	ACT	SAT	New SAT
<b>MAT 155</b>	AR < 260	EA < 40	PA < 60	< 16	< 380	< 420
Math Placement Sequence	Next Generation Accuplacer	Classic Accuplacer	Compass	ACT	SAT	New SAT
<b>MAT 107*</b> <b>MAT 101</b> <b>MAT 170</b> ↓                    ↓	AR 260-300 AAF 200-229	EA 40-74	PA 60-99	16-18	380-419	420-499
<b>MAT 120</b> <b>MAT 102/175</b>	AAF 230-249	EA 75-99	A 44-59	19-21	420-509	500-559
<b>MAT 110</b>	AAF 250-269	EA 100-120	A 60-99	22-25	510-539	560-649
<b>MAT 111/130</b>	AAF 270-300	N/A	CA 42-99	26+	540+	650+
<b>MAT 140</b>	MAT 111 prerequisite					
<b>MAT 141</b>	MAT 140 prerequisite					

\*MAT 107 is recommended as the prerequisite for MAT 120

### Expiration Dates:

Next Generation and Classic Accuplacer = 5 years

ACT/SAT/Compass = 5 years

NSAT = 10 years

### High School Graduates with 3.0 GPA

High school graduates who are Life Scholarship eligible will be placed into MAT 101/107/155/170 and ENG 101/155/160 unless their placement test scores place them into higher-level courses.

### High School Graduates with 2.6 GPA and above

For high school graduates with a GPA of 2.6 and above, math will be reviewed per high school transcript if Algebra I, Algebra II, and Geometry = B average and placement courses would include MAT 110/120/170/175 depending on program requirements.

### High School Graduates with less than a 2.6 GPA

High school graduates with a GPA less than 2.6 will be placed into ENG 155/MAT 155. Test optional if student wants to place in higher level courses.

### \*NEW-GED College Ready:

GED recipients who score 165-174 on the GED are exempt from the Accuplacer reading requirement and eligible to place into MAT 101/107/155/170 and RWR 100.

**Dual Enrollment:**

- High school students taking technical courses via dual enrollment must have an overall high school GPA of 2.5 to be awarded waiver scores for RWR 100.
- High school students taking general education courses via dual enrollment must have an overall high school GPA of 3.0 to be awarded waiver scores for ENG 101. Math will be reviewed with a high school transcript reflecting an unweighted GPA  $\geq 2.6$  or weighted GPA  $\geq 3.2$  if Algebra I, Algebra II, and Geometry = B average then MM2. (MM2 courses include MAT 110/120/170/175 depending upon program requirements.)

**The Assessment Center’s Hours of Operation:**

Monday – Thursday            8:00 a.m. – 5:30 p.m.            *(all new testing stops one hour prior to closing)*  
 Friday                            8:00 a.m. – 11:30 a.m.            *(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. Testing must be completed by closing time.

\*\*\*Hours will be extended for midterm and final exams.

**READMIT APPLICANTS**

If you are a returning student and have not attended FDTC for one year, you must submit a new application and be readmitted under the current curriculum requirements.

Students in a program that is 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 the SAT, the 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 grade of “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 provides 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, the ACT, or the College’s placement test for entrance into their desired program.

Applicants who have been home schooled and possess a credible high school diploma issued by the South Carolina Association of Independent Home Schools, or any organization as described above, are eligible for financial assistance.

## **TRANSFER APPLICANTS**

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 grade of “C” or better 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% 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.

## **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](http://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 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 paying fees, attending classes, and/or participating in online classes.

## **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. Testing will not 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, the ACT, or the College's placement 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.

## **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 student may take up to fifteen (15) credit hours. Students with undeclared status must meet course prerequisites and placement test scores for entrance into their desired course(s).

## **Florence-Darlington Technical College Welcomes Veterans!**

Florence-Darlington Technical College does not specifically recruit active military or veteran members. They are provided the same admissions and recruitment information as all prospective students. Incentives of any kind are not provided for recruiting students per South Carolina policies and regulations. We thank you for your devoted service and commitment to our country. Welcome!

## **INTERNATIONAL STUDENTS**

Florence-Darlington Technical College welcomes the enrollment of international students who wish to pursue post-secondary study in the United States. The Admissions team is dedicated and willing to provide assistance to international applicants in the processing of the required documents necessary to secure a student F-1 Visa. Assistance is also available if international students are seeking to change their visa status and/or transfer to another college.

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 contact the Admissions Office for application materials. An application and all supporting documents must



be received in the Office of Admissions at least three months prior to the day of registration for the term of entry.

All transcripts (submitted in English translation if the original is in another language), test scores, and other credentials become the property of the College and will not be returned or transferred to another institution. All F-1 and M-1 visa students are subject to 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 other requirements.

## **Requirements:**

1. Complete the Admissions application online at [www.fdtc.edu](http://www.fdtc.edu).
2. 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 score of 500 on the Test of English as a Foreign Language (TOEFL), administered worldwide by the Educational Testing Service, P.O. 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.
3. 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.
4. 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.
5. 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.
6. 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 and 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 at least a "C" average and 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 United States Citizenship and Immigration Services.

## **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 United States Citizenship and Immigration Services 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 within 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 United States Citizenship and Immigration Services and assume responsibility for complying with test regulations as well as college regulations on student conduct and enrollment. A student whose enrollment drops below full-time is subject to removal from the College. The United States Citizenship and Immigration Services 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.

## **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.

# FINANCIAL INFORMATION

## STUDENT TUITION AND 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 Florence county, Darlington county, or another county in the state of South Carolina 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 myFDTC Self Service (my.fdtc.edu) under “Student Finance Admin - Make A Payment” 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	\$185	\$196	\$274	\$363
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

- General Education Course Fee (\$30/credit hour)
- Technology Education Course Fee (\$45/credit hour)
- Health Science Course Fee (\$50/credit hour)
- Technology Fee (\$4/credit hour, capped at \$50 per term)
- Activity Fee (\$50/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.

**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 a cumulative outstanding financial obligation greater than \$500 (or other obligation) 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 Self-Service ([my.fdtc.edu](http://my.fdtc.edu)) or by telephone. Credit or debit cards are also accepted at the Business Office located in Building 5000 on the 2<sup>nd</sup> floor 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 – SCATE 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 called 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. For more information visit [www.scate.org](http://www.scate.org) or contact the SCATE Center of Excellence at (843) 676-8547 or at [techstars@fdtc.edu](mailto:techstars@fdtc.edu) or [scate@fdtc.edu](mailto: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 high demand. For more information visit [www.scate.org](http://www.scate.org) or contact the SCATE Center of Excellence at (843) 676-8547 or [scate@fdtc.edu](mailto: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.

## **GED by 23**

Eligible students must meet the following criteria:

- Complete a high school diploma or GED through one of South Carolina's 52 state approved Adult Education offices between July 1, 2021 and June 30, 2023 or
- Complete two sections of the GED and be a part of an integrated education and training career pathway between July 1, 2021 and June 30, 2023.

Eligible expenditures include tuition and associate fees for credit and non-credit training programs. Award amounts will not exceed the total cost of tuition and fees. The Free Application for Federal Student Aid (FAFSA) is not required; however, it is encouraged to determine eligibility for other financial aid. Eligible programs must lead directly to employment and be completed in one year or less. GED by 23 funding will end September 30, 2024.

## **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:

<b>Refund Rates</b> <i>(subject to change)</i>	
<b>Withdrawal or Net Reduction of Credit Hours</b>	<b>Refund</b>
<b>15-Week Sessions and 12-Week Sessions</b>	
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%
<b>8-Week Sessions</b>	
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%
<b>Summer Term - (10-Week Session)</b>	
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%
<b>Summer Term - (8-Week Session)</b>	
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 Self-Service. 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 selected refund preference with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. 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, Lottery Tuition Assistance, and SCWINS 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, Lottery Tuition Assistance, and SC WINS 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 and easy)**

First...

1. Create FSA ID Username and Password at [www.studentaid.gov](http://www.studentaid.gov).
2. Apply online at [www.studentaid.gov](http://www.studentaid.gov). Application is processed...

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% 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

<b>Academic Program</b>	<b>Hours Required in the Program</b>	<b>Maximum Allowable Attempted Hours (150%)</b>
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.

## **SCHOLARSHIPS**

The Florence-Darlington Technical College Educational Foundation receives funding for scholarships from individuals, businesses, industry, and private sources. These merit-based scholarships are awarded on criteria set by the Educational Foundation and the scholarship donors.

### **Eligibility**

Students must meet the following requirements to be considered for a Foundation-based scholarship:

- Have and maintain a minimum, cumulative institutional GPA of 2.5
- Have a complete admissions file with the Admissions Office
- Have completed the FAFSA (Free Application for Federal Student Aid) for the appropriate academic year
- Be enrolled in an eligible program in at least 6 credit hours
- Have completed the FDTC Scholarship Application by the deadline – visit [www.fdtc.edu/foundation](http://www.fdtc.edu/foundation)

### **Application and Award Process**

To determine if applicants meet the necessary requirements, all student information will be verified. GPAs will be checked after the most recent term grades have been posted; for fall term applicants, summer grades will be considered as well. The Scholarship Committee will meet after all information and grades have been verified. The Committee will review the applicants and award scholarships based on individual scholarship requirements often set by the scholarship donors themselves. Scholarship awards are merit based and priority is given to students who exhibit academic merit.

### **Award Notification and Receipt**

Applicants are notified of their individual award status through mail. Letters are mailed to the student's address on file with the College. The Educational Foundation coordinates with the Financial Aid Office and the Business Office to ensure awarded funds apply to student accounts prior to the beginning of the upcoming term.

Depending on the individual scholarship, a part-time student may only be eligible to receive one-half of the scholarship award.

If a student fails to register for classes or withdraws from the College, the scholarship award will be forfeited. Scholarship awards are to be used during the term for which they are originally intended and cannot be transferred to another term.

## TYPES OF FINANCIAL AID

### A. Need-Based

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Work-Study
- South Carolina Need-Based Grant
- 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
- SC WINS Scholarship
- Academic Scholarship
- WIA Tuition Voucher
- Tuition Payment Plan
- SC National Guard College Assistance Program
- Workforce Scholarships for the Future
- GED by 23

## 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 Veteran Readiness and Employment, 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.va.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://ask.va.gov> 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](mailto:VeteranServices@fdtc.edu), call (843) 661-8144, fax (843) 413-2744, or visit [www.fdtc.edu/veterans](http://www.fdtc.edu/veterans).

## VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, provide the authorized purchase order issued to the school by the Vocational Rehabilitation Counselor.

**NOTE:** Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. For Chapter 31 students, an authorized purchase order can be obtained by the school from the Tungsten Network System. The authorized purchase order is proof of student eligibility.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

# 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.

Under Student Privacy Policy 50-21, Florence-Darlington Technical College is committed to protecting the privacy of all students, including students enrolled in distance and correspondence education courses or programs, by preserving student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and the State Board for Technical and Comprehensive Education (SBTCE) Policy 4-4-105. All employees who work with student information are required to participate in annual FERPA training coordinated by Human Resources and adhere to the guidelines that have been established for distance and correspondence education courses or programs, which are delivered via our learning management system, Desire to Learn (D2L). In addition, students are notified annually regarding

FERPA and the protection of their records.

Under Student Privacy Procedure 51-21, when a student applies to FDTC, each student is issued a unique identification number (ID). This identification number becomes the student's official "Student ID" throughout the student's matriculation at FDTC. In addition, students are also required to create a unique personal password. Once the unique password is confirmed, this password along with the Student ID/Username are required for students to access their emails and Desire to Learn (D2L), which is the official learning management system that retains all of FDTC's learning platforms. Students are required to change their passwords as an added security measure. All students are responsible for securing their passwords, and students are informed of this responsibility during orientation and in writing.

Desire to Learn provides a secure environment for faculty members to post attendance, assignments, exams, and grades. Students are only able to access D2L and the personal information contained in D2L via their unique Student ID/Username and password.

Full time faculty have access to student information in order to instruct and advise students in their respective programs. Adjunct faculty do not advise students, so their access to student information is limited. Academic program directors, chairs, associate vice presidents, and vice presidents have varying degrees of access to student information based on their responsibilities. All FDTC employees acquire unique user names and passwords upon hire to access their emails and other work-related platforms. Only employees whose duties and responsibilities are directly connected to student success have access to student information. If any employee is terminated or leaves the college for any reason, access to student information is discontinued.

## TRANSCRIPTS

Florence-Darlington Technical College has authorized Parchment Exchange to provide transcript ordering via the internet. It is secure and convenient. You may submit a request 24 hours a day, 7 days a week from any location. In accordance with the Family Rights and Privacy Act of 1974, transcripts may not be released to a third party without the written consent of the student. **Please note: Transcript requests will not be processed when the college is closed, including holidays and weekends.** Unofficial transcripts are available free of charge to **current** students on **Student Self-Service** at <https://my.fdtc.edu> under the **Student** menu. (Please note: Former students do not have access to unofficial transcripts.)

## 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 15-week term and drop a course during the first ten (10) days of a 15-week term. A student may add a course during the first three (3) days of a 12-week, 10-week, or 8-week term and drop a course during the first five (5) days of a 12-week, 10-week, or 8-week 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's Office located in the 100 building.
- It is the student's responsibility to initiate the proper paperwork to drop or withdraw from courses. Failure to attend a course does not constitute proper procedure for dropping or withdrawing from a course; however, you will be dropped from a course if you do not attend during the first week of the semester, or submit an assignment during the first 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
- Associate in Arts
- Associate in Science
- Automotive Technology
- Automotive Technology Diesel Option – Day/Evening Program
- Civil Engineering Technology
- Computer Technology Network Systems Management
- Criminal Justice Technology
- Dental Hygiene
- Diesel Technology Caterpillar Dealer Service Technician Program
- Early Care and Education
- Electronics Engineering Technology
- General Technology
- Health Information Management
- Human Services
- HVAC Heating, Ventilation and Air Conditioning Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Management
- Marketing
- Mechanical Engineering Technology
- Medical Laboratory Technology
- Nursing
- Paralegal
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology

## 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
- Medical Assisting
- Nursing Practical Nursing – Fall Admission
- Welding

# CERTIFICATE PROGRAMS

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

- Advanced CyberSecurity
- Automotive Technology – Auto Body Repair
- Basic Automotive
- Bookkeeping
- Civil Engineering Technology – Computer-Assisted Drafting
- Civil Engineering Technology – Geographic Information Systems
- Computer Technology – Fundamentals of Networking
- Computer Technology – Web Applications and Development
- Cosmetology
- Criminal Justice Technology
- Diesel and Heavy Equipment – Evening Program
- Early Childhood Development
- Electrician
- Electronics Engineering Technology – Process Control
- HVAC - Essentials of Heating, Ventilation and Air Conditioning
- HVAC - Essentials of Heating, Ventilation and Air Conditioning – Evening Program
- Industrial Maintenance Technology
- Leadership
- Machine Tool Technology – Computer Numerical Control Programmer
- Machine Tool Technology – Computer Numerical Control Operator
- Machine Tool Technology – Machinist I
- Machine Tool Technology – Machine Operator
- Marketing Promotions
- Medical Coding and Billing – Fall Admission
- Phlebotomy Technician
- Police Pre-Academy Training
- Welding
- Welding – Pipe Welding

# PROGRAM INFORMATION

## LOCATIONS

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	Online
Accounting	✓			✓	✓	✓	✓							
Advanced CyberSecurity		✓			✓		✓							✓
Associate in Arts	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓
Associate in Science	✓			✓	✓	✓	✓			✓	✓	✓	✓	✓
Auto Body Repair		✓		✓	✓	✓	✓							
Automotive Technology	✓	✓		✓	✓		✓							
Automotive Technology – Diesel Option	✓			✓	✓		✓							
Basic Automotive		✓		✓	✓		✓							
Bookkeeping		✓		✓	✓	✓	✓							✓
Civil Engineering Technology	✓			✓	✓	✓	✓							
Civil Engineering Technology – Computer- Assisted Drafting		✓		✓	✓	✓	✓							
Civil Engineering Technology – Geographic Information Systems		✓		✓	✓	✓	✓							
Computer Technology – Fundamentals of Networking		✓		✓			✓							
Computer Technology – Web Applications and Programming		✓		✓			✓							
Computer Technology – Network Systems Management	✓			✓			✓							
Cosmetology		✓		✓					✓					
Criminal Justice Technology	✓	✓		✓	✓		✓							✓
Dental Hygiene	✓			✓				✓						
Diesel and Heavy Equipment		✓		✓	✓		✓							
Diesel Technology – Caterpillar Dealer Service Technician Program	✓			✓			✓							

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	Online
Early Care and Education	✓			✓			✓							✓
Early Childhood Development		✓	✓	✓	✓		✓							✓
Electrician		✓		✓							✓			
Electronics Engineering Technology	✓			✓	✓	✓	✓							
Electronics Engineering Technology – Process Control		✓		✓	✓	✓	✓							
Expanded Duty Dental Assisting			✓	✓				✓						
General Technology	✓			✓	✓	✓	✓	✓		✓	✓	✓		✓
Health Information Management	✓			✓				✓						✓
Human Services	✓	✓		✓	✓		✓							
HVAC – Heating, Ventilation & Air Conditioning Technology	✓	✓		✓	✓	✓	✓				✓			
Industrial Maintenance Technology	✓	✓		✓			✓				✓			
Leadership		✓		✓	✓	✓	✓							✓
Machine Tool Technology	✓		✓	✓			✓							
Machine Tool Technology – Computer Numerical Control Operator		✓		✓			✓							
Machine Tool Technology – Computer Numerical Control Programmer		✓		✓			✓							
Machine Tool Technology – Machinist I		✓		✓			✓							
Machine Tool Technology – Machine Operator		✓		✓			✓							
Management	✓			✓	✓	✓	✓							✓
Marketing	✓			✓	✓	✓	✓							✓
Marketing Promotions		✓		✓	✓	✓	✓							✓
Mechanical Engineering Technology	✓			✓	✓	✓	✓							
Medical Assisting			✓	✓				✓						

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	Online
Medical Coding and Billing		✓		✓				✓						✓
Medical Laboratory Technology	✓			✓				✓						
Nursing	✓			✓	✓			✓						
Nursing – Practical Nursing			✓	✓				✓						
Paralegal	✓			✓	✓		✓							
Phlebotomy Technician		✓		✓				✓						
Physical Therapist Assistant	✓			✓				✓						
Police Pre- Academy Training			✓	✓	✓		✓							
Radiologic Technology	✓			✓				✓						
Respiratory Care	✓			✓				✓						
Surgical Technology	✓			✓				✓						
Welding		✓	✓	✓	✓	✓	✓							
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 before the second class meeting, 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 by e-mailing [ceregistration@fdtc.edu](mailto:ceregistration@fdtc.edu).

Payment methods accepted:

- Cash
- Check
- Credit card
- Student sponsorship (WIOA, Vocational Rehabilitation, etc.)

# FDTC'S ONLINE COLLEGE

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

## Current Online Programs

- Associate in Arts
- Associate in Criminal Justice Technology
- Associate in Science
- Certificate in Bookkeeping
- Certificate in Criminal Justice Technology

## 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 may be required, at a minimum, to come to FDTC or other approved location(s) 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 (D2L) 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. Students may be asked to attend campus for supervised testing or labs if there are extenuating circumstances that impact online testing or labs. In these cases, 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. **Students enrolling in on-line course(s) are encouraged to complete a training module/assessment located in D2L. The module/assessment is designed to prepare students for on-line instruction and promote student success in on-line courses.** For more information, please call (843) 661-8123, option 1.

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](http://www.nc-sara.org)



# HIGH SCHOOL DUAL CREDIT

FDTC provides academic courses at high schools, on FDTC campuses, and online for selected high school juniors and seniors. This program has been developed to give students the opportunity to begin their college education while still in high school. Students may be eligible to receive both college and high school credit for each course satisfactorily completed. Dual enrollment students have the same rights and responsibilities as any other FDTC student.

Each student is required to complete an application for admission into the General Technology Program via the FDTC college website at [www.fdtc.edu](http://www.fdtc.edu). All students must submit the following documents prior to acceptance into the program:

- Permission and Communication Form, signed by their high school principal or home-school principal and their parent(s) or guardian(s)
- Signed Lottery Waiver Form (required for students taking at least 6 credit hours)
- Declaration of Citizenship or Legal Presence in the United States Form

Completed documents are submitted to the Dual Enrollment Office located in Room 100A of the 100 building on the main campus. Documents may also be e-mailed to [DualEnrollment@fdtc.edu](mailto:DualEnrollment@fdtc.edu).

All high school students are required to pay for their textbook(s) and tuition, unless otherwise provided by their high school or school district. Please note that college fees, course fees, and technology fees may be applicable. Lottery Tuition Assistance is available for high school dual enrollment students to help offset the costs of tuition when an approved student is taking at least 6 credit hours.

## 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 South Carolina or a college outside of South Carolina, 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 or (843) 676-8512  
Fax: (843) 292-0851

## COSMETOLOGY CENTER



122 Palmetto Road  
Darlington, SC 29532  
Office: (843) 676-8538  
Fax: (843) 393-6479

## HARTSVILLE SITE - HARTSVILLE, SC



225 Swift Creek Road  
Hartsville, South Carolina 29550  
Office: (843) 676-8570 or (843) 676-8571  
Fax: (843) 383-4503  
Email: [hartsville@fdtc.edu](mailto:hartsville@fdtc.edu)

Casey Copeland, Director – [Casey.Copeland@fdtc.edu](mailto:Casey.Copeland@fdtc.edu)  
JaKemia Siler, Day Assistant – [Jakemia.Siler@fdtc.edu](mailto:Jakemia.Siler@fdtc.edu)  
Brandy Langley, Evening Assistant – [Brandy.Langley@fdtc.edu](mailto:Brandy.Langley@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.

## MULLINS SITE - MULLINS, SC



109 South Main Street  
Mullins, South Carolina 29574  
Office: (843) 676-8567 or (843) 676-8568  
Fax: (843) 464-6201

Dr. Marie Cottingham, Director – [Marie.Cottingham@fdtc.edu](mailto:Marie.Cottingham@fdtc.edu) – (843) 676-8558  
Terri White, Day Assistant – [Terri.White@fdtc.edu](mailto:Terri.White@fdtc.edu) – (843) 676-8567  
Sable Johnson, Evening Assistant – [Sable.Johnson@fdtc.edu](mailto:Sable.Johnson@fdtc.edu) – (843) 676-8568

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 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.

## FDTC AT THE CONTINUUM – Lake City, SC



The Continuum  
208 West Main Street  
Lake City, South Carolina 29560  
Office: (843) 374-4200

Tressa Gardner, Interim Director – [Tressa.Gardner@fdtc.edu](mailto:Tressa.Gardner@fdtc.edu) – (843) 676-8111  
Kathy Haselden, Day Assistant – [Kathy.Haselden@fdtc.edu](mailto:Kathy.Haselden@fdtc.edu) – (843) 676-8591  
Quadashia Gamble, Evening Assistant – [Quadashia.Gamble@fdtc.edu](mailto:Quadashia.Gamble@fdtc.edu) – (843) 676-8591

Thanks to a partnership between the Darla Moore Foundation, Florence-Darlington Technical College, and Francis Marion University, FDTC now offers courses at The Continuum, a 46,000 square-foot, state-of-the-art educational facility in downtown Lake City. At the Continuum, FDTC provides both traditional and dual enrollment courses for college and high school students in various disciplines, including technical, health science, and general education. Services will also include Enrollment, Financial Aid, and Business Office Services; Business and Industry Training; College Placement and Online Testing, and Tutoring Services. In addition to high-tech classroom space, The Continuum facilities include computer labs, traditional lecture and distance learning (online) classrooms, biology and chemistry labs, health science classrooms, and event space.

FDTC hosted its first orientation and open house at The Continuum on July 26<sup>th</sup>, 2019 and a grand opening ceremony followed on August 6<sup>th</sup>. FDTC held its first class at The Continuum on August 12<sup>th</sup>, 2019.

## **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	Content Delivery	Description
Online (INT)	100%	A course where 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)	30 to 79%	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 (LEC)	100%	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 FDTC's 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 Registrar's Office 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 Chair 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 take a proficiency examination with the Department Chair of Curriculum.
2. The Department Chair 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](http://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 the Registrar. Juniors and students who have attained senior standing may attempt CLEP exams, but first must obtain written permission from the Department Chair of the college discipline in which a particular exam is offered and the Registrar. Please refer to [www.collegeboard.org](http://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 chairs 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. Under the Section 59-112-50, Code of Laws of South Carolina, 1976, relating to military personnel and their dependents are entitled to pay in-state tuition and fees without regard to the length of time they have resided in this state, so as to expand the categories of individuals covered by these provisions to conform with certain changes in federal law. As a result, military personnel and their dependents will be charged in-county and/or out of county fees based on the address provided upon enrolling at the institution.

## **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 United States Citizenship and Immigration Services.

*Additional information regarding residency may be found on the South Carolina Commission on Higher Education's website at:*

<https://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

**Purpose:** According to South Carolina statutes, law enforcement training is required of all police officers. The training required 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 due consideration of college credit. Criminal Justice faculty evaluate an officer's training in order to award college credit as outlined below. Training received by providers other than SCCJA will be evaluated on a case-by-case basis. **College credit is capped at 15 credit hours.** The typical criminal justice course is 3 credit hours.

**Training class:** The classes below represent the most common study areas completed by full-time police officers and corrections officers at the South Carolina Criminal Justice Academy. The training courses and work



experience 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.

<b>SCCJA Course/Outside Experience/Training</b>	<b>Class Requirements</b>	<b>FDTC Course(s)</b>	<b>Credit Hours</b>
Basic Law Enforcement (BLE)	330 – 370 hours	CRJ 101, CRJ 115, CRJ 120, CRJ 130	3 credit hours per course
Basic Jail Course	80 – 120 hours	CRJ 242	3 credit hours
Detective Level I	45 hours and 1 year of experience in criminal justice investigations	CRJ 230 or 236	3 credit hours

In order to be considered for college credit, please complete the following process:

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. Prepare a letter identifying your motivation for pursuing a degree, benefits to your current assignment or long-term goals, a brief autobiography, and which classes you are seeking credit.
6. Submit this package to Criminal Justice Department.

**NOTE:** There will be a \$25.00 charge per credit hour for tuition and fees.

# **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 Health Sciences**

The Division of Health Sciences offers comprehensive training in nursing and allied health, which leads to certification and/or professional licensure in nursing and allied health programs.

### **II. Division of Technical and General Education**

The Division of Technical and General Education provides curricula through which students can master the technical, business, computer, and human services skills required by area employers as well as the general education courses required to support college-wide degree, diploma, certificate, and transfer programs.

### **III. FDTC's Online College**

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

## ACADEMIC ADVISING

Students are assigned advisors when they enter FDTC. Students should see their advisor each semester to plan a schedule of classes for the next semester or register through Self-Service. 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 Registrar’s Office, 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% 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’s 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.

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 134, 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](http://www.fdtc.edu) – myFDTC Self-Service Account.

### **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 must 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 quality points 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	Withdraw	Indicates that a course was officially dropped BEFORE the last day for withdrawal without academic penalty (after filing appropriate form). [Withdraw dates will be published each semester.] No quality points are earned and it is not included as semester hours taken in computing the grade point average.
WF	Withdraw Failing	Assigned AFTER the last day for withdrawal without academic penalty. [Withdraw dates will be published each semester.] 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	Withdraw	Indicates that a course was officially dropped BEFORE the last day for withdrawal without academic penalty (after filing appropriate form). [Withdraw dates will be published each semester.] No quality points are earned and it is not included as semester hours taken in computing the grade point average
WF*	Withdraw Failing	Assigned AFTER the last day for withdrawal without academic penalty. [Withdraw dates will be published each semester.] 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](http://www.fdtc.edu/registrar) or in the Registrar's Office.
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 Chair, 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 Chair 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 15-week semester, 12-week semester, 10-week semester, 8-week semester. 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 percent (10%) 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.

Serious illness of the veteran.

Serious illness or death in the veteran’s immediate family.

Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course.

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.

## **COMPUTER SPECIFICATIONS**

### **RECOMMENDED CONFIGURATION**

8 GB RAM (16 GB preferred) for Windows 10.

8 GB RAM (16 GB preferred) for Apple Computer and System 10.12.5 or higher operating system.

### **ADDITIONAL HARDWARE REQUIREMENTS**

Microphone

Webcam

### **SOFTWARE REQUIREMENTS**

Microsoft Office 365 (available for free to all students)

Web Browsers:

PC - Edge, Firefox, Chrome

MAC - Safari, Firefox, Chrome

Adobe Acrobat Reader 10.0 or higher

Virus software is recommended for all computers that connect to FDTC's Wi-Fi service on campus. Windows users can download Microsoft Security Essentials for Windows.

Some courses may require other software. Check course syllabi for more information.

## **STUDENT SUPPORT SERVICES**

### **LIBRARY SERVICES**

The Florence Darlington Technical College (FDTC) Libraries' exist to support the College mission and goals by facilitating access to quality resources, innovative services, and facilities to simulate creativity, intellectual curiosity and produce useful knowledge. 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 24/7 electronic access to all resources.

Online access to resources is available 24/7 with the appropriate identifying information. The online catalog allows discovery of resources including selected textbooks, databases, e-books, print books, models, and streaming videos. Specialized online subject guides assist users in finding pertinent information, tutorials, and citation guides in their area of study and research.

Essential services such as the reserve collection, information literacy instruction, individual and class instruction, research guides, printing, copying, scanning; and laptop, calculator, camera, and iPad check-outs are available. 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. Qualified staff is available to assist faculty and students with instructional and research needs.

The Libraries are a member of PASCAL, a South Carolina consortium of 56 academic libraries. PASCAL allows FDTC students and faculty to borrow circulating materials from member institutions.

For additional information call 843-661-8032/843-661-8034, email [fdtclibraries@fdtc.edu](mailto:fdtclibraries@fdtc.edu), or visit <https://www.fdtc.edu/academics/library/>.

## **COMPUTER LAB**

Students may gain access to computers in the Open Computer Lab located in 7130. Students must have appropriate identification, valid FDTC ID card, to utilize services.

### **Hours**

Monday-Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 11:30 a.m.

Sunday 1:00 p.m. – 8:45 p.m.

## **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 a.m. – 5:00 p.m. 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.

## **CHILD CARE ACCESS MEANS PARENTS IN SCHOOL (CCAMPIS)**

CCAMPIS is a grant program designated to support parents who demonstrate a need for child care services for children ages infant to eight years old while participating in post-secondary education. Florence-Darlington Technical College provides services to students from the Florence, Hartsville, and Mullins sites, and to FDTC students at The Continuum in Lake City. For more information, call (843) 413-2706 or visit the CCAMPIS Coordinator in Room 106 of the 100 Building.

### **Hours**

Monday and Tuesday 8:00 a.m. – 5:30 p.m.

Wednesday 8:00 a.m. – 5:00 p.m.

## **PATHWAYS TO A BRIGHTER FUTURE**

The *Pathways to a Brighter Future Program* provides tutoring and academic and career counseling for first-time freshmen enrolled in STEM and Healthcare programs. *Pathways* was designed to provide a “fast track” to graduation, allowing participating students to earn a degree or certification 150% faster than the average FDTC graduate. For more information, call (843) 661-8038 or visit the *Pathways Center* in Room 5313 of the 5000 Building.

### **Hours**

Monday-Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:30 a.m. – 11:30 a.m.

## **CAREER SERVICES**

Career Services assists FDTC Students & Alumni with locating general employment and program-specific employment opportunities by:

- Assessing strengths & exploring occupation goals using **Type Focus**, (a personality type report geared to help narrow down career options that would be the best fit for you). This service is free to students by visiting <https://v6.typefocus.com/> and entering the **Access Code: AD598875**.
- Matching students with local employers using **College Central Network**. To view job openings, create and upload your résumé, access event announcements, career advice videos, documents, and articles, visit [www.collegecentral.com/fdte](http://www.collegecentral.com/fdte).
- Conducting workshops geared toward successful job placement
- Offering résumé and cover letter assistance
- Conducting mock interviews
- Organizing FDTC's Semi-annual Job Fairs (October and March)

Although employment cannot be guaranteed, efforts are made to assist students and alumni 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.

Contact Career Services at [CareerServices@fdtc.edu](mailto:CareerServices@fdtc.edu) for in-person or virtual assistance.

## **STUDENT LIFE**

The Office of Student Life believes that the provision of a viable and effective Student Activities program serves to complement academic instruction which ultimately facilitates the development of the total student. The Office of Student Life provides leadership opportunities, establishes supplemental learning experiences, and encourages group interaction among students. The Office of Student Life provides facilities for activities, clubs and organizations, and the Student Government Association (SGA). The Lamplighter Bookstore, Subway, Student Lounge & TV Room, Stinger Food Bank, and pool tables are all located on the first floor of the 5000 Building. All FDTC Students are invited to become involved in the activities at FDTC and to avail themselves of the services and opportunities at the College.

Student Life staff develops, implements, and manages all aspects of student activities to include Student Government Association (SGA) activities, Student Orientation, Clubs and Organizations, and the Student Ambassadors Program. Student Life provides a balanced student activities program to meet the needs of its students. With all students living off campus and with the complexities involved at a technical college, a successful student activities program can only be accomplished through the cooperative efforts of students, faculty, and administration. The Student Life Staff is charged with promoting the College's mission in response to the needs of a culturally diverse student population. For more information on Student Life, visit <https://www.fdte.edu/student-life/> or email [StudentLife@fdte.edu](mailto:StudentLife@fdte.edu).

## **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](http://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.

## **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:

First priority is given to those most recently completing a degree, diploma, or certificate program to the satisfaction of the institution.

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.

## **STUDENT SUPPORT SERVICES (SSS) PROGRAM**

The SSS Program provides individualized counseling for personal, career, and academic information, and exposure to cultural events and academic programs. Academic activities are designed to acquaint students with career options, inform them about financial aid and financial literacy, and to assist them with the timely completion of the FAFSA. Academic tutoring is provided and may consist of reading, writing, study skills, mathematics, science, and other subjects. The transfer component of the SSS program offers advice and assistance in postsecondary course selection, and with applying for admissions and obtaining financial assistance for enrollment in four-year programs. Students are assigned a counselor once enrolled in the program.

## **SUCCESS CENTER**

The Success Center provides academic support and preparation services to all FDTC Students. These services include: individual, group, and online tutoring services in core and advanced courses, counseling, and academic needs workshops. Students also have access to computers, anatomy models, printers, Internet sites, instructional



resources, and other supplemental tools and instruction. For more information, call the Success Center at **843.661.8281** or visit the Success Center in **Building 300, Room 300**.

### **Success Center Resources**

- Academic/Technical Books
- Reference Books
- Anatomy Models
- Computers/Laptops
- Financial Aid Assistance
- How to navigate D2L and Self-Service
- Success Center D2L Course
- Workshops
- Academic Prep Material to include Accuplacer Preparation
- Accomplished Tutors
- BrainFuse Tutoring via D2L

### **Hours**

Monday and Tuesday 9:30 a.m. – 5:00 p.m.

Wednesday and Thursday 9:30 a.m. – 4:30 p.m.

### **UPWARD BOUND**

Upward Bound is a federal TriO Program that prepares high school students for college, through tutoring, academic services, college tours, ACT/SAT prep, and cultural activities. The Upward Bound Bridge Program is an addition of regular Upward Bound services. The program is an implement to ease the transition from high school to college. The Bridge Program is offered to Upward Bound graduating seniors who are enrolled in college for the fall semester of their graduating year. Bridge students are offered two transferable college courses for three credit hours each. Upward Bound pays all expenses, including tuition for participants while attending the summer Bridge Program.

For more information, please contact the Upward Bound office (843) 661-8070.

# 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. Baseball and softball compete in Division I, Region 10 of the NJCAA.

The NJCAA has some 520 member schools in 43 states and is the national governing body of 28 different sports of three divisions. Approximately 60,000 student athletes compete in one of 24 regions and every year the NJCAA hosts 48 national championship events and nine (9) football bowl games. The purpose is to promote and foster Junior College athletics on inter-sectional 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 <https://fdtc.prestosports.com>, or contact the Athletics Office at (843) 661-8291 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.
- **Information Literacy:** Students will be able to identify and research sources utilizing appropriate methods, techniques, and tools.

## 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.

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.

<b>General Education Category</b>	<b>Course #</b>	<b>Course Name</b>
Natural Sciences/Mathematics	BIO 101*	Biological Science I
Natural Sciences/Mathematics	BIO 102*	Biological Science II
Natural Sciences/Mathematics	BIO 112	Basic Anatomy and Physiology
Natural Sciences/Mathematics	BIO 210*	Anatomy and Physiology I
Natural Sciences/Mathematics	BIO 211*	Anatomy and Physiology II
Natural Sciences/Mathematics	BIO 225*	Microbiology
Natural Sciences/Mathematics	CHM 101	General Chemistry I
Natural Sciences/Mathematics	CHM 110*	College Chemistry I
Natural Sciences/Mathematics	CHM 111*	College Chemistry II
Natural Sciences/Mathematics	MAT 107	Contemporary Statistics and Probability
Natural Sciences/Mathematics	MAT 110*	College Algebra
Natural Sciences/Mathematics	MAT 111*	College Trigonometry
Natural Sciences/Mathematics	MAT 120*	Probability & Statistics
Natural Sciences/Mathematics	MAT 130*	Elementary Calculus

Natural Sciences/Mathematics	MAT 140*	Analytical Geometry and Calculus I
Natural Sciences/Mathematics	MAT 141*	Analytical Geometry and Calculus II
Natural Sciences/Mathematics	MAT 155	Contemporary Mathematics
Natural Sciences/Mathematics	MAT 170	Algebra, Geometry, and Trigonometry
Natural Sciences/Mathematics	MAT 175	Algebra and Trigonometry I
Natural Sciences/Mathematics	PHS 101	Physical Science I
Natural Sciences/Mathematics	PHS 102	Physical Science II
Natural Sciences/Mathematics	PHY 201*	Physics I
Natural Sciences/Mathematics	PHY 202*	Physics II
Natural Sciences/Mathematics	PHY 221*	University Physics I
Natural Sciences/Mathematics	PHY 222*	University Physics II
Written Communication	ENG 101*	English Composition I
Written Communication	ENG 102*	English Composition II
Written Communication	ENG 160	Technical Communications
Written Communication	ENG 260*	Advanced Technical Communications
Oral Communication	ENG 160	Technical Communications
Oral Communication	ENG 260*	Advanced Technical Communications
Oral Communication	SPC 205*	Public Speaking
Humanities/Fine Arts	ART 101*	Art History and Appreciation
Humanities/Fine Arts	ARV 123	Composition and Color
Humanities/Fine Arts	ENG 201*	American Literature I
Humanities/Fine Arts	ENG 202*	American Literature II
Humanities/Fine Arts	ENG 205*	English Literature I
Humanities/Fine Arts	ENG 206*	English Literature II
Humanities/Fine Arts	ENG 230*	Women in Literature
Humanities/Fine Arts	ENG 236*	African-American Literature
Humanities/Fine Arts	ENG 238*	Creative Writing
Humanities/Fine Arts	FRE 101*	Elementary French I
Humanities/Fine Arts	FRE 102*	Elementary French II
Humanities/Fine Arts	GEO 101*	Introduction to Geography
Humanities/Fine Arts	HIS 101*	Western Civilization to 1689
Humanities/Fine Arts	HIS 102*	Western Civilization Post 1689
Humanities/Fine Arts	HIS 115	African-American History
Humanities/Fine Arts	HIS 201*	American History: Discover to 1877
Humanities/Fine Arts	HIS 202*	American History: 1877 to Present
Humanities/Fine Arts	HIS 222	Global Women's History
Humanities/Fine Arts	HIS 230	The American Civil War
Humanities/Fine Arts	HSS 205	Technology and Society
Humanities/Fine Arts	MUS 105*	Music Appreciation
Humanities/Fine Arts	PHI 101*	Introduction to Philosophy
Humanities/Fine Arts	PHI 110*	Ethics
Humanities/Fine Arts	REL 103*	Comparative Religion

Humanities/Fine Arts	SPA 101*	Elementary Spanish I
Humanities/Fine Arts	SPA 102*	Elementary Spanish II
Humanities/Fine Arts	THE 101*	Introduction to Theatre
Social/Behavioral Sciences	CRJ 101	Introduction to Criminal Justice
Social/Behavioral Sciences	CRJ 125	Criminology
Social/Behavioral Sciences	ECO 201	Economic Concepts
Social/Behavioral Sciences	ECO 210*	Macroeconomics
Social/Behavioral Sciences	ECO 211*	Microeconomics
Social/Behavioral Sciences	GEO 102*	World Geography
Social/Behavioral Sciences	PSC 201*	American Government
Social/Behavioral Sciences	PSY 103	Human Relations
Social/Behavioral Sciences	PSY 105	Personal/Interpersonal Psychology
Social/Behavioral Sciences	PSY 201*	General Psychology
Social/Behavioral Sciences	PSY 203*	Human Growth and Development
Social/Behavioral Sciences	PSY 208*	Human Sexuality
Social/Behavioral Sciences	PSY 210	Educational Psychology
Social/Behavioral Sciences	PSY 212*	Abnormal Psychology
Social/Behavioral Sciences	SOC 101*	Introduction to Sociology
Social/Behavioral Sciences	SOC 205*	Social Problems
Social/Behavioral Sciences	SOC 220*	Sociology of the Family

\* 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

Coker University – Criminal Justice, Liberal Arts, Management, Marketing, Psychology  
The Citadel – Civil Engineering, Computer Engineering, Construction Engineering, Electrical Engineering, Mechanical Engineering  
Francis Marion University – Management, Marketing, Network Systems Management  
Lander University – Human Services  
Limestone College – Accounting, Business Administration, Computer and Information Systems Security, Computer Science-Information Technology, Criminal Justice, Criminal Justice-Law, Finance, General Law, Health Care Administration, Human Resources Management, Human Resources Training and Development, Liberal Studies, Management, Marketing, Nursing, Psychology, Social Work  
Morris College – Accounting, Management, Marketing  
South University – Paralegal  
St. Leo University – Human Services  
University of Phoenix – Bachelors of Arts  
University of South Carolina-Beaufort – Human Services

For more information, go to [www.SCTRAC.org](http://www.SCTRAC.org). The South Carolina Technical College System also has agreements with many colleges and universities. More information on those agreements can be found at <https://www.sctechsystem.com/students/transfer-programs.html>.

## 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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

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

<b>University Transferable Course</b>	<b>Credit Hours</b>	<b>University Transferable Course</b>	<b>Credit Hours</b>
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 and 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
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



University Transferable Course	Credit Hours	University Transferable Course	Credit Hours
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

\*The REACH Act requires that students completing a baccalaureate degree from a South Carolina public college complete at least three semester credit hours that include discussion of and reading in their entirety the following documents: the Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and at least one document that is foundational to the African American Freedom struggle. HIS 201: American History- Discovery to 1877 and PSC 201: American Government meet the requirements of the REACH Act and are recommended course options for students who intend to transfer to a South Carolina public college.

## 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](http://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; Online

## PROGRAM INFORMATION

Graduates with an Accounting degree receive 66 credit hours of course work. They demonstrate core skills in the following: accounting, business, business ethics, business law, and computer applications. Graduates receive oral and written communication skills and critical thinking and problem solving skills for both academic and workplace solutions. Graduates with this degree can expect to receive jobs as accounting and auditing clerks, account management trainees, bookkeepers, and bank tellers.

## CAREER DESCRIPTION

Graduates 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. They can expect to start entry-level careers as accounts payable and receivable clerks, accounting and auditing clerks, cost accountants, financial accounting and payroll clerks, purchasing agents, and business owners.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Communicate effectively using best practices prevailing in the business environment.
- Prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.
- Analyze and prepare financial information about business organizations to support decision-making.
- Manage business information using appropriate software.
- Analyze and prepare accounting documents and reports for governmental cost and managerial accounting.

## PROGRAM ENTRANCE REQUIREMENTS

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

## ACADEMIC REQUIREMENTS

- All general education, required major core courses, and other courses required for graduation require a grade of “C” or better.

## COURSE REQUIREMENTS

### GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	3	0	3
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		<b>OR</b>			
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	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
ACC	101	Accounting Principles I	3	0	3
ACC	102	Accounting Principles II	3	0	3
ACC	201	Intermediate Accounting I	3	0	3
CPT	170	Microcomputer 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	124	Individual Tax Procedures	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	101	Introduction to Business	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	280	Executive Development	3	0	3
		TOTALS:	36	0	36

**Minimum Total Credit Hours: 66**

**NOTE:** Students wishing to transfer to a 4-year institution should take the following classes: ECO 210 or ECO 211, MAT 110 or MAT 120. Please see department advisors for specific details.

## 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	101	Introduction to Business	3	0	3
BUS	123	Business Law II	3	0	3
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	3	0	3
CPT	170	Microcomputer Applications	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
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		<b>OR</b>			
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
MGT	206	Management Spreadsheets	3	0	3
		TOTALS:	15	0	15

### SEMESTER 3 (SUMMER)

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	240	Computerized Accounting	3	0	3
		TOTALS:	9	0	9

### SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	102	Accounting Principles II	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
ACC	201	Intermediate Accounting I	3	0	3
ACC	230	Cost Accounting I	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	231	Cost Accounting II	3	0	3
ACC	265	Not-For-Profit Accounting	3	0	3
MGT	280	Executive Development	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	15	0	15

**Minimum Total Credit Hours: 66**

# **ASSOCIATE IN ARTS**

**DEGREE: Associate in Arts**

Program Code: AA.AA

CIP Code: 24.0101

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

## **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**

Graduates will:

- Demonstrate the ability to reason and solve quantitative problems using a variety of formats including words, tables, graphs, and mathematical expressions. (Quantitative Literacy)
- 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. (Critical Thinking)
- Apply application software to course related materials. (Applied Technology)
- Construct a composition that is clear, well organized, informative, grammatically correct, and free of spelling errors. (Written Communications)
- Research, develop, and deliver a speech that is clear, well organized, informative, and persuasive. (Oral Communications)
- Demonstrate the ability to understand and apply material from academic, technical, professional, and personal readings. (Reading Comprehension)

## **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 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	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
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 such as ART 101, MUS 105, THE 101, etc.) 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 Theatre	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 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, transfer college credits through the Associate in Science degree program, or meet the workplace requirements of local business and industry through specialized training.

## **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. Immediate employment upon completion of the program is a secondary consideration. This degree stresses the natural sciences, mathematics, communications, the social sciences and humanities.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Demonstrate the ability to reason and solve quantitative problems using a variety of formats including words, tables, graphs, and mathematical expressions. (Quantitative Literacy)
- 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. (Critical Thinking)
- Apply application software to course related materials. (Applied Technology)
- Construct a composition that is clear, well organized, informative, grammatically correct, and free of spelling errors. (Written Communications)
- Research, develop, and deliver a speech that is clear, well organized, informative, and persuasive. (Oral Communications)
- Demonstrate the ability to understand and apply material from academic, technical, professional, and personal readings. (Reading Comprehension)

## **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 and 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

REL	103	Comparative Religion **	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

#### 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	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

#### 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	230	Women in Literature	3	0	3
ENG	236	African-American Literature	3	0	3
ENG	238	Creative Writing **	3	0	3
ENG	260	Advanced Technical Communications	3	0	3

## 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
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.

# 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 will:

- Demonstrate knowledge of safety and environmental requirements in the transportation repair industry.
- Differentiate engine system's components.
- Demonstrate proficiency in the servicing automotive brake systems.
- Demonstrate proficiency in electrical/electronic fundamentals.

## PROGRAM ENTRANCE REQUIREMENTS

- RWR 100 or ENG 155 or equivalent test scores
- MAT 155 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 <i>*Serves as Humanities/Fine Arts Elective</i>	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 and 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 and Repair	2	6	4
AUT	268	Special Topics in Automotive	2	3	3
CPT	170	Microcomputer 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
		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 and 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 <i>*Serves as Humanities/Fine Arts Elective</i>	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 and 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 will:

- Demonstrate knowledge of safety and environmental requirements in the transportation repair industry.
- Demonstrate engine systems' components.
- Demonstrate understanding of air brake systems.
- Demonstrate understanding of preventive maintenance.

## **PROGRAM ENTRANCE REQUIREMENTS**

- RWR 100 or ENG 155 or equivalent test scores
- MAT 155 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 <i>*Serves as Humanities/Fine Arts Elective</i>	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 and 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
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
		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 and 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 <i>*Serves as Humanities/Fine Arts Elective</i>	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**

**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

## **PROGRAM INFORMATION**

The Civil Engineering Technology program (CET) uses classroom and laboratory experiences to provide students technical, computer aided drafting skills, which will prepare them for careers in the environmental field, surveying, construction management, design, and testing.

## **CAREER DESCRIPTION**

Civil engineering technicians assist civil engineers and general contractors in the planning, design, and construction of highways, bridges and utilities. They also facilitate the planning, design, and building of commercial, industrial, residential, and land development projects.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Utilize CAD software to complete property survey project and characterize pertinent details according to industry standards.
- Determine the different soils parameters needed for design such as: classify soil type, perform density and moisture content testing, 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 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 ENG 160 or equivalent test scores
- MAT 110 or MAT 175 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
ENG	160	Technical Communications	3	0	3
MAT	175	Algebra, Geometry and Trigonometry I	3	0	3
EGR	112	Engineering Programming	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social/Behavioral Sciences	3	0	3
		TOTALS:	14	3	15

### 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 and 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
		TOTALS:	15	24	23

### OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	2	3	3
EGR	194	Statics and Strength of Materials	3	3	4
EGT	106	Print Reading and Sketching	2	3	3
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
EGT	252	Advanced CAD	2	3	3
GMT	101	Introduction to GIS	2	3	3
		TOTALS:	15	24	23

**Minimum Total Credit Hours: 61**

**NOTE:** Students wishing to transfer to a 4-year institution should take the following classes: MAT 110, MAT 111, MAT 140, ENG 101, SPC 205, and PHY 221. Please see department chair for specific details.

# SEMESTER CURRICULUM

## SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	2	3	3
EGT	106	Print Reading and Sketching	2	3	3
ENG	160	Technical Communications	3	0	3
MAT	175	Algebra and Trigonometry I	3	0	3
		TOTALS:	10	6	12

## SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CET	105	Surveying I	2	3	3
EGR	112	Engineering Programming	2	3	3
EGT	151	Introduction to CAD	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	9	9	12

## SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CET	205	Surveying II	3	3	4
EGR	194	Statics and Strength of Materials	3	3	4
EGT	115	Engineering Graphics II	2	6	4
		TOTALS:	8	12	12

## SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CET	216	Soil Mechanics	2	3	3
CET	218	Hydraulics	2	3	3
CET	250	Transportation Engineering Technology	2	3	3
EGT	252	Advanced CAD	2	3	3
		TOTALS:	8	12	12

## SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CET	235	Construction Methods and Estimating	2	3	3
CET	246	Environmental Systems Technology	2	3	3
CET	255	Senior Project in Civil Engineering Tech.	0	3	1
GMT	101	Introduction to GIS	2	3	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
		TOTALS:	8	15	13

**Minimum Total Credit Hours: 61**



# 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

## 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 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

Graduates 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 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 CCNA certification exams.*

## PROGRAM ENTRANCE REQUIREMENTS

- High School Diploma or GED
- RWR 100 or ENG 155 or equivalent scores
- MAT 107 or equivalent test scores

## 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	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
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	161	Introduction to Network Administration	3	0	3
IST	190	Linux Essentials	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**

**NOTE:** Students wishing to transfer to a 4-year institution should consider ECO 210 or ECO 211 and an alternate math sequence. Please see department advisor for specific details.

# SEMESTER CURRICULUM

## SEMESTER 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	285	PC Hardware Concepts	3	0	3
ENG	101	English Composition I	3	0	3
IST	201	Cisco Internetworking Concepts	3	0	3
		TOTALS:	12	0	12

## SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	168	Programming Logic and Design	3	0	3
CPT	257	Operating Systems	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
IST	202	Cisco Router Configuration	3	0	3
MAT	120	Probability and Statistics	3	0	3
		TOTALS:	15	0	15

## SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	161	Introduction to Network Administration	3	0	3
IST	190	Linux Essentials	3	0	3
IST	203	Advanced Cisco Router Configuration	3	0	3
		TOTALS:	9	0	9

## SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	290	Special Topics in Information Sciences	3	0	3
CPT	242	Database	3	0	3
IST	204	Cisco Troubleshooting	3	0	3
IST	295	Fundamentals of Voice Over IP	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
		TOTALS:	15	0	15

## SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	240	Internet Programming with Databases	3	0	3
IST	257	LAN Network Server Technologies	3	0	3
IST	291	Fundamentals of Network Security I	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	12	0	12

**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; Online

## **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 \$38,640. The projected growth in job opportunities in criminal justice positions is in the 5% 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**

Graduates will:

- Identify and describe the major components of the criminal justice system and explain how criminal justice agencies function within the criminal justice field.
- Differentiate the criminal justice professionals and summarize their roles in the criminal justice system.
- Explain the roles of courtroom personnel and describe criminal procedures as defined by Constitutional and criminal law.
- Summarize how criminal law and Constitutional due process affects and guides the criminal justice professional, defendant, convicted offender, and public.
- Identify and explain the causes of criminal behavior and how criminal justice professionals utilize this knowledge to navigate the decision making process in criminal justice.

## **PROGRAM ENTRANCE REQUIREMENTS**

- High School Diploma or GED
- RWR 100 or equivalent test scores
- MAT 101 or equivalent test scores

## **SPECIAL PROGRAM REQUIREMENTS AND INFORMATION**

- Curriculum Completion Requirement – 60 months
- Currently, background checks are not required for students in the Criminal Justice Technology program. However, students should understand that certain factors might disqualify them from employment in the criminal justice field. Students should research the requirements and disqualifiers of their desired areas and agencies of employment. Entrance into any criminal justice program or subsequent graduation, is not a guarantee of employment in the criminal justice field.

## 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	2	3	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:	14	3	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
		<b>OR</b>			
CRJ	282	Police Science II	3	0	3
CRJ	115	Criminal Law I	3	0	3
		<b>OR</b>			
CRJ	283	Police Science III	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
		<b>OR</b>			
CRJ	244	Probation, Pardon and Parole	3	0	3
CRJ	120	Constitutional Law	3	0	3
		<b>OR</b>			
CRJ	281	Police Science I	3	0	3
CRJ	126	Criminal Justice Research Methods	3	0	3
		<b>OR</b>			
CRJ	150	Interviewing and Counseling	3	0	3
CRJ	130	Police Administration	3	0	3
		<b>OR</b>			
CRJ	284	Police Science IV	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
		<b>OR</b>			
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
		<b>OR</b>			
ENG	102	English Composition II	3	0	3
		<b>OR</b>			
ENG	238	Creative Writing	3	0	3
		<b>OR</b>			
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**

**NOTE:** Only students that meet qualifications will be allowed to take CRJ 281, 282, 283 and 284.

## 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
		<b>OR</b>			
CRJ	282	Police Science II	3	0	3
CRJ	115	Criminal Law I	3	0	3
		<b>OR</b>			
CRJ	283	Police Science III	3	0	3
CRJ	120	Constitutional Law	3	0	3
		<b>OR</b>			
CRJ	281	Police Science I	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
		<b>OR</b>			
CRJ	284	Police Science IV	3	0	3
ENG	102	English Composition II	3	0	3
		<b>OR</b>			

ENG	238	Creative Writing	3	0	3
		<b>OR</b>			
ENG	260	Advanced Technical Communications	3	0	3
		<b>OR</b>			
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
		<b>OR</b>			
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
		<b>OR</b>			
CRJ	244	Probation, Pardon and Parole	3	0	3
CRJ	242	Correctional Systems	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
SOC	101	Introduction to Sociology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	14	3	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
		<b>OR</b>			
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 Hygienists perform a variety of duties including those related to prevention of oral and dental diseases and direct patient care. Dental Hygienists must be reliable, have good manual dexterity, and be able to communicate and work effectively with patients and other members of the dental office staff. Dental Hygienists are employed primarily in private dental offices, although some employment opportunities are available in public and government facilities. The annual income for Dental Hygienists is approximately \$61,010 plus available benefits. As the population grows and as emphasis on prevention of oral disease continues to be a priority job prospects for Dental Hygienists are expected to continue to grow.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by 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

Graduates will:

- Integrate acquired knowledge, facts and techniques for optimal evidenced based practice. **(Knowledge)**
- Communicate effectively with a variety of patients from diverse backgrounds, in addition to peers and other dental health care providers. **(Communication)**
- Assess, plan, implement, evaluate and document programs and activities to benefit individual patient needs. **(Critical Thinking)**
- Adhere to state and federal laws, recommendations and regulations in providing quality dental hygiene care using safe and effective dental hygiene practices. **(Quality and Safety)**

## PROGRAM ENTRANCE REQUIREMENTS

- Must earn a 2.5 GPA in all prerequisite courses (BIO 210, BIO 211, CHM 105, ENG 101)



- Minimum Cumulative GPA of 2.5 in required courses.
- Prior Experience/Observation – Minimum fifteen hours of observation in a dental office preferably with a RDH, or experience working in a dental office.
- 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.
- All students must take the Admission Test for Dental Hygiene (ATDH) prior to applying to the program. The ATDH is an admission test for anyone interested in pursuing a career in dental hygiene. The ATDH is a nationally administered standardized admission test for individuals applying to dental hygiene programs. It is administered to understand the skill levels of applicants and used to assist with admissions decisions. This test is offered at Prometric test centers in the United States and Canada. Test time is 4 hours and 50 minutes. Test dates are between September 1 and October 31 and scores are available by December 1.
  - Topics include:
    - Reading Comprehension
    - Language Usage
    - Perceptual Ability
    - Biology
    - General Chemistry

For more information and to register for the exam, please visit:

<https://www.ada.org/education/testing/exams/admission-test-for-dental-hygiene-atdh>.

## 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, and DHG.
- Re-entry into program requires meeting remediation requirements.

## 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.

Applicants with specific conviction histories or positive drug screen are 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 students 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 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 ten years. Td is not accepted.
- b. Measles, mumps, rubella (MMR): two vaccinations after twelve months of age and separated by thirty days OR proof by titer of immunity with a quantitative copy of lab result required.
- c. Varicella (chickenpox): two vaccinations after twelve months of age and separated by thirty 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 shot series is required with an additional titer 1-2 months after last shot.
- e. 2-step PPD or Quantiferon test within two 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 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. 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	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
ENG	101	English Composition I	3	0	3
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 and 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 and Dental Emergencies	2	0	2
DHG	125	Tooth Morphology and 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 and 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:	14	36	26

**Minimum Total Credit Hours: 81**

# SEMESTER CURRICULUM

## PREREQUISITE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
CHM	105	General Organic and Biochemistry	3	3	4
ENG	101	English Composition I	3	0	3
		TOTALS:	12	9	15

## SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	113	Head and Neck Anatomy	0	3	1
DHG	115	Medical and Dental Emergencies	2	0	2
DHG	125	Tooth Morphology and Histology	2	0	2
DHG	154	Preclinical Dental Hygiene	2	6	4
SPC	205	Public Speaking	3	0	3
		TOTALS:	9	9	12

## SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	115	Basic Microbiology	2	3	3
DHG	121	Dental Radiography	2	3	3
DHG	140	General and Oral Pathology	2	0	2
DHG	141	Periodontology	2	0	2
DHG	165	Clinical Dental Hygiene I	2	9	5
		TOTALS:	10	15	15

## SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHG	143	Dental Pharmacology	2	0	2
DHG	175	Clinical Dental Hygiene II	2	9	5
DHG	239	Dental Assisting for DHG's	1	3	2
DHG	241	Integrated Dental Hygiene I	0	3	1
		TOTALS:	5	15	10

**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
DHG	231	Dental Health Education	0	3	1
DHG	243	Nutrition and Dental Health	2	0	2
DHG	255	Clinical Dental Hygiene III	1	12	5
MAT	107	Contemporary Statistics & Probability	3	0	3
SOC	101	Introduction to Sociology	3	0	3
		TOTALS:	9	15	14

**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
PSY	201	General Psychology	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**

Graduates will:

- 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
<b>OR</b>					
ENG	101	English Composition I	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
<b>OR</b>					
ENG	102	English Composition II	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
<b>OR</b>					
MAT	110	College Algebra	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
<b>TOTALS:</b>			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	1	6	3
DHM	173	Electrical Systems I	2	3	3
DHM	231	Diesel Air Conditioning	1	3	2
DHM	265	Hydraulic Systems	2	3	3
<b>TOTALS:</b>			10	24	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
CWE	214	Cooperative Work Experience IV (Internship #3)	0	20	4
CWE	224	Cooperative Work Experience V (Internship #4)	0	20	4
DHM	111	Introduction to Caterpillar	1.5	1.5	2
DHM	266	Machine Hydraulic Systems	1	6	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
<b>TOTALS:</b>			11.5	105.5	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
<b>OR</b>					
MAT	110	College Algebra	3	0	3
WLD	116	Welding (Caterpillar Students)	1	3	2
		<b>TOTALS:</b>	<b>7.5</b>	<b>30.5</b>	<b>15</b>

### 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
<b>OR</b>					
ENG	101	English Composition I	3	0	3
		<b>TOTALS:</b>	<b>7</b>	<b>26</b>	<b>13</b>

### 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	1	6	3
DHM	231	Diesel Air Conditioning	1	3	2
DHM	266	Machine Hydraulic Systems	1	6	3
		<b>TOTALS:</b>	<b>5</b>	<b>18</b>	<b>11</b>

### SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CWE	214	Cooperative Work Experience IV (Internship #3)	0	20	4
DHM	267	Undercarriage/Final Drive	2	3	3
DHM	273	Electrical Systems II	2	3	3
ENG	260	Advanced Technical Communications	3	0	3
<b>OR</b>					
ENG	102	English Composition II	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		<b>TOTALS:</b>	<b>10</b>	<b>26</b>	<b>16</b>



**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CWE	224	Cooperative Work Experience V (Internship #4)	0	20	4
DHM	268	Caterpillar Engine Performance	1	3	2
DHM	269	Diagnostic Testing	1	3	2
DHM	270	Caterpillar Machine Specific Systems	2	3	3
ECO	201	Economics Concepts	3	0	3
		TOTALS:	7	29	14

**Minimum Total Credit Hours: 69**

# **EARLY CARE AND EDUCATION**

**DEGREE: Associate in Applied Science with a major in Early Care and Education**

Program Code: AAS.ECE

CIP Code: 19.0708

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

## **PROGRAM INFORMATION**

ECE graduates will demonstrate, through authentic field assessment, professional dispositions of the field of Early Care and Education, realized in commitments to children, families, colleagues, and community; evidenced in the practices of (1) evidence-based practice and advocacy, (2) upholding ethical and other standards of the field, (3) respectful collaboration within a community of learners, (4) effective and prosocial verbal and written communication, (5) reflection and self-assessment for continuous learning, (6) critical thinking that seeks and considers multiple perspectives, (7) identifying and using professional and community resources, (8) leadership for positive change.

## **CAREER DESCRIPTION**

Preschool teachers educate and care for children younger than age 5 who have not yet entered kindergarten. They teach language, motor, and social skills to young children. Preschool teachers typically work in public and private schools or childcare centers. Many work the traditional 10-month school year, but some work year-round. Education and training requirements vary based on settings and state regulations. Preschool teachers typically need at least an associate's degree.

## **STUDENT LEARNING OUTCOMES**

The National Association for the Education of Young Children requires graduates to:

- Use knowledge of child development and learning in context to create a caring community of learners.
- Engage in reciprocal partnerships with families and foster community connections.
- Observe, document, and assess children's development and learning.
- Teach to enhance each child's development and learning.
- Understand and use content areas to plan and implement an engaging curriculum designed to meet goals that are important and meaningful for children, families, and the community in the present as well as the future.
- Demonstrate the knowledge, skills, and dispositions that early childhood educators need in order to make decisions that exemplify ethical, intentional, and reflective professional judgement and practice.

## **PROGRAM ENTRANCE REQUIREMENTS**

- RWR 100 or equivalent test scores
- MAT 155 or equivalent test scores

## **OTHER ACADEMIC REQUIREMENTS**

- A grade of "C" or better is required for each ECD course.
- Minimum Cumulative GPA of 2.0.
- A clear criminal background check is required. (A criminal record could make a student ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program.)

## 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	2	3	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:	14	3	15

### 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 and Development I	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	107	Exceptional Children	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth and Development II	3	0	3
ECD	243	Supervised Field Experience I	1	6	3
		TOTALS:	19	6	21

### OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
ECD	108	Family and Community Relations	3	0	3
ECD	109	Administration and Supervision	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	3	0	3
ECD	133	Science and Math Concepts	3	0	3
ECD	201	Principles of Ethics and Leadership in Early Care and Education	3	0	3
ECD	237	Methods and Material	3	0	3
ECD	252	Diversity Issues in Early Care and Education	3	0	3
		TOTALS:	27	0	27

**Minimum Total Credit Hours: 63**

## SEMESTER CURRICULUM:

### FALL ADMISSION 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 and Development I	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ENG	101	English Composition I	3	0	3
		TOTALS:	12	0	12

#### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	105	Guidance-Classroom Management	3	0	3
ECD	107	Exceptional Children	3	0	3
ECD	132	Creative Experiences	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
		TOTALS:	11	3	12

#### SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
ECD	203	Growth and Development II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	12	0	12

#### SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	108	Family and Community Relations	3	0	3
ECD	131	Language Arts	3	0	3
ECD	133	Science and Math Concepts	3	0	3
ECD	201	Principles of Ethics and Leadership in Early Care and Education	3	0	3
ECD	237	Methods and Material	3	0	3
		TOTALS:	15	0	15

#### SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	109	Administration and Supervision	3	0	3
ECD	243	Supervised Field Experience I	1	6	3
ECD	252	Diversity Issues in Early Care and Education	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	7	6	9

**Minimum Total Credit Hours: 63**

# **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 applied technical skills such as building, testing, troubleshooting, and repairing applied electronic circuits and equipment. Students accumulate a variety of academic and experiential knowledge, which will prepare them for careers with a variety of manufacturing 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, and controls in application to manufacturing processes and machinery.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Model, construct, and test circuits and applications involving logic gates, flip-flops, registers, and counters. Operate microprocessor devices and demonstrate data transfer operations.
- Develop PLC programs to simulate process operations and apply timers, counters, and comparison instructions to ladder programs.
- Analyze and predict the performance of operational amplifiers and related linear integrated circuits. Apply concepts of transformers, poly-phase systems.
- Construct and analyze circuits. Verify results using electrical instrumentation. Build and characterize diode circuits and transistor circuits. Build amplifier circuits utilizing transistors.

## **PROGRAM ENTRANCE REQUIREMENTS**

- ENG 101 or ENG 160 or equivalent test scores
- MAT 110 or MAT 175 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
ENG	160	Technical Communications	3	0	3
MAT	175	Algebra and Trigonometry I	3	0	3
EGR	112	Engineering Programming	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social/Behavioral Sciences	3	0	3
		TOTALS:	14	3	15

### 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	218	Electrical Power Systems	3	3	4
EET	220	Analog Integrated Circuits	2	3	3
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
EET	274	Selected Topics in Electrical/Electronics Engineering Tech	2	3	3
		TOTALS:	29	36	41

### OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	2	3	3
EGT	151	Introduction to CAD	2	3	3
EGT	252	Advanced CAD	2	3	3
		TOTALS:	6	9	9

**Minimum Total Credit Hours: 65**

**NOTE:** Students wishing to transfer to a 4-year institution should take the following classes: MAT 110, MAT 111, MAT 140, ENG 101, SPC 205, and PHY 221. Please see department chair for specific details.

# 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
EGT	151	Introduction to CAD	2	3	3
ENG	160	Technical Communications	3	0	3
MAT	175	Algebra and Trigonometry I	3	0	3
		TOTALS:	11	6	13

## SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EET	131	Active Devices	3	3	4
EGR	120	Engineering Computer Applications	2	3	3
EGT	252	Advanced CAD	2	3	3
XXX	XXX	Elective: Humanities and Fine Arts	3	0	3
		TOTALS:	10	9	13

## SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EET	114	Electrical Circuits II	3	3	4
EET	274	Selected Topics in Electrical/Electronics Engineering Tech	2	3	3
EGR	112	Engineering Programming	2	3	3
		TOTALS:	7	9	10

## 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
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
XXX	XXX	Elective: Social/Behavioral Sciences	3	0	3
		TOTALS:	10	12	14

**Minimum Total Credit Hours: 65**

# **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.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Demonstrate the ability to reason and solve quantitative problems using a variety of formats including words, tables, graphs, and mathematical expressions. (Quantitative Literacy)
- 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. (Critical Thinking)
- Apply application software to course related materials. (Applied Technology)
- Construct a composition that is clear, well organized, informative, grammatically correct, and free of spelling errors. (Written Communications)
- Research, develop, and deliver a speech that is: clear, well-organized, informative, and persuasive. (Oral Communications)
- Demonstrate the ability to understand and apply material from academic, technical, professional, and personal readings. (Reading Comprehension)

## **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
		<b>OR</b>			
ENG	160	Technical Communications	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
		<b>OR</b>			
SPC	205	Public Speaking	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry	3	0	3
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:	18	0	18

### REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
XXX	XXX	28 credit hour minimum in primary technical specialty (single content area from an approved degree, diploma, or certificate program)	28	0	28
XXX	XXX	12 credit hour 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 credit hours in other courses to include a minimum of one 3 hour 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; On-line

## PROGRAM INFORMATION

The Health Information Management program at Florence-Darlington Technical College will provide a quality educational program focused on educating students to succeed in the classroom, fulfill the professional role of health information management (HIM) practitioners, develop life-long learning attitudes, function as valuable members of the health care team, and provide service and leadership to the rapidly expanding and growing health care and HIM communities. 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

Graduates will:

- Practice in a legal and ethical manner exhibiting accountability for all actions. **(Professionalism)**
- Apply critical thinking skills by identifying accurate documentation and abstracting information pertaining to diagnosis and medical procedures to the highest level of specificity in ICD-10 CM, ICD-10 PCS, HCPCS, and CPT code sets. **(Critical Thinking)**
- Synthesize knowledge from health information management and other disciplines to promote optimal information system function. **(Technology and Innovation)**
- Apply all the AHIMA entry-level competencies as described by the Commission on accreditation for Health Informatics and Health Information Management Education (CAHIIM) and for entering a career as a health information professional during their professional practice experience. **(Application)**

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by CAHIIM- Commission on Accreditation for Health Informatics and Information Management Education.

200 East Randolph Street  
Suite 5100  
Chicago, IL 60601

## PROGRAM ADMISSION REQUIREMENTS

- Students must have successfully completed BIO 112 (Basic Anatomy and Physiology) and CPT 170 (Microcomputer Applications) with a grade of “C” or better.
- 2.0 Program GPA and 2.0 Cumulative GPA minimum
- HIM Career Talk within last year
- RWR 100 or ENG 155 equivalent test scores
- MAT 155 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
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
HIM	103	Introduction to Health Information	3	0	3
HIM	110	Health Information Science I	3	0	3
HIM	115	Medical Records and The Law	2	0	2
HIM	120	Health Information Science II	3	0	3
HIM	125	Standards and Regulations	2	0	2
HIM	130	Billing and Reimbursement	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	140	Current Procedural Term I	3	0	3
HIM	150	Coding Practicum I	0	9	3
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
		TOTALS:	33	21	40

## 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
BIO	112	Basic Anatomy and Physiology	3	3	4
CPT	170	Microcomputer Applications	3	0	3
		TOTALS:	11	3	12

**Minimum Total Credit Hours: 64**

## 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
		TOTALS:	3	3	4

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
HIM	103	Introduction to Health Information	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	140	Current Procedural Term I	3	0	3
		TOTALS:	12	0	12

**SEMESTER 2 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	121	Basic Pharmacology	2	0	2
CPT	170	Microcomputer Applications	3	0	3
HIM	110	Health Information Science I	3	0	3
HIM	216	Coding and Classification I	2	3	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		TOTALS:	13	3	14

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	130	Billing and Reimbursement	3	0	3
HIM	150	Coding Practicum I	0	9	3
HIM	225	Coding and Classification II	3	0	3
		TOTALS:	6	9	9

**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
HIM	115	Medical Records and The Law	2	0	2
HIM	120	Health Information Science II	3	0	3
HIM	125	Standards and Regulations	2	0	2
PSY	201	General Psychology	3	0	3
		TOTALS:	13	0	13

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	163	Supervised Clinical Practice	0	9	3
HIM	215	Registries and Statistics	3	0	3
HIM	227	Senior Professional Comp	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	9	9	12

**Minimum Total Credit Hours: 64**

# **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; Online

## **PROGRAM INFORMATION**

The Human Services Program prepares students for employment in the helping profession. The curriculum provides both a theoretical and hands-on, experiential foundation for the development of professional helping skills. The curriculum focuses on areas including effective communication, self-management, assessing client needs, client interviewing and problem solving, providing direct care, understanding documentation, ethical practices, and developing a multicultural perspective. During the final two semesters, students complete field placements in a working agency where they integrate the knowledge, skills, and attitudes, which have been taught throughout the program.

## **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, assessing client needs, leading group activities, assisting clients in need of counseling and/or crisis intervention, teaching daily living skills, acting as a liaison for family members, providing emotional support, and treatment plan participation. 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.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Discuss the theory of human services, the current operation of the service system, and major issues and social problems facing society today.
- Demonstrate basic counseling skills, including active listening and paraphrasing, while understanding and engaging clients in a multicultural and developmental context.
- Apply behavioral science theory and research to individual, group, and human development to guide clinical decision making in the field of human services.
- 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:**

- All courses required for graduation must have a grade of “C” or better. This excludes MAT 155 and the Elective: Humanities/Fine Arts where a “D” is satisfactory.

# 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	2	3	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:	14	3	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	209	Case Management	3	0	3
HUS	251	Supervised Field Placement II	1	9	4
HUS	255	Supervised Field Placement III	1	9	4
PSY	212	Abnormal Psychology	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	18	39

**Minimum Total Credit Hours: 69**



**SEMESTER CURRICULUM:**  
**FALL ADMISSION 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
PSY	203	Human Growth and Development	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	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
CPT	170	Microcomputer Applications	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
PSY	212	Abnormal Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
		TOTALS:	11	3	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	9	4
PSY	231	Counseling Techniques	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	10	9	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	9	4
HUS	209	Case Management	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	205	Social Problems	3	0	3
		TOTALS:	13	9	16

\*\* Please note that although specific Supervised Field Placements are only offered in certain semesters, if a student has special circumstances, an accommodation will be considered.

**Minimum Total Credit Hours: 69**

**SEMESTER CURRICULUM:****SPRING ADMISSION SEMESTER CURRICULUM****SEMESTER 1 (SPRING)**

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 (SUMMER)**

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
PSY	235	Group Dynamics *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3
		TOTALS:	12	0	12

**SEMESTER 3 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
PSY	212	Abnormal Psychology	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
HUS	209	Case Management	3	0	3
		TOTALS:	14	3	15

**SEMESTER 4 (SPRING)**

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	9	4
PSY	231	Counseling Techniques	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine arts	3	0	3
		TOTALS:	13	9	16

**SEMESTER 5 (SUMMER)**

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	9	4
PSY	237	Crisis Management	3	0	3
SOC	205	Social Problems	3	0	3
		TOTALS:	10	9	13

\*\* Please note that although specific Supervised Field Placements are only offered in certain semesters, if a student has special circumstances, an accommodation will be considered.

**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 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:

- RWR 100 or ENG 155 or equivalent test scores
- MAT 155 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 <i>*Serves as Humanities/Fine Arts Elective</i>	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 ( <i>Students are strongly encouraged to take CPT 170</i> )	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 ( <i>Students are strongly encouraged to take CPT 170</i> )	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 <i>*Serves as Humanities/Fine Arts Elective</i>	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:

- 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:**

- MAT 155 or equivalent test scores
- RWR 100 or ENG 155 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

### 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
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: General Education	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	2	3	3
		TOTALS:	25	24	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
XXX	XXX	Elective: Social/Behavioral Science	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
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
MTT	290	Selected Topics in Machine Tool	2	3	3
		TOTALS:	11	6	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
XXX	XXX	Elective: General Education	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.
- Interpret blueprint information and translate it into actionable items.
- Perform basic and advanced setup and operation of a CNC lathe and CNC mill.
- Perform setup and operation of manual machines, such as band saw, lathe, mill, and drill press.

## **PROGRAM ENTRANCE REQUIREMENTS:**

- MAT 155 or equivalent test scores
- RWR 100 or ENG 155 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
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: General Education	3	0	3
		<b>TOTALS:</b>	<b>15</b>	<b>0</b>	<b>15</b>

### 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
		<b>TOTALS:</b>	<b>7</b>	<b>27</b>	<b>16</b>

### 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
		<b>TOTALS:</b>	<b>22</b>	<b>57</b>	<b>41</b>

**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
XXX	XXX	Elective: Social/Behavioral Science	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: General Education	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; Online

## **PROGRAM INFORMATION**

Graduates with a management degree receive 66 credit hours of course work. They receive training in accounting, advertising, business, business ethics, business law, computer applications, leadership, and small business operations. They demonstrate management skills and decision-making skills, which includes planning, organizing, controlling and leading employees. Graduates receive oral and written communication skills, critical thinking and problem solving skills for both academic and workplace situations.

## **CAREER DESCRIPTION**

Graduates who obtain an Associate of Applied Science Business Administration degree in Management are prepared for a variety of career opportunities in both the private and public sectors. They can expect to start as entry-level careers in accounting, all levels of supervision in manufacturing and service industries, management positions in retail and sales companies, and purchasing agents, and business owners.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Communicate effectively using best practices prevailing in the business environment.
- Prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.
- Evaluate and interpret information about business organizations to support decision-making.
- Analyze and prepare business information using appropriate software.
- Analyze, implement, and integrate the management functions within the business environment.

## **PROGRAM ENTRANCE REQUIREMENTS**

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

## **ACADEMIC REQUIREMENTS**

- All general education, required major core courses, and other courses required for graduation require a grade of “C” or better.

## COURSE REQUIREMENTS

### GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	3	0	3
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		<b>OR</b>			
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	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
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
CPT	170	Microcomputer Applications	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	101	Accounting Principles I	3	0	3
ACC	102	Accounting Principles II	3	0	3
		<b>OR</b>			
ACC	150	Payroll Accounting	3	0	3
ACC	112	Organizational Accounting	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	240	Management Decision Making	3	0	3

MGT	255	Organizational Behavior	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
		TOTALS:	36	0	36

**Minimum Total Credit Hours: 66**

**NOTE:** Students wishing to transfer to a 4-year institution should take the following classes: ACC 102; ECO 210 or ECO 211; MAT 110 or MAT 120. Please see department advisors for specific details.

## **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	101	Introduction to Business	3	0	3
BUS	123	Business Law II	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MGT	101	Principles of Management	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
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		<b>OR</b>			
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
MGT	121	Small Business Operations	3	0	3
MKT	101	Marketing	3	0	3
		TOTALS:	15	0	15

### **SEMESTER 3 (SUMMER)**

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
MGT	255	Organizational Behavior	3	0	3
		TOTALS:	9	0	9



**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	101	Accounting Principles I	3	0	3
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	3	0	3
MGT	240	Management Decision Making	3	0	3
MKT	240	Advertising	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	102	Accounting Principles II	3	0	3
		<b>OR</b>			
ACC	150	Payroll Accounting	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	280	Executive Development	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	12	0	12

**Minimum Total Credit Hours: 66**

# **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; Online

## **PROGRAM INFORMATION**

Graduates with a degree in Marketing receive 66 credit hours of course work. They know accounting, business, business ethics, business law, computer applications, and leadership. Graduates know the fundamental concepts in marketing and business management. They receive training in computer graphics to market business ideas and concepts. They receive oral and written communication skills, critical thinking skills and problem solving skills for both academic and workplace situations.

## **CAREER DESCRIPTION**

Graduates who obtain an Associate of Applied Science in Marketing degree are prepared for a variety of career opportunities in both the private and public sectors. They can expect to start as entry-level careers in accounting, business, 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**

Graduates will:

- Communicate effectively using best practices prevailing in the business environment.
- Analyze and prepare business information using appropriate software.
- Prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.
- Analyze and prepare techniques and procedures for marketing of products and services.
- Develop a promotional campaign using traditional advertising tools, as well as social media.

## **PROGRAM ENTRANCE REQUIREMENTS:**

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

## **ACADEMIC REQUIREMENTS:**

- All general education, required major core courses, and other courses required for graduation require a grade of "C" or better.

## COURSE REQUIREMENTS

### GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	3	0	3
ENG	101	English Composition I	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		<b>OR</b>			
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		<b>TOTALS:</b>	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
CPT	170	Microcomputer Applications	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
		<b>TOTALS:</b>	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	101	Accounting Principles I	3	0	3
		<b>OR</b>			
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	3	0	3
ACC	102	Accounting Principles II	3	0	3
		<b>OR</b>			
BAF	101	Personal Finance	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	250	International Business	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	280	Executive Development	3	0	3

MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
		TOTALS:	36	0	36

**Minimum Total Credit Hours: 66**

**NOTE:** Students wishing to transfer to a 4-year institution should take the following classes: ACC 102; ECO 210 or ECO 211; MAT 110 or MAT 120. Please see department advisors for specific details.

## SEMESTER CURRICULUM:

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	111	Accounting Concepts	3	0	3
CPT	170	Microcomputer Applications	3	0	3
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			
ECO	211	Microeconomics	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
BUS	101	Introduction to Business	3	0	3
BUS	123	Business Law II	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		<b>OR</b>			
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
MGT	101	Principles of Management	3	0	3
		TOTALS:	15	0	15

### SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	101	Accounting Principles I	3	0	3
		<b>OR</b>			
ECO	201	Economic Concepts	3	0	3
		<b>OR</b>			
ECO	210	Macroeconomics	3	0	3
		<b>OR</b>			

ECO	211	Microeconomics	3	0	3
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
		TOTALS:	9	0	9

**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	102	Accounting Principles II	3	0	3
		<b>OR</b>			
BAF	101	Personal Finance	3	0	3
BUS	250	International Business	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	280	Executive Development	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	15	0	15

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	12	0	12

**Minimum Total Credit Hours: 66**

# **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:

- Build, test, and troubleshoot fundamental hydraulic and pneumatic systems. Students will characterize pertinent system parameters to include pressure, force, area(s), displacement, and flow. Students will build PLC programs and integrate into pneumatics systems to meet production specifications.
- Model a basic machine system and characterize pertinent mechanical parameters to include mechanical advantage and work done. Students will investigate mechanical efficiencies and optimize processes to meet specifications.
- Utilize 2D CAD software to delineate part details and produce documentation to enable accurate production. Students will employ 3D CAD software tools to create both part and assembly models and employ simulation software to characterize mechanical systems and to convey both design concepts and detail to both technical and non-technical personnel. Students will produce competent prototype models and evaluate form and fit within assemblies. Students will iterate prototype model production and demonstrate model and prototype improvement techniques to meet customer demands.
- Interface with basic automation and robotic systems. Students will create specific task programs to accomplish tiered pick and place operations. They will troubleshoot operational errors to ensure proper program operation.
- At program completion, students will build, test, and characterize fundamental electrical circuits. Students will apply learned PLC programming concepts and practical circuit knowledge and integrate into electromechanical systems to meet production specifications.

## **PROGRAM ENTRANCE REQUIREMENTS**

- ENG 101 or ENG 160 or equivalent test scores
- MAT 110 or MAT 175 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
ENG	160	Technical Communications	3	0	3
MAT	175	Algebra and Trigonometry I	3	0	3
EGR	112	Engineering Programming	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social/Behavioral Sciences	3	0	3
		TOTALS:	14	3	15

### REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	194	Statics and Strength of Materials	3	3	4
EGT	252	Advanced CAD	2	3	3
EGT	281	Prototype Modeling	1	6	3
EGT	285	Integrated Rapid Prototyping Applications	2	3	3
MET	213	Dynamics	2	3	3
MET	216	Mechanics of Fluid Systems	2	3	3
MET	224	Hydraulics and 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
		TOTALS:	20	33	31

### OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EEM	251	Programmable Controllers	2	3	3
EET	103	Introduction to Electronics	2	3	3
EGR	120	Engineering Computer Applications	2	3	3
EGR	175	Manufacturing Processes	2	3	3
EGT	106	Print Reading and Sketching	2	3	3
EGT	151	Introduction to CAD	2	3	3
		TOTALS:	12	18	18

**Minimum Total Credit Hours: 64**

**NOTE:** Students wishing to transfer to a 4-year institution should take the following classes: MAT 110, MAT 111, MAT 140, ENG 101, SPC 205, and PHY 221. Please see department chair for specific details.

# SEMESTER CURRICULUM

## SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	112	Engineering Programming	2	3	3
EGR	120	Engineering Computer Applications	2	3	3
ENG	160	Technical Communications	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	10	6	12

## SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	175	Manufacturing Processes	2	3	3
EGT	106	Print Reading and Sketching	2	3	3
EGT	151	Introduction to CAD	2	3	3
EGT	281	Prototype Modeling	1	6	3
MAT	175	Algebra and Trigonometry I	3	0	3
		TOTALS:	10	15	15

## SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EET	103	Introduction to Electronics	2	3	3
EGR	194	Statics and Strength of Materials	3	3	4
EGT	252	Advanced CAD	2	3	3
		TOTALS:	7	9	10

## SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EEM	251	Programmable Controllers	2	3	3
EGT	285	Integrated Rapid Prototyping Applications	2	3	3
MET	213	Dynamics	2	3	3
MET	216	Mechanics of Fluid Systems	2	3	3
		TOTALS:	8	12	12

## SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MET	224	Hydraulics and 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
XXX	XXX	Elective: Social/Behavioral Sciences	3	0	3
		TOTALS:	11	12	15

**Minimum Total Credit Hours: 64**



# 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 an accelerated four-semester program that always has a fall start. The emphasis of first semester is foundational laboratory knowledge and skills. The second through the third semester students concentrate on specialties in laboratory medicine. Topics for course work include: Hematology, Clinical Chemistry, Medical Microbiology, Parasitology, Urinalysis, Body Fluids, Immunology, and Immunohematology. The fourth and final semester students are on campus once a week for certification review and microbiology simulation. Students are required to complete 30 hours per week in a hospital laboratory during the final semester. 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 11% from 2020 to 2030, 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 can be employed in physicians' offices, medical schools, pharmaceutical companies, public health agencies such as the Department of Health and Environmental Control, 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 \$42,335.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Integrate scientific reasoning and interpretation within clinical laboratory sciences body of knowledge. **(Critical Thinking)**
- Communicate information and ideas effectively. **(Communication)**
- Perform laboratory procedures from simple to complex, including specimen collection, processing, analysis, and interpretation. **(Quality)**
- Develop competency in the theoretical knowledge necessary to prepare for the national certification examination. **(Applied Learning)**

## 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
- RWR 100 or ENG 155 or equivalent scores: Eligible to take ENG 101
- 2.0 Program GPA and 2.0 Cumulative GPA
- Students must have successfully completed BIO 112 and MAT 110 or MAT 120.

## 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.
- 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
- f. COVID Vaccination Status

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 and Physiology	3	3	4
		<b>OR</b>			
BIO	210	Anatomy and Physiology I	3	3	4
		<b>AND</b>			
BIO	211	Anatomy and Physiology II	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		<b>TOTALS:</b>	15-18	3-6	16-20

## 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	Immunoematology	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
AHS	142	Phlebotomy	2	0	2
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	112	Introduction to Parasitology	2	0	2
MLT	115	Immunology	2	3	3
MLT	131	Clinical Chemistry	3	0	3
MLT	240	Integrated Lab Concepts	4	0	4
MLT	251	Clinical Experience I	0	15	5
MLT	252	Clinical Experience II	0	15	5
		TOTALS:	18	42	32

**Minimum Total Credit Hours: 64**

## 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 and Physiology <i>(Note: Both BIO 210 and BIO 211 may be substituted)</i>	3	3	4
		<b>OR</b>			
BIO	210	Anatomy and Physiology I	3	3	4
		<b>AND</b>			
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
		TOTALS:	6-9	3-6	7-11

**SEMESTER 1 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
AHS	142	Phlebotomy	2	0	2
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:	13	9	16

**SEMESTER 2 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	105	Medical Microbiology	3	3	4
MLT	112	Introduction to Parasitology	2	0	2
MLT	120	Immunochemistry	3	3	4
MLT	210	Advanced Hematology	3	3	4
		TOTALS:	11	9	14

**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
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	11	6	13

**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	240	Integrated Lab Concepts	4	0	4
MLT	251	Clinical Experience I	0	15	5
MLT	252	Clinical Experience II	0	15	5
		TOTALS:	4	30	14

**Minimum Total Credit Hours: 64**

# **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 \$75,510 (Sept. 2019).

## **STUDENT LEARNING OUTCOMES**

Graduates of Florence Darlington Technical College School of Nursing will:

- Exemplify safe and competent patient-centered nursing care by providing evidence-based clinical decisions and encouraging patient/family involvement in care decisions, for a culturally diverse population.
- Demonstrate professional, ethical, and legal behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse.
- Utilize clinical technology to retrieve and monitor essential information to support patient care, and document nursing care.
- Use evidence-based research to formulate appropriate plan of care for diverse patients across the lifespan.
- Engage in the critical-thinking process by using evidence-based practice to provide patient-centered care.
- Collaborate with members of the inter-professional health care team, patient, and family to provide safe, quality health care.
- Integrate a spirit of inquiry and innovative thinking by engaging to develop a caring professional identity and enhance professional practice.

## **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.
- RWR 100 or ENG 155 or equivalent scores
- MAT 102 or equivalent test scores

## ADMISSION REQUIREMENTS:

- 2.75 Program GPA
- 2.4 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) Students are allowed four (4) attempts total on the TEAS test.
- 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 five (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. Biology courses with W/WF will be counted as an attempt.
- 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 2.4 cumulative GPA and 2.75 program GPA to continue to progress in nursing classes. Students who drop below GPA requirements will be placed on academic probation. The cumulative GPA must be 2.4 or higher to graduate.
- Students may only repeat a nursing course once (PHM or NUR)
- Student who **have two (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
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		<b>TOTALS:</b>	21	9	24



## REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	105	Pharmacology for Nurses	1	0	1
NUR	106	Pharmacology Basics in Nursing Practice	2	0	2
NUR	134	Beginning Nursing Skills	3	6	5
NUR	165	Nursing Concepts/Clinical Practice I	3	9	6
NUR	239	Mental Health Nursing Concepts	2	6	4
NUR	241	Health Promotion and Risk Reduction – Maternal/Child	2	6	4
NUR	243	Health Promotion and Risk Reduction – Children	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	3	9	6
		TOTALS:	24	0	44

**Minimum Total Credit Hours: 68**

## SEMESTER CURRICULUM:

### FALL ADMISSION 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	210	Anatomy and Physiology I	3	3	4
		TOTALS:	3	3	4

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	211	Anatomy and Physiology II	3	3	4
NUR	105	Pharmacology for Nurses	1	0	1
NUR	134	Beginning Nursing Skills	3	6	5
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
		TOTALS:	10	9	13

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	225	Microbiology	3	3	4
NUR	106	Pharmacology Basics in Nursing Practice	2	0	2
NUR	165	Nursing Concepts/Clinical Practice I	3	9	6
		TOTALS:	8	12	12

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	241	Health Promotion and Risk Reduction – Maternal/Child	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 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
NUR	243	Health Promotion and Risk Reduction – Children	2	6	4
NUR	266	Nursing Concepts/Clinical Practice III	3	9	6
		TOTALS:	8	15	13

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	239	Mental Health Nursing Concepts	2	6	4
NUR	267	Nursing Concepts/Clinical Practice IV	3	9	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	8	15	13

**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**

The LPN to ADN Transition program prepares LPNs, with a current unrestricted license in the state of South Carolina, the opportunity to pursue an associate degree in nursing. The LPN to ADN transition program is academically challenging. The program is open to men and women who provide evidence of interest, motivation and aptitude in the area of health care. Students are awarded an associate of applied science degree in nursing and eligible to take the National Council Licensure Examination (NCLEX-RN).

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 \$75,510 (Sept. 2019).

## **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**

Graduates will:

- Exemplify safe and competent patient-centered nursing care by providing evidence-based clinical decisions and encouraging patient/family involvement in care decisions, for a culturally diverse population.
- Demonstrate professional, ethical, and legal behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse.
- Utilize clinical technology to retrieve and monitor essential information to support patient care, and document nursing care.
- Use evidence-based research to formulate appropriate plan of care for diverse patients across the lifespan.
- Engage in the critical-thinking process by using evidence-based practice to provide patient-centered care.
- Collaborate with members of the inter-professional health care team, patient, and family to provide safe, quality health care.
- Integrate a spirit of inquiry and innovative thinking by engaging to develop a caring professional identity

and enhance professional practice.

## LPN to ADN TRANSITION ADMISSION REQUIREMENTS:

- 2.75 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) Students are allowed four (4) attempts on the TEAS tests.
- Nursing Career Talk within last year
- Completion of prerequisites: 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 five (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. Biology courses with a W/WF will be counted as an attempt.
- 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 2.4 cumulative GPA and 2.75 program GPA to continue to progress in nursing classes. Students who drop below GPA requirements will be placed on academic probation. The cumulative GPA must be 2.4 or higher to graduate.
- Students may only repeat a nursing course once (PHM or NUR)
- Student who have **two (2) failures** in nursing courses (PHM or NUR) have not made satisfactory academic progression and must leave the program. Students who fail NUR 201 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 REQUIREMENTS

### PRIOR LEARNING EQUIVALENCY

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PNR	110	Fundamentals of Nursing	3	6	5
PNR	122	Pharmacology	3	0	3
PNR	128	Medical/Surgical Nursing I	4	9	7
PNR	138	Medical/Surgical Nursing II	4	9	7
		TOTALS:	14	24	22

## GENERAL EDUCATION COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
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:	21	9	24

## REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	201	Transition Nursing	2.5	1.5	3
NUR	239	Mental Health Nursing Concepts	2	6	4
NUR	241	Health Promotion and Risk Reduction – Maternal/Child	2	6	4
NUR	243	Health Promotion and Risk Reduction – Children	2	6	4
NUR	266	Nursing Concepts/Clinical Practice III	3	9	6
NUR	267	Nursing Concepts/Clinical Practice IV	3	9	6
		TOTALS:	14.5	37.5	27

**Minimum Total Credit Hours: 73**

## SEMESTER CURRICULUM:

### PREREQUISITE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
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:	21	9	24

**SEMESTER 1 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	201	Transition Nursing	2.5	1.5	3
NUR	241	Health Promotion & Risk Reduction – Maternal/Child	2	6	4
		TOTALS:	4.5	7.5	7

**SEMESTER 2 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	243	Health Promotion and Risk Reduction – Children	2	6	4
NUR	266	Nursing Concepts/Clinical Practice III	3	9	6
		TOTALS:	5	15	10

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
NUR	239	Mental Health Nursing Concepts	2	6	4
NUR	267	Nursing Concepts and Clinical Practice IV	3	9	6
		TOTALS:	5	15	10

**Minimum Total Credit Hours: 73**

# 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

## 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

Graduates will:

- 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 <i>*Must be a 2<sup>nd</sup> year LEG student with a 2.0 GPA</i>	1	8	3
LEG	262	Litigation Applications <i>Prerequisite: LEG 201</i>	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

- Current CPR Certification by the American Heart Association or American Red Cross
- Hepatitis B Immunization, Signed Informed Refusal or Titer
- MMR Immunization or Titer
- Chicken Pox Vaccination or Titer
- Two-Step PPD/Chest X-Ray
- 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 ( <i>online course</i> )	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 ( <i>online course</i> )	1	0	1
PSY	203	Human Growth and Development	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		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 2020 Occupational Outlook Handbook, the median annual income for radiologic technologists is approximately \$60,510. The projected growth in job opportunities for radiologic technologists will be 7% faster than average over the next decade.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Become knowledgeable, clinically competent radiographers while demonstrating radiation safety practices. **(Knowledge)**
- Acquire appropriate communication skills among all members of the healthcare team and patients. **(Communication)**
- Model appropriate professionalism skills. **(Professionalism)**
- Acquire critical thinking skills in order to problem solve effectively in a changing healthcare environment. **(Critical Thinking)**
- Develop competency in theoretical knowledge necessary to prepare for the national certification examination. **(Preparedness)**

## 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 with a calculated 2.5 GPA 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 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.
- 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 that chooses to withdraw from the program may petition to reenter according to the program readmission policy.
- 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
- f. COVID vaccination status

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 <i>(Note: Both ENG 101 and SPC 205 may be substituted)</i>	3	0	3
MAT	110	College Algebra (Pre-Req.)	3	0	3
PSY	201	General Psychology	3	0	3
BIO	210	Anatomy and Physiology I (Pre-Req.)	3	3	4
BIO	211	Anatomy and Physiology II (Pre-Req.)	3	3	4
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
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	110	Patient Care Procedures	1	3	2
AHS	164	Medical Terminology Review	1	0	1
RAD	130	Radiographic Procedures I	2	3	3
RAD	136	Radiographic Procedures II	2	3	3
RAD	153	Applied Radiography I	2	3	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	236	Radiography Seminar II	2	0	2
RAD	257	Advance Radiography I	0	21	7
RAD	266	Advance Radiography II	0	18	6
		TOTALS:	16	81	43

**Minimum Total Credit Hours: 82**

## SEMESTER CURRICULUM:

### PREREQUISITE COURSES

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

**SEMESTER 1 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	110	Patient Care Procedures	1	3	2
AHS	164	Medical Terminology Review	1	0	1
RAD	101	Introduction to Radiography	2	0	2
RAD	153	Applied Radiography I	2	3	3
ENG	160	Technical Communications <i>(Note: Both ENG 101 and SPC 205 may be substituted)</i>	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	12	6	14

**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	236	Radiography Seminar II	2	0	2
RAD	266	Advance Radiography II	0	18	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	8	18	14

**Minimum Total Credit Hours: 82**

# 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.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

The Commission on Accreditation for Respiratory Care (<https://coarc.com>) accredits the Respiratory Care program. The program currently has continuing accreditation status.

CoARC  
264 Precision Boulevard  
Telford, Tennessee 37690  
(817) 283-2835

## STUDENT LEARNING OUTCOMES

Graduates will:

- Respiratory graduates will demonstrate ability to self-assess the knowledge that is required for life-long learning. **(Lifelong Learning)**
- Respiratory graduates will be able to communicate effectively and professionally with a variety of patients from diverse backgrounds, in addition to peers and other health care providers. **(Communication)**
- Respiratory graduates will be able to integrate technical and conceptual knowledge to assess, plan, implement, evaluate, adapt and document treatments to benefit individual patient needs. **(Critical Thinking)**
- Respiratory graduates will provide evidence-based, preventive and therapeutic respiratory care in a safe manner. **(Quality and Safety)**

## PROGRAM ENTRANCE REQUIREMENTS

- Acceptance into FDTC
- RWR 100 or ENG 155 or equivalent test 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	Basic Anatomy and Physiology	3	3	4
		<b>OR</b>			
BIO	210	Anatomy and Physiology I	3	3	4
		<b>AND</b>			
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
PHS	101	Physical Science	3	3	4
		<b>OR</b>			
BIO	115	Basic Microbiology	2	3	3
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:	20-24	6	22-27

## 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	3	3	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
		TOTALS:	19	9	22

## OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	111	Pathophysiology	2	0	2
RES	150	Clinical Applications	0	12	4
RES	151	Clinical Applications I	0	15	5
RES	220	Hemodynamic Monitoring	1	0	1
RES	241	Respiratory Care Transition	0	3	1
RES	243	Mechanical Ventilation II	1	3	2
RES	246	Respiratory Pharmacology	2	0	2
RES	249	Comprehensive Applications	1	3	2
RES	251	Clinical Applications III	0	24	8
RES	275	Advanced Clinical Practice	0	15	5
		TOTALS:	7	75	32

**Minimum Total Credit Hours: 76**

## 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
		<b>OR</b>			
BIO	210	Anatomy and Physiology I	3	3	4
		<b>AND</b>			
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
PHS	101	Physical Science I	3	3	4
		<b>OR</b>			
BIO	115	Basic Microbiology	2	3	3
		TOTALS:	8-12	6	10-15

**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	111	Pathophysiology	2	0	2
RES	121	Respiratory Skills I	3	3	4
RES	123	Cardiopulmonary Physiology	3	0	3
		TOTALS:	14	3	15

**SEMESTER 2 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
SPC	205	Public Speaking	3	0	3
RES	131	Respiratory Skills II	3	3	4
RES	150	Clinical Applications I	0	12	4
RES	246	Respiratory Pharmacology	2	0	2
		TOTALS:	8	15	13

**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	151	Clinical Applications I	0	15	5
		TOTALS:	5	18	11

**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	204	Neonatal Pediatric Care	3	0	3
RES	232	Respiratory Therapeutics	2	0	2
RES	243	Mechanical Ventilation II	1	3	2
RES	275	Advanced Clinical Practice	0	15	5
		TOTALS:	6	18	12

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
RES	220	Hemodynamic Monitoring	1	0	1
RES	241	Respiratory Care Transition	0	3	1
RES	249	Comprehensive Applications	1	3	2
RES	251	Clinical Applications III	0	24	8
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	5	30	15

**Minimum Total Credit Hours: 76**



# **SURGICAL TECHNOLOGY**

**DEGREE: Degree in Applied Science with a major in Surgical Technology**

Program Code: AAS.SUR

CIP Code: 51.0909

Delivery Mode: Traditional/Face-to-Face

## **PROGRAM INFORMATION**

The Surgical Technology Program is a five-semester associate degree program and is composed of classroom study, laboratory skills, and clinical experience. Students will learn aseptic technique, surgical instrumentation, surgical suite equipment, operative procedures, anatomy, medical terminology, pharmacology, and microbiology. Three semesters of clinical rotations give the student opportunities to apply theory into practice to enable students to gain essential surgical skills. Upon graduation, students will take the national certification exam administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to become Certified Surgical Technologist.

## **CAREER DESCRIPTION**

Surgical Technologists are highly skilled allied health personnel who perform multiple technical tasks within the surgical environment. Surgical technologists prepare the operating room, including the sterile field, setting up surgical equipment, supplies and solutions. During surgery, surgical technologists pass instruments, fluids and supplies to the surgeon and prepare and manage surgical equipment. Surgical technologists simultaneously manage the sterile field and specimens. Surgical technologists perform a count of sponges and supplies to prevent foreign retained objects. Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers.

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, anesthesia technologists, cell saver technologists, physician offices, private scrubs, instrument sales representatives, and veterinary assistants.

Employment of surgical technologists is projected to grow 9 percent from 2018 to 2028, faster than the average for all occupations. Advances in medical technology have made surgery safer, and more operations are being done to treat a variety of illnesses and injuries.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- Incorporate the theoretical knowledge of the anatomy, physiology, pathophysiology, microbiology, medical terminology, pharmacology, and surgical procedures into clinical practice as a qualified, entry level surgical technologist.
- Adapt a strong surgical conscience as evident by their proficient practice in aseptic technique, proper use and care of instrumentation, clinical judgement and anticipation of the surgeon and surgical case needs.
- Support the Surgical Technology Code of Ethics by demonstrating professional behaviors to include ethical, legal, moral, and medical values related to the patient and surgical team during the perioperative experience.

## **ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS**

The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) accredits the Surgical Technology program upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

CAAHEP  
9355 – 113<sup>th</sup> Street N, #7709  
Seminole, Florida 33775  
(727) 210-2350

ARC-STSA  
19751 E. Mainstreet, Suite 339  
Parker, Colorado 80138  
(303) 694-9262

## PROGRAM ENTRANCE REQUIREMENTS:

- 2.5 Program GPA
- Eligibility to take ENG 101 or higher
- Completion of BIO 112 and MAT 101 or 102 with earned 2.5 GPA
- Completed quiz for the Surgical Technology Career Talk as a part of the program application process

## OTHER ACADEMIC REQUIREMENTS:

- All program related coursework must be completed with a grade of “C” or higher.
- Students must maintain a minimum 2.0 cumulative GPA to continue to progress in Surgical Technology courses.
- Courses with the following prefixes may not be attempted more than twice: AHS, BIO, SUR.
- Students may only repeat a Surgical Technology program course (SUR) once.
- Students who fail any program course (SUR) in the first semester must repeat for credit all first semester SUR courses when they re-enter the SUR program.
- Students who fail a SUR course in a subsequent semester will be required to complete a skills check-off with a grade of 77 or better prior to re-entry into the SUR program.
- Dismissal Policy: Students who have **one (1) failure** in Surgical Technology courses (SUR) have not made satisfactory academic progression and must leave 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.
- A student will be allowed to re-enter the Surgical 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 complete an initial criminal background check and drug testing.

**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 with a quantitative copy of lab results 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 results 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 results 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 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. 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 and Physiology	3	3	4
BIO	115	Basic Microbiology	2	3	3
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	14	6	16

## 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	4	3	5
SUR	103	Surgical Procedures I	3	3	4
SUR	104	Surgical Procedures II	3	3	4
SUR	105	Surgical Procedures III	3	3	4
SUR	110	Introduction to Surgical Practicum	0	15	5
SUR	113	Advanced Surgical Practicum	0	18	6
SUR	120	Surgical Seminar	2	0	2
SUR	126	Principles of Surgical Pharmacology	1	0	1
		TOTALS:	19	51	36

## OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
MAT	101	Beginning Algebra	3	0	3
SUR	114	Surgical Specialty Practicum	0	21	7
		TOTALS:	6	21	13

**Minimum Total Credit Hours: 65**

## 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
MAT	101	Beginning Algebra	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
SUR	101	Introduction to Surgical Technology	3	6	5
SUR	102	Applied Surgical Technology	4	3	5
		TOTALS:	10	9	13

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	115	Basic Microbiology	2	3	3
SUR	103	Surgical Procedures I	3	3	4
SUR	104	Surgical Procedures II	3	3	4
SUR	126	Principles of Surgical Pharmacology	1	0	1
		TOTALS:	9	9	12

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
SUR	110	Introduction to Surgical Practicum	0	15	5
		TOTALS:	3	15	8

**SEMESTER 4 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
PSY	201	General Psychology	3	0	3
SUR	105	Surgical Procedures III	3	3	4
SUR	113	Advanced Surgical Practicum	0	18	6
		TOTALS:	6	21	13

**SEMESTER 5 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
SUR	114	Surgical Specialty Practicum	0	21	7
SUR	120	Surgical Seminar	2	0	2
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	5	21	12

**Minimum Total Credit Hours: 65**

# 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; Hybrid; Online

### 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

The National Association for the Education of Young Children requires graduates to:

- Use knowledge of child development and learning in context to create a caring community of learners.
- Observe, document, and assess children's development and learning.
- Teach to enhance each child's development and learning.
- Understand and use content areas to plan and implement an engaging curriculum designed to meet goals that are important and meaningful for children, families, and the community in the present as well as the future.

### PROGRAM ENTRANCE REQUIREMENTS:

- High School Diploma or GED
- Admission Test Scores: R-61 or higher; W-61 or higher; A-44 or higher

### OTHER ACADEMIC REQUIREMENTS

- A grade of "C" or better is required for each ECD course.
- Minimum Cumulative GPA of 2.0
- A clear criminal background check is required. (A criminal record could make a student ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program.)

**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
		<b>OR</b>			
ENG	155	Communications I	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
PSY	105	Personal/Interpersonal Psychology	3	0	3
		<b>OR</b>			
PSY	201	General Psychology	3	0	3
		<b>TOTALS:</b>	<b>8</b>	<b>3</b>	<b>9</b>

**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 and 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 and Development II	3	0	3
		<b>TOTALS:</b>	<b>15</b>	<b>0</b>	<b>15</b>

**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 and Math Concepts	3	0	3
ECD	237	Methods and Materials	3	0	3
ECD	243	Supervised Field Experience I	1	6	3
		<b>TOTALS:</b>	<b>16</b>	<b>6</b>	<b>18</b>

**Minimum Total Credit Hours: 42**

## SEMESTER CURRICULUM:

### SPRING ADMISSION SEMESTER CURRICULUM

#### SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
		<b>OR</b>			
ENG	155	Communications I	3	0	3
ECD	101	Introduction to Early Childhood	3	0	3
ECD	105	Guidance-Classroom Management	3	0	3
ECD	107	Exceptional Children	3	0	3
		TOTALS:	12	0	12

#### SEMESTER 2 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	131	Language Arts	3	0	3
ECD	203	Growth and Development II	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
		TOTALS:	8	3	9

#### SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	102	Growth and Development I	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	237	Methods and Materials	3	0	3
PSY	105	Personal/Interpersonal Psychology	3	0	3
		<b>OR</b>			
PSY	201	General Psychology	3	0	3
		TOTALS:	12	0	12

#### SEMESTER 4 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	132	Creative Experiences	3	0	3
ECD	133	Science and Math Concepts	3	0	3
ECD	243	Supervised Field Experience I	1	6	3
		TOTALS:	7	6	9

**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 \$42,850 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:

- Communicate effectively with a variety of patients from diverse backgrounds, in addition to peers and other dental health care providers. **(Communication)**
- Utilize critical thinking skills to assist in the treatment and care of all patients. **(Critical Thinking)**

- Adhere to state and federal laws, recommendations and regulations in providing quality care using safe and effective practices. **(Quality and Safety)**
- Dental Assisting graduates should be able to identify and understand basic anatomical, chemical, and pre-clinical aspects of dental procedures. **(Knowledge)**

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  
(843) 440-2500

## PROGRAM ENTRANCE REQUIREMENTS

- High School Diploma or GED
- BIO 112 and ENG 155 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 and DAT
- 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: PSY 103 (second semester) and MAT 155 (third semester).
- Curriculum Completion Requirement – 12 months

## OTHER 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
BIO	112	Basic Anatomy and Physiology	3	3	4
ENG	155	Communications I	3	0	3
PSY	103	Human Relations	3	0	3
MAT	155	Contemporary Mathematics	2	3	3
		TOTALS:	11	6	13

### REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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 and 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:	4	24	12

**Minimum Total Credit Hours: 47**

## 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
ENG	155	Communications I	3	0	3
		TOTALS:	6	3	7

### 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 and Professionalism	1	0	1
DAT	118	Dental Morphology	2	0	2
DAT	154	Clinical Procedures I	2	6	4
DAT	123	Oral Medicine/Oral Biology	3	0	3
		TOTALS:	11	9	14

### 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
PSY	103	Human Relations	3	0	3
		TOTALS:	11	12	15

### 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	2	3	3
		TOTALS:	2	27	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.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Apply industry standard safety practices and specific safety requirements for different machining operations.
- Interpret blueprint information and translate it into actionable items.
- Perform set up and operation of manual machines, such as band saw, lathe, mill, and drill press.

## PROGRAM ENTRANCE REQUIREMENTS

- RWR 100 or equivalent test scores
- MAT 155 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
XXX	XXX	Elective: Social/Behavioral Science	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 and 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 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
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS:	10	12	14

**Minimum Total Credit Hours: 41**

# MEDICAL ASSISTING

## DIPLOMA: Diploma in Applied Science with a major in Medical Assisting

Program Code: DAS.MEDC

CIP Code: 51.0801

Delivery Mode: Traditional/Face-to-Face

## PROGRAM INFORMATION

The Medical Assisting Program is a three-semester diploma program. The first two semesters are sequential and are composed general education and medical assisting specific courses containing lecture and student laboratory experiences. The third and final semester provides a clinical experience in physician offices. 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 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

Graduates will:

- Unify skills, knowledge and attitudes necessary for success within the medical assisting profession body of knowledge. **(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)**
- Interpret objective patient data by correlating with subjective and pathological findings. **(Critical Thinking)**

Medical Assisting graduates are eligible to challenge the Registered Medical Assisting (RMA) Exam, which is a nationally recognized credentialing organization. Once the program is accredited by Commission on Accreditation of Allied Health Programs (CAAHEP) students would be able to challenge the Certified Medical Assistants (CMA) exam. This would qualify our student for both nationally recognized credentialing agencies.



## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by American Medical Technologists: (<https://www.americanmedtech.org>).

American Medical Technologists  
10700 West Huggins Road, Suite 150  
Rosemont, IL 60018  
(847) 823-5169

### PROGRAM ENTRANCE REQUIREMENTS:

- MAT 101 or MAT 102 or equivalent test scores
- RWR 100 or equivalent scores
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### PROGRAM ACADEMIC REQUIREMENTS:

- A minimum grade of “C” is required for all MED curriculum courses.
- Students must maintain a minimum 2.0 cumulative GPA and 2.0 program GPA to continue to progress in MED classes.
- Students who fail any program course (MED) in the first semester must repeat or test out for credit all first semester MED courses when they re-enter the program.
- Students who fail a MED course in a subsequent semester will be required to remediate prior to re-entry into the MED 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 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
- f. COVID Vaccination Status

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	112	Basic Anatomy and Physiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	101	Beginning Algebra	3	0	3
		<b>OR</b>			
MAT	102	Intermediate Algebra	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	12	3	13

## REQUIRED MAJOR CORE COURSES

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
MED	113	Basic Medical Laboratory Techniques	2	3	3
MED	114	Medical Assisting Clinical Procedures	3	3	4
MED	131	Administrative Skill of the Medical Office I	2	0	2
MED	141	Medical Office Clinical Skills I	1	3	2
MED	156	Clinical Experience I	1	15	6
		TOTALS:	12	24	20

## OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	121	Basic Pharmacology	2	0	2
CPT	170	Microcomputer Applications	3	0	3
HIM	135	Medical Pathology	3	0	3
PSY	103	Human Relations	3	0	3
		TOTALS:	11	0	11

**Minimum Total Credit Hours: 44**

## SEMESTER CURRICULUM:

### PREREQUISITE 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
		TOTALS:	6	3	7

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
MAT	101	Beginning Algebra	3	0	3
		<b>OR</b>			
MAT	102	Intermediate Algebra	3	0	3
MED	131	Administrative Skill of the Medical Office I	2	0	2
MED	141	Medical Office Clinical Skills I	1	3	2
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
MED	113	Basic Medical Laboratory Techniques	2	3	3
MED	114	Medical Assisting Clinical Procedures	3	3	4
PSY	103	Human Relations	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	13	6	15

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
MED	156	Clinical Experience I	1	15	6
		TOTALS:	4	15	9

**Minimum Total Credit Hours: 44**

# **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 Practical Nurse in South Carolina is estimated to be \$48,820 (May 2020).

## **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.

Graduate will:

- Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the healthcare team. (Human Flourishing)
- Provide a rationale for judgments used in the provision of safe, quality care for decisions that promote the health of patients within a family context. (Nursing Judgment)
- 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. (Professional Identity)
- Question the basis for nursing actions considering research, evidence, tradition, and patient preferences. (Spirit of Inquiry)

## PROGRAM ENTRANCE REQUIREMENTS

- RWR 100 or ENG 155 equivalent scores
- MAT 155 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.) Students are allowed **four (4) attempts** total on the TEAS test.
- Nursing Career Talk
- BIO courses being transferred for BIO 112 must not be more than 5 years old **AT THE TIME YOU BEGIN THE PROGRAM.**

## OTHER ACADEMIC REQUIREMENTS

- A grade of “C” is required in all PNR 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 may only repeat a practical nursing (PNR) course once
- Student who have **two (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.

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**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	112	Basic Anatomy and Physiology	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	Algebra, Geometry, and Trigonometry I	3	0	3
		<b>OR</b>			
MAT	155	Contemporary Mathematics	2	3	3
PSY	201	General Psychology	3	0	3
		TOTALS:	11-12	3-6	13

## 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	155	Maternal/Infant/Child Nursing	5	6	7
PNR	183	Special Topics in Practical Nursing	3	0	3
		<b>TOTALS:</b>	<b>22</b>	<b>30</b>	<b>32</b>

## OTHER COURSES REQUIRED FOR GRADUATION

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
		<b>TOTALS:</b>	<b>3</b>	<b>0</b>	<b>3</b>

**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 and Physiology	3	3	4
		<b>TOTALS:</b>	<b>3</b>	<b>3</b>	<b>4</b>

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
MAT	110	Algebra, Geometry, and Trigonometry I	3	0	3
		<b>OR</b>			
MAT	155	Contemporary Mathematics	2	3	3
PNR	110	Fundamentals of Nursing	3	6	5
PNR	122	Fundamentals of Pharmacology	3	0	3
		<b>TOTALS:</b>	<b>11-12</b>	<b>6-9</b>	<b>14</b>

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
PNR	128	Medical/Surgical Nursing I	4	9	7
PNR	155	Maternal/Infant/Child Nursing	5	6	7
		<b>TOTALS:</b>	<b>12</b>	<b>15</b>	<b>17</b>



**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	183	Special Topics in Practical Nursing	3	0	3
PSY	201	General Psychology	3	0	3
		TOTALS:	10	9	13

**Minimum Total Credit Hours: 48**

# 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.

## PROGRAM ENTRANCE REQUIREMENTS

- ENG 155 or equivalent test scores
- MAT 155 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, and 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 and 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, and Trigonometry I	3	0	3
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	111	ARC Welding I	1	9	4
WLD	201	Welding Metallurgy ( <i>Fall Only</i> )	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 and 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

## ADVANCED CYBERSECURITY

**CERTIFICATE: Certificate in Applied Science with a Major in Advanced CyberSecurity**

Program Code: CAS.ACSC

CIP Code: 11.9999

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

## PROGRAM INFORMATION

This certificate is designed for individuals who have experience or training in systems and network operations. It provides expertise in information assurance and cyber security. This program presents knowledge and skills to develop and implement security of systems and infrastructure in business and industry. Students are prepared for certifications in Windows, Linux, and Security topics.

## CAREER DESCRIPTION

Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Explain the concepts of confidentiality, availability, and integrity (CIA) in context of Information Assurance; Articulate the threats to CIA and be able to analyze a given architecture, discern vulnerabilities, and recommend physical, logical, or administrative controls to mitigate the threat. (Cybersecurity Fundamentals—Theory)
- Demonstrate expertise in configuring host and network level technical security controls, i.e. host firewalls, user access controls, host logging, network filtering, intrusion detection, and prevention and encryption. (Managing Security—Applied)
- Manage multiple operating systems, systems software, network services, and security, and demonstrate analytical skills in identifying and troubleshooting networking and security issues; (Managing Systems—Applied)

## PROGRAM ENTRANCE REQUIREMENTS

- RWR 100 or ENG 155 or equivalent test scores
- MAT 101 or equivalent test scores

## SPECIAL PROGRAM REQUIREMENTS

- Completion of AAS.NSM degree or equivalent or permission of NSM advisor.

## COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	282	Information Systems Security	3	0	3
IST	191	Linux System Administration	3	0	3
IST	198	Cloud Essentials	3	0	3
IST	215	Health Information Networking	3	0	3
IST	257	LAN Network Server Technologies	3	0	3
IST	268	Computer Forensics	3	0	3
IST	269	Digital Forensics	3	0	3
IST	291	Fundamentals of Network Security	3	0	3
IST	293	IT and Data Assurance I	3	0	3
IST	294	IT and Data Assurance II	3	0	3
		TOTALS:	30	0	30

**Minimum Total Credit Hours: 30**

## SEMESTER CURRICULUM:

### SEMESTER 1 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	191	Linux System Administration	3	0	3
IST	198	Cloud Essentials	3	0	3
IST	257	LAN Network Server Technologies	3	0	3
IST	291	Fundamentals of Network Security	3	0	3
		TOTALS:	12	0	12

### SEMESTER 2 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
IST	268	Computer Forensics	3	0	3
IST	293	IT and Data Assurance I	3	0	3
		TOTALS:	6	0	6

### SEMESTER 3 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	282	Information Systems Security	3	0	3
IST	215	Health Information Networking	3	0	3
IST	269	Digital Forensics	3	0	3
IST	294	IT and Data Assurance II	3	0	3
		TOTALS:	12	0	12

**Minimum Total Credit Hours: 30**

# 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 knowledge of safety and environmental requirements in the transportation repair Industry.
- 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 will:

- Demonstrate knowledge of safety and environmental requirements in the transportation repair industry.
- Differentiate engine system's components.
- Demonstrate proficiency in the servicing of automotive brake systems.

## PROGRAM ENTRANCE REQUIREMENTS:

- RWR 100 or ENG 155 or equivalent test scores
- MAT 155 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 and 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 and Air Conditioning	2	6	4
		TOTALS:	4	12	8

**Minimum Total Credit Hours: 30**

# BOOKKEEPING

## CERTIFICATE: Certificate in Applied Science with a Major in Bookkeeping

Program Code: CAS.BOOK

CIP Code: 52.0301

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

## PROGRAM INFORMATION

This certificate program is designed to prepare graduates for job opportunities in the areas of entry-level bookkeeping and payroll.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Communicate effectively using best practices prevailing in the business environment.
- Prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.
- Analyze and prepare financial information about business organizations to support decision-making.

## PROGRAM ENTRANCE REQUIREMENTS:

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

## ACADEMIC REQUIREMENTS:

- All courses require a grade of “C” or better.

## 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	115	Managerial Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
BUS	101	Introduction to Business	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MGT	206	Management Spreadsheets	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	101	Introduction to Business	3	0	3
CPT	170	Microcomputer Applications	3	0	3
		TOTALS:	9	0	9

### 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
MGT	206	Management Spreadsheets	3	0	3
		TOTALS:	9	0	9

### SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ACC	115	Managerial Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
		TOTALS:	6	0	6

**Minimum Total Credit Hours: 24**

# 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 fundamental computer-assisted drafting skills and prepares them to continue in the Civil Engineering Technology curriculum or for entry-level positions in the industry.

## CAREER DESCRIPTION

CAD Technicians interface with Civil, Electrical/Electronic, and Mechanical Engineers and Engineering Technicians to design and detail buildings and structures. They also interact with manufacturing and mechanical personnel to model entities and create workflow schematics. They work in a variety of capacities and in diverse environments from offices to industrial arenas.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Utilize 2D CAD software to delineate part details and produce documentation to enable accurate production. Students will also utilize 2D CAD software to complete a property survey project and characterize pertinent details according to industry standards.
- Employ 3D CAD software tools to create both part and assembly models and employ simulation software to characterize mechanical systems and to convey both design concepts and detail to both technical and non-technical personnel. Students will produce competent prototype models and evaluate form and fit within assemblies. Students will iterate prototype model production and demonstrate model and prototype improvement techniques to meet customer demands.

## PROGRAM ENTRANCE REQUIREMENTS

- MAT 101 or equivalent test scores

## ACADEMIC REQUIREMENTS:

- A grade of “C” or better is required for EGR and EGT courses.

## COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	2	3	3
EGR	175	Manufacturing Processes	2	3	3
EGT	106	Print Reading & Sketching	2	3	3
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
EGT	210	Engineering Graphics III	2	6	4
		<b>OR</b>			

EGT	281	Prototype Modeling	1	6	3
		<b>OR</b>			
EGT	285	Integrated Rapid Prototyping Applications	2	3	3
EGT	252	Advanced CAD	2	3	3
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	175	Algebra & Trigonometry I	3	0	3
		TOTALS:	16-17	24-27	25-26

**Minimum Total Credit Hours: 25**

## SEMESTER CURRICULUM:

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGT	106	Print Reading & Sketching	2	3	3
EGT	115	Engineering Graphics II	2	6	4
EGT	151	Introduction to CAD	2	3	3
MAT	110	College Algebra	3	0	3
		<b>OR</b>			
MAT	175	Algebra & Trigonometry I	3	0	3
		TOTALS:	9	12	13

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EGR	120	Engineering Computer Applications	2	3	3
EGR	175	Manufacturing Processes	2	3	3
EGT	210	Engineering Graphics III	2	6	4
		<b>OR</b>			
EGT	281	Prototype Modeling	1	6	3
		<b>OR</b>			
EGT	285	Integrated Rapid Prototyping Applications	2	3	3
EGT	252	Advanced CAD	2	3	3
		TOTALS:	7-8	12-15	12-13

**Minimum Total Credit Hours: 25**

# 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	2	3	3
GMT	101	Intro. to Geographic Information Systems	2	3	3
GMT	103	Introduction to Global Positioning Systems	2	3	3
GMT	115	Fundamentals of Cartography & Photogrammetry/Imaging	3	3	4
GMT	240	Geographic Information Systems Analysis and Reporting	3	3	4
GMT	261	Special Topics Related to GIS	0	3	1
		TOTALS:	12	18	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	2	3	3
GMT	101	Introduction to Geographic Information Systems	2	3	3
		TOTALS:	4	6	6

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
GMT	103	Introduction to Global Positioning Systems	2	3	3
GMT	115	Fundamentals of Cartography & Photogrammetry/Imaging	3	3	4
		TOTALS:	5	6	7

### SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
GMT	240	Geographic Information Systems Analysis and Reporting	3	3	4
GMT	261	Special Topics Related to GIS	0	3	1
		TOTALS:	3	6	5

**Minimum Total Credit Hours: 18**

# 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

## 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.

## STUDENT LEARNING OUTCOMES

Graduates 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 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.

## ENTRANCE REQUIREMENTS:

- High School Diploma or GED
- MAT 155 or appropriate scores
- RWR 100 or ENG 155 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	257	Operating Systems	3	0	3
CPT	285	PC Hardware Concepts	3	0	3
ENG	101	English Composition I	3	0	3
IST	201	Cisco Internetworking Concepts	3	0	3
IST	202	Cisco Router Configuration	3	0	3
MAT	107	Statistics	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
		<b>TOTALS:</b>	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	101	English Composition I	3	0	3
IST	201	Cisco Internetworking Concepts	3	0	3
MAT	107	Statistics	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
		TOTALS:	12	0	12

### 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
		TOTALS:	6	0	6

**Minimum Total Credit Hours: 18**

# COMPUTER TECHNOLOGY – WEB APPLICATIONS AND PROGRAMMING

**CERTIFICATE: Certificate in Applied Science with a Major in Web Applications and Programming**

Program Code: CAS.WEBP

CIP Code: 11.0301

Delivery Mode: Traditional/Face-to-Face

## PROGRAM INFORMATION

To provide students with the fundamental skills to plan, design, code and maintain web applications. The Web Applications and Programming Certificate provides students with the necessary skills to obtain entry-level positions in web design, programming, and application development.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Build, maintain, and troubleshoot to solve common 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.

## ENTRANCE REQUIREMENTS

- High School Diploma or GED
- MAT 155 or appropriate scores
- RWR 100 or ENG 155 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
MAT	107	Statistics	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
CPT	168	Programming Logic and Design	3	0	3
ENG	101	English Composition I	3	0	3
CPT	242	Database	3	0	3
CPT	240	Internet Programming with Databases	3	0	3
CPT	262	Advanced Web Page Publishing	3	0	3
		<b>SELECT 1 OR 2 COURSES</b>			
IST	190	Linux Essentials	3	0	3
IST	290	Special Topics in Information Sciences	3	0	3
		<b>TOTALS:</b>	<b>27-30</b>	<b>0</b>	<b>27-30</b>

**Minimum Total Credit Hours: 27**

## SEMESTER CURRICULUM: (30 CREDIT HOURS)

### SEMESTER 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	170	Microcomputer Applications	3	0	3
		TOTALS:	6	0	6

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	168	Programming Logic and Design	3	0	3
CPT	262	Advanced Web Page Publishing	3	0	3
		TOTALS:	6	0	6

### SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MAT	107	Statistics	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
IST	190	Linux Essentials	3	0	3
		TOTALS:	6	0	6

### SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	242	Database	3	0	3
IST	290	Special Topics in Information Sciences	3	0	3
		TOTALS:	6	0	6

### SEMESTER 5 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	240	Internet Programming with Databases	3	0	3
ENG	101	English Composition I	3	0	3
		TOTALS:	6	0	6

**Minimum Total Credit Hours: 30**

## SEMESTER CURRICULUM: (27 CREDIT HOURS)

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
CPT	162	Introduction to Web Page Publishing	3	0	3
ENG	101	English Composition I	3	0	3
		TOTALS:	9	0	9

**SEMESTER 2 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	168	Programming Logic and Design	3	0	3
CPT	262	Advanced Web Page Publishing	3	0	3
		TOTALS:	6	0	6

**SEMESTER 3 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	242	Database	3	0	3
IST	290	Special Topics in Information Sciences	3	0	3
		TOTALS:	6	0	6

**SEMESTER 4 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	240	Internet Programming with Databases	3	0	3
MAT	107	Statistics	3	0	3
		<b>OR</b>			
MAT	120	Probability and Statistics	3	0	3
		TOTALS:	6	0	6

**Minimum Total Credit Hours: 27**

# 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 semester.

## ENTRANCE REQUIREMENTS

- A high school diploma or GED or at least a tenth grade education
- At least sixteen years of age
- Department registration is required. Specific program costs and requirements will be provided at registration. Please see your Cosmetology Advisor for registration.
- Upon being registered in your classes, student will be responsible for purchasing the following and are **REQUIRED** to have for **first day** of class: a supply kit, textbooks, and new uniforms.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of “C” (score of 75 or better): COS
- Any course with one of the following prefixes may NOT be attempted more than twice: COS
- Curriculum Completion Requirements – 2 years/24 months
- Dismissal Policy:
  - 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.
  - A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical in the clinical area.
- Re-Entry Policy:
  - Any student who has been dismissed from the Cosmetology program for academic or clinical failure, or who has been withdrawn will not be eligible to return for the next semester.
  - 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.
  - This will be allowed only if the student’s GPA is a 2.0 or better.
  - Students are not eligible to re-enter the Cosmetology program after two withdrawals from the curriculum.

## COURSE 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.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Demonstrate roller control, hair shaping, and nail care.
- Demonstrate hair color and hair lightening.
- Identify the method used for hair removal, basic skin care, and make-up application.

## 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	0.5	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

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	106	Facials and Make-Up	1	6	3
COS	108	Nail Care	1	6	3
COS	120	Mannequin Practice	0	9	3
COS	206	Chemical Hair Waving	0	9	3
COS	210	Hair Coloring	0.5	7.5	3
		TOTALS:	2.5	37.5	15

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	101	Fundamentals of Cosmetology	1	6	3
COS	114	Hair Shaping	0	12	4
COS	116	Hair Styling I	0	12	4
COS	220	Cosmetology Clinical Practice I	0	9	3
		TOTALS:	1	39	14

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
COS	110	Scalp and Hair Care	1	6	3
COS	112	Shampoo and Rinses	1.5	7.5	4
COS	222	Cosmetology Clinical Practice II	0	9	3
		TOTALS:	2.5	22.5	10

**Minimum Total Credit Hours: 39**

# **CRIMINAL JUSTICE TECHNOLOGY**

**CERTIFICATE: Certificate in Applied Science with a Major in Criminal Justice Technology**

Program Code: CAS.CRJC

CIP Code: 43.0104

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

## **PROGRAM INFORMATION**

This certification will give students a core knowledge of the criminal justice profession. Students can expect to become familiar with the criminal justice system, criminal and Constitutional law, department and agency administration, law enforcement ethics, special problems that law enforcement face and various specialties within the criminal justice profession.

## **CAREER DESCRIPTION**

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 \$38,640 per year. The projected growth in job opportunities in criminal justice positions is 5% for the next decade.

## **STUDENT LEARNING OUTCOMES**

Graduates will:

- 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.
- Evaluate criminal law and law enforcement procedures.
- Discuss Constitutional due process protections applied to the criminal justice system.
- Develop knowledge and understanding of the functions and process of the criminal justice system.

## **PROGRAM ENTRANCE REQUIREMENTS**

- High School Diploma or GED
- RWR 100 or equivalent test scores
- MAT 101 or equivalent test scores

## **SPECIAL PROGRAM REQUIREMENTS**

- Certificate Completion Requirement – 2 (two) semesters.
- SLED and background checks are not required; however, students should understand that certain factors disqualify applicants from employment in the criminal justice field. Students are encouraged to research the standards and disqualifiers of future criminal justice employment.



## COURSE REQUIREMENTS

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	120	Constitutional Law	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	210	The Juvenile and the Law	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	242	Correctional Systems	3	0	3
CRJ	246	Special Problems	3	0	3
		<b>TOTALS:</b>	<b>24</b>	<b>0</b>	<b>24</b>

**Minimum Total Credit Hours: 24**

## SEMESTER CURRICULUM:

### SEMESTER 1 (FALL)

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	120	Constitutional Law	3	0	3
CRJ	242	Correctional Systems	3	0	3
		<b>TOTALS:</b>	<b>12</b>	<b>0</b>	<b>12</b>

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
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	246	Special Problems	3	0	3
		<b>TOTALS:</b>	<b>12</b>	<b>0</b>	<b>12</b>

**Minimum Total Credit Hours: 24**

# 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 transportation repair industry.
- 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

The National Association for the Education of Young Children requires graduates to:

- Use knowledge of child development and learning in context to create a caring community of learners.
- Observe, document, and assess children's development and learning.

## PROGRAM ENTRANCE REQUIREMENTS

- Admission Test Scores: R-61 or higher

## OTHER ACADEMIC REQUIREMENTS

- A grade of "C" or better is required for each ECD course.
- Minimum Cumulative GPA of 2.0

## 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 and 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 and Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth and 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	107	Exceptional Children	3	0	3
ECD	203	Growth and Development II	3	0	3
		TOTALS:	9	0	9

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ECD	102	Growth and Development I	3	0	3
ECD	133	Science and Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
		TOTALS:	9	0	9

### SEMESTER 3 (FALL)

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
ECD	132	Creative Experiences	3	0	3
		TOTALS:	9	0	9

**Minimum Total Credit Hours: 27**

# ELECTRICIAN

## CERTIFICATE: Certificate in Applied Science with a Major in Electrician

Program Code: CAS.ELEC

CIP Code: 47.0303

Delivery Mode: Traditional/Face-to-Face

## PROGRAM INFORMATION

The Electrician Certificate is designed to introduce the students to the foundation theories that govern electricity. The students will become familiar with electrical codes, wiring, print reading, and perform electrical load calculations. Completion of this certificate prepares the student to be an entry-level electrician.

## CAREER DESCRIPTION

Electricians install, maintain, and repair electrical power, communications, lighting, and control systems.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Apply safe work practices.
- Demonstrate basic DC and AC theory applications.
- Apply the National Electric Code to a residential/ industrial example
- Wire a residential/industrial example

## PROGRAM ENTRANCE REQUIREMENTS

- RWR 032 or equivalent test scores

## COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EEM	105	Basic Electricity	2	0	2
EEM	117	AC/DC circuits I	3	3	4
EEM	121	Electrical Measurements	1	6	3
EEM	140	National Electrical Code	3	0	3
EEM	145	Control Circuits	3	0	3
EEM	165	Residential/Commercial Wiring	2	6	4
EEM	170	Electrical Installation	1	6	3
EEM	172	Electrical Print Reading	4	0	4
EEM	235	Power Systems	3	0	3
		TOTALS:	22	21	29

**Minimum Total Credit Hours: 29**

## SEMESTER CURRICULUM:

### SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EEM	105	Basic Electricity	2	0	2
EEM	117	AC/DC circuits I	3	3	4
EEM	165	Residential/Commercial Wiring	2	6	4
EEM	172	Electrical Print Reading	4	0	4
		TOTALS:	11	9	14

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
EEM	121	Electrical Measurements	1	6	3
EEM	140	National Electrical Code	3	0	3
EEM	145	Control Circuits	3	0	3
EEM	170	Electrical Installation	1	6	3
EEM	235	Power Systems	3	0	3
		TOTALS:	11	12	15

**Minimum Total Credit Hours: 29**

# 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

- RWR 033 or equivalent test scores
- MAT 155 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	2	3	3
EIT	110	Principles of Instrumentation	2	3	3
EIT	220	Control Principles	2	3	3
ELT	105	Logic and Digital Circuits	3	3	4
ELT	111	DC/AC Circuits	3	3	4
ELT	130	Basic Circuits	2	3	3
ELT	204	Industrial Electronics	3	3	4
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
		TOTALS:	27	27	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, and 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 and 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	2	3	3
EIT	220	Control Principles	2	3	3
		TOTALS:	6	9	9

**Minimum Total Credit Hours: 36**

# 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 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:

- RWR 032 or equivalent test scores

## 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 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:

- RWR 032 or equivalent test scores

## 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
		<b>TOTALS:</b>	<b>17</b>	<b>24</b>	<b>25</b>

**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 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.
- Determine the proper publication for guidance in the performance of the specific task assigned.

## **PROGRAM ENTRANCE REQUIREMENTS**

- RWR 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	2	6	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:	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
IMT	140	Industrial Electricity	4	3	5
IMT	210	Basic Industrial Skills I	3	0	3
IMT	212	Electrical Theory	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	2	6	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**



# LEADERSHIP

## CERTIFICATE: Certificate in Applied Science with a Major in Leadership

Program Code: CAS.LEAD

CIP Code: 52.0201

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

## 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.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Communicate effectively using best practices prevailing in the business environment.
- Prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.
- Analyze and prepare business information using appropriate software.

## PROGRAM ENTRANCE REQUIREMENTS:

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

## ACADEMIC REQUIREMENTS:

- All courses require a grade of “C” or better.

## COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CPT	170	Microcomputer Applications	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	101	Introduction to Business	3	0	3
MGT	101	Principles of Management	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	255	Organizational Behavior	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
BUS	101	Introduction to Business	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MGT	101	Principles of Management	3	0	3
		TOTALS:	9	0	9

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MGT	121	Small Business Operations	3	0	3
MGT	206	Management Spreadsheets	3	0	3
MGT	280	Executive Development	3	0	3
		TOTALS:	9	0	9

### SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BAF	101	Personal Finance	3	0	3
MGT	255	Organizational Behavior	3	0	3
		TOTALS:	6	0	6

**Minimum Total Credit Hours: 24**

# 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 become proficient in metal machining operations and planning procedures, with emphasis on practical machining techniques. Students will be introduced to modern manufacturing processes including: Computer Numerical Control (CNC) Programming; Computer Assisted Drafting (CAD); and Computer Assisted Manufacturing (CAM) software. This computer training will enhance the graduates’ ability to program, set up and produce pieces in accordance with engineering drawing specifications.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Apply industry standard safety practices and specific safety requirement for different machining operations.
- Interpret blueprint information and translate it into actionable items.
- Perform basic setup and operation of CNC lathe and CNC mill.

## 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 have RWR 100 or equivalent placement test score.)
- Departmental Approval
- 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.

## COURSE REQUIREMENTS

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:	8	3	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 will:

- Apply industry standard safety practices and specific safety requirement for different machining operations.
- Interpret blueprint information and translate into actionable items.
- Perform basic and advanced setup with single axis and multi-axis operation of CNC lathe and CNC mill.

## **ACADEMIC REQUIREMENTS**

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

## **PROGRAM REQUIREMENTS**

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must have RWR 100 or equivalent placement test score and MAT 170 or equivalent placement test score.)
- Departmental Approval
- 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 and 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 and 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 and 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 and 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 will:

- Apply industry standard safety practices and specific safety requirements for different machining operations.
- Interpret blueprint information and translate into actionable items.
- Perform setup and operation of manual machines, 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

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must have RWR 100 or equivalent placement test score.)

## 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 will:

- Apply industry standard safety practices and specific safety requirements for different machining operations..
- Interpret blueprint information and translate into actionable items.
- Perform setup and operation of manual machines, 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

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must have RWR 100 or equivalent placement test score.)

### 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**

# MARKETING PROMOTIONS

**CERTIFICATE: Certificate in Applied Science with a Major in Marketing Promotions**

Program Code: CAS.MKTP

CIP Code: 52.1801

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

## 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

## STUDENT LEARNING OUTCOMES

Graduates will:

- Prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.
- Analyze and prepare techniques and procedures for marketing of products and services.
- Develop a promotional campaign using traditional advertising tools, as well as social media.

## ACADEMIC REQUIREMENTS:

- All courses require a grade of “C” or better.

## COURSE REQUIREMENTS

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
MKT	101	Marketing	3	0	3
MKT	110	Retailing	3	0	3
MKT	120	Sales Principles	3	0	3
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
		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
MKT	101	Marketing	3	0	3
		TOTALS:	9	0	9

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MKT	140	E-Marketing	3	0	3
MKT	240	Advertising	3	0	3
MKT	250	Consumer Behavior	3	0	3
		TOTALS:	9	0	9

### SEMESTER 3 (SUMMER)

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

**Minimum Total Credit Hours: 24**

# MEDICAL CODING AND BILLING

## 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; On-line

## PROGRAM INFORMATION

Medical coding and billing is a three-semester program that begins annually with a fall admission. Students will have both classroom and clinical experiences to hone their skill in medical coding and billing. Accurate and appropriate information is essential to today's healthcare system. 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

Medical coding specialists work in hospitals, clinical and physicians' offices to obtain accurate reimbursement for healthcare claims. They utilize specialized medical classification software to assign procedure and diagnosis codes for insurance billing. Employment of medical coders is projected to grow 10% from 2016-2026, much faster than the average for all occupations.

## STUDENT LEARNING OUTCOMES

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*
- *College: If high school requirement is not met then students must take BIO 100.*
- **NOTE:** A grade of "C" or better is required for each prerequisite course.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: ALL
- Any course with one of the following prefixes may not be attempted more than twice: HIM

- 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 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	121	Basic Pharmacology	2	0	2
BIO	112	Basic Anatomy and Physiology	3	3	4
CPT	170	Microcomputer Applications	3	0	3
MAT	107	Contemporary Statistics & Probability	3	0	3
HIM	103	Introduction to Health Information	3	0	3
HIM	110	Health Information Science I	3	0	3
HIM	130	Billing and Reimbursement	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	140	Current Procedural Terminology I	3	0	3
HIM	150	Coding Practicum I	0	9	3
HIM	216	Coding and Classification I	2	3	3
HIM	225	Coding and Classification II	3	0	3
		TOTALS:	34	15	39

**Minimum Total Credit Hours: 39**

**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
		TOTALS:	3	3	4

**SEMESTER 1 (FALL)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	102	Medical Terminology	3	0	3
HIM	103	Introduction to Health Information	3	0	3
HIM	135	Medical Pathology	3	0	3
HIM	140	Current Procedural Terminology I	3	0	3
		TOTALS:	12	0	12

**SEMESTER 2 (SPRING)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
AHS	121	Basic Pharmacology	2	0	2
CPT	170	Microcomputer Applications	3	0	3
HIM	110	Health Information Science I	3	0	3
HIM	216	Coding and Classification I	2	3	3
MAT	107	Contemporary Statistics & Probability	3	0	3
		TOTALS:	13	3	14

**SEMESTER 3 (SUMMER)**

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
HIM	130	Billing and Reimbursement	3	0	3
HIM	150	Coding Practicum I	0	9	3
HIM	225	Coding and Classification II	3	0	3
		TOTALS:	6	9	9

**Minimum Total Credit Hours: 39**



# PHLEBOTOMY TECHNICIAN

**CERTIFICATE: Certificate in Applied Science with a major in Phlebotomy Technician**

Program Code: CAS.PBT

CIP Code: 51.1009

Delivery Mode: Traditional/Face-to-Face

## PROGRAM INFORMATION

The Phlebotomy Technician Program is a two-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. Students complete 135 clinical hours and 100 successful venipunctures, which will make them eligible to take the American Society of Clinical Pathology (ASCP) certification exam for phlebotomy technician. The remaining coursework is general education courses.

## CAREER DESCRIPTION

A phlebotomist (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. The PBT must become familiar with hospital procedures and environments, and must perform assigned tasks efficiently while demonstrating appropriate bedside manners. The PBT will work in hospitals, commercial laboratories, private physician's offices, public health departments, clinics or blood banks. Employment of PBTs is projected to grow 25% 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. **(Critical Thinking)**
- 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)**
- Conduct all clinical and administrative work with care and accuracy while demonstrating a commitment to accepted safety practices. **(Quality and Safety).**

## PROGRAM ENTRANCE REQUIREMENTS:

- RWR 100 or equivalent test scores
- MAT 155 or equivalent test 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
- f. COVID Vaccination Status

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

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	205	Ethics and Law for Allied Health Professionals	3	0	3
MLT	101	Introduction to Medical Laboratory Technology	2	0	2
BIO	110	General Anatomy and Physiology	3	0	3
RWR	100	Integrated Transitional Reading and English	3	0	3
SPC	205	Public Speaking	3	0	3
		TOTALS:	21	12	25

**Minimum Total Credit Hours: 25**

## 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
BIO	110	General Anatomy and Physiology	3	0	3
RWR	100	Integrated Transitional Reading and English	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
MLT	101	Introduction to Medical Laboratory Technology	2	0	2
SPC	205	Public Speaking	3	0	3
		TOTALS:	10	9	13

**Minimum Total Credit Hours: 25**

# POLICE PRE-ACADEMY TRAINING

**CERTIFICATE: Certificate in Applied Science with a Major in Police Pre-Academy Training**

Program Code: CAS.PPAT

Code: 43.0104

Delivery Mode: Traditional/Face-to-Face

## PROGRAM INFORMATION

This certificate program is designed to give students an opportunity to complete a portion of the South Carolina Criminal Justice Academy training for Class 1 Certification.

### PROGRAM ENTRANCE REQUIREMENTS:

- High School Diploma or GED
- Proof of United States Citizenship
- Successful Criminal Background Check
- Must be at least 20 years of age

### STUDENT LEARNING OUTCOMES

Graduates will:

- Identify and describe the major components of the criminal justice system, and explain how criminal justice agencies function within the criminal justice field.
- Differentiate the criminal justice professionals and summarize their roles in the criminal justice system.
- Explain the roles of courtroom personnel and describe criminal procedures as defined by constitutional and criminal law.
- Summarize how criminal law and Constitutional due process affects and guides the criminal justice professional, defendant, convicted offender, and public.

## COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	281	Police Science I	3	0	3
CRJ	282	Police Science II	3	0	3
CRJ	283	Police Science II	3	0	3
CRJ	284	Police Science IV	3	0	3
		TOTALS:	12	0	12

**Minimum Total Credit Hours: 12**

## SEMESTER CURRICULUM:

### SEMESTER 1 (FALL OR SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
CRJ	281	Police Science I	3	0	3
CRJ	282	Police Science II	3	0	3
CRJ	283	Police Science II	3	0	3
CRJ	284	Police Science IV	3	0	3
		TOTALS:	12	0	12

**Minimum Total Credit Hours: 12**

# 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.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Apply industry standard safety practices and specific safety requirements for different welding operations.
- Calculate necessary measurements to plan for welding sequences.
- Interpret welding symbols, read and interpret blueprints and sketches.
- Demonstrate setup and operation of welding machines such as SMAW, GTAW, OFW, GMAW, FCAW.

## ACADEMIC REQUIREMENTS

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

## PROGRAM ENTRANCE REQUIREMENTS

- RWR 032 or equivalent test scores

## 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 and 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
		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
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
		TOTALS:	4	15	9

### 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 and 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: 28**

# 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.

## CAREER DESCRIPTION

Welders, cutters, solderers, and brazers use hand-held or remotely controlled equipment to join or cut metal parts. They also fill holes, indentations, or seams in metal products.

## STUDENT LEARNING OUTCOMES

Graduates will:

- Apply industry standard safety practices and specific safety requirements for different welding operations.
- Calculate necessary measurements to plan for welding sequences.
- Interpret welding symbols, read and interpret blueprints and sketches.
- Demonstrate setup and operation of welding machines such as SMAW, GTAW, OFW, GMAW, FCAW.

## ACADEMIC REQUIREMENTS

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

## PROGRAM ENTRANCE REQUIREMENTS

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

## COURSE REQUIREMENTS

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	154	Pipefitting	1	9	4
WLD	172	Print Reading and Sketching for Pipe Welding	3	3	4
WLD	208	Advanced Pipe Welding	1	6	3
WLD	225	Arc Pipe Welding I	1	9	4
WLD	228	Inert Gas Pipe Welding I	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	154	Pipefitting	1	9	4
WLD	225	Arc Pipe Welding I	1	9	4
WLD	228	Inert Gas Pipe Welding I	2	6	4
		TOTALS:	4	24	12

### SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
WLD	172	Print Reading and Sketching for Pipe Welding	3	3	4
WLD	208	Advanced Pipe Welding	1	6	3
		TOTALS:	4	9	7

**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 124: INDIVIDUAL TAX PROCEDURES (3-0-3)**

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

*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*

**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 AND 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*

<b>ACR 220: ADVANCED AIR CONDITIONING</b>	<b>(2-6-4)</b>
This course is an advanced study of air conditioning systems.	
<i>Prerequisite(s): ACR 101, ACR 102</i>	
<b>ACR 221: RESIDENTIAL LOAD CALCULATIONS</b>	<b>(1-3-2)</b>
This course is a study of heat losses/gains in residential structures.	
<i>Prerequisite(s): ACR 110</i>	
<b>ACR 231: ADVANCED REFRIGERATION</b>	<b>(1-9-4)</b>
This course is an in-depth study of commercial and industrial refrigeration equipment.	
<i>Prerequisite(s): ACR 131</i>	
<b>ACR 240: ADVANCED AUTOMATIC CONTROLS</b>	<b>(1-6-3)</b>
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.	
<i>Prerequisite(s): ACR 140</i>	
<b>ACR 250: DUCT FABRICATION</b>	<b>(2-3-3)</b>
This course covers the design, fabrication, and installation of air duct systems.	
<b>ACR 251: SCWE IN HVAC</b>	<b>(0-20-4)</b>
This course includes supervised work experience at an approved work site in accordance with specific documented requirements.	
<i>Prerequisite(s): ACR 111, ACR 206, ACR 210, ACR 220, ACR 231, ACR 240</i>	

## 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.

*Prerequisite(s): RWR 100*

### **AHS 110: PATIENT CARE PROCEDURES (1-3-2)**

This course provides a study of the procedures and techniques used in the general care of the patient.

*Prerequisite(s): Acceptance into Radiology program*

*Corequisite(s): RAD 101, RAD 153*

### **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 Dental Hygiene program*

### **AHS 121: BASIC PHARMACOLOGY (2-0-2)**

This course covers the nature of drugs, their actions in the body and side effects.

*Prerequisite(s): BIO 112 and acceptance into Health Information Management, Medical Billing and Coding, or Medical Assisting program.*

### **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.

*Corequisite(s): MLT 102*

### **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 Phlebotomy program*

### **AHS 144: PHLEBOTOMY PRACTICUM (2-9-5)**

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.

*Prerequisite(s): AHS 141*

### **AHS 164: MEDICAL TERMINOLOGY REVIEW (1-0-1)**

This course is designed as a review of medical terms, including roots, prefixes, suffixes, with emphasis on spelling, definition and pronunciation.

*Prerequisite(s): Acceptance into Radiology program*

*Corequisite(s): RAD 101*

### **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.

*Prerequisite(s): RWR 100*

## **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 RWR 100 with a "C" or better, or appropriate placement score*



## **VISUAL ARTS (ARV)**

### **ARV 123: COMPOSITION AND COLOR**

**(3-0-3)**

This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.

# AUTOMOTIVE TECHNOLOGY (AUT)

## **AUT 102: ENGINE REPAIR (2-6-4)**

This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

*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 AND 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 AND 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 AUTOMOTIVE DIAGNOSIS AND 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.

# 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 RWR 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)

This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.

*NOTE: This course is only offered online and is for physical therapy assistant students only.*

*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 101: INTRODUCTION TO BUSINESS**

**(3-0-3)**

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

### **BUS 123: BUSINESS LAW II**

**(3-0-3)**

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

### **BUS 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.

*Prerequisite(s): EGT 106*

## **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): EGR 194, MAT 110 or MAT 175*

## **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.

*Prerequisite(s): EGR 194, MAT 110 or MAT 175*

## **CET 235: CONSTRUCTION METHODS AND 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 or MET 216*

## **CET 250: TRANSPORTATION ENGINEERING TECHNOLOGY** (2-3-3)

This course covers a study of the design factors required in planning and constructing transportation systems.

*Prerequisite(s): EGT 115*

## **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 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 equilibria.

*Prerequisite(s): MAT 102 or appropriate placement scores*

## **\* 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 ORIENTATION (COL)**

### **COL 103: COLLEGE SKILLS**

**(3-0-3)**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course is a corequisite for students enrolled in RWR 032 or RWR 100.

# 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: MANIKIN 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 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 107 or permission of NSM advisor; RWR 100*

## **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 107; RWR 100*

## **CPT 170: MICROCOMPUTER APPLICATIONS (3-0-3)**

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

## **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 database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database.

*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 285*

## **CPT 262: ADVANCED WEB PAGE PUBLISHING (3-0-3)**

This course is a study of advanced techniques in web page design and implementation.

*Prerequisite(s): CPT 162*

## **CPT 282: INFORMATION SYSTEMS SECURITY (3-0-3)**

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security.

Addresses technical, legal and ethical issues.

*Prerequisite(s): IST 268, IST 293*

## **CPT 285: PC HARDWARE CONCEPTS (3-0-3)**

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

*Prerequisite(s): Must meet all entrance requirements for the NSM curriculum; MAT 107; RWR 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)**

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.

*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: INTERVIEWING AND COUNSELING (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.

**CRJ 242: CORRECTIONAL SYSTEMS (3-0-3)**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

**CRJ 244: PROBATION, PARDON AND PAROLE (3-0-3)**

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

**CRJ 246: SPECIAL PROBLEMS IN CRIMINAL JUSTICE (3-0-3)**

In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and or other dynamic factors of such issues.

**CRJ 247: LAW ENFORCEMENT AND LATINO COMMUNITY (3-0-3)**

This course is designed to assist criminal justice personnel in Spanish language and culture to facilitate their interaction with a Hispanic population.

**CRJ 281: POLICE SCIENCE I (3-0-3)**

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, and Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

**CRJ 282: POLICE SCIENCE II (3-0-3)**

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

**CRJ 283: POLICE SCIENCE III**

**(3-0-3)**

Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

**CRJ 284: POLICE SCIENCE IV**

**(3-0-3)**

Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **COOPERATIVE WORK EXPERIENCE (CWE)**

<b>CWE 111: COOPERATIVE WORK EXPERIENCE I</b>	<b>(0-5-1)</b>
This course includes cooperative work experience in an approved setting.	
<b>CWE 112: COOPERATIVE WORK EXPERIENCE I</b>	<b>(0-10-2)</b>
This course includes cooperative work experience in an approved setting.	
<b>CWE 114: COOPERATIVE WORK EXPERIENCE I</b>	<b>(0-20-4)</b>
This course includes cooperative work experience in an approved setting.	
<b>CWE 124: COOPERATIVE WORK EXPERIENCE II</b>	<b>(0-20-4)</b>
This course includes cooperative work experience in an approved setting.	
<b>CWE 214: COOPERATIVE WORK EXPERIENCE IV</b>	<b>(0-20-4)</b>
This course includes cooperative work experience in an approved setting.	
<b>CWE 224: COOPERATIVE WORK EXPERIENCE V</b>	<b>(0-20-4)</b>
This course includes cooperative work experience in an approved setting.	



# DENTAL ASSISTING TECHNOLOGY (DAT)

- 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 AND 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): BIO 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 AND 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): BIO 210*

## **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 AND 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.

*Prerequisite(s): BIO 211*

## **DHG 140: GENERAL AND 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 211, DHG 154*

## **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.

*Prerequisite(s): BIO 211, DHG 154*

## **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 165*

## **DHG 154: PRE-CLINICAL 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.

*Prerequisite(s): BIO 211, CHM 105*

## **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 107*

**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 165, DHG 175*

**DHG 239: DENTAL ASSISTING FOR DHGs (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 165*

**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*

**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 AND 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** (1-6-3)  
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 173, 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 (1-6-3)**

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 AND DEVELOPMENT I (3-0-3)**

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

*Prerequisite/Corequisite(s): ECD 101*

## **ECD 105: GUIDANCE-CLASSROOM MANAGEMENT (3-0-3)**

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.

*Prerequisite/Corequisite(s): ECD 101*

## **ECD 107: EXCEPTIONAL CHILDREN (3-0-3)**

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.

*Prerequisite/Corequisite(s): ECD 101*

## **ECD 108: FAMILY AND COMMUNITY RELATIONS (3-0-3)**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

*Prerequisite/Corequisite(s): ECD 101, ENG 101*

## **ECD 109: ADMINISTRATION AND SUPERVISION (3-0-3)**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

*Prerequisite/Corequisite(s): ECD 101, ENG 101*

## **ECD 131: LANGUAGE ARTS (3-0-3)**

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.

*Prerequisite/Corequisite(s): ECD 101*

## **ECD 132: CREATIVE EXPERIENCES (3-0-3)**

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.

*Prerequisite/Corequisite(s): ECD 101*

**ECD 133: SCIENCE AND MATH CONCEPTS (3-0-3)**

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.

*Prerequisite/Corequisite(s): ECD 101*

**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.

*Prerequisite/Corequisite(s): ECD 101*

**ECD 201: PRINCIPLES OF ETHICS AND LEADERSHIP IN EARLY CARE AND EDUCATION (3-0-3)**

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

*Prerequisite/Corequisite(s): ECD 101, ENG 101*

**ECD 203: GROWTH AND DEVELOPMENT II (3-0-3)**

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.

*Prerequisite/Corequisite(s): ECD 101*

**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.

*Prerequisite/Corequisite(s): ECD 101*

**ECD 243: SUPERVISED FIELD EXPERIENCE I (1-6-3)**

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age- appropriate methods, materials, activities, and environments of early childhood principles and practices.

*NOTE: A clear criminal background check is required. (A criminal record could make a student ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program.)*

*Prerequisite(s): ECD 237*

*Prerequisite/Corequisite(s): ECD 101*

**ECD 252: DIVERSITY ISSUES IN EARLY CARE AND EDUCATION (3-0-3)**

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

*Prerequisite/Corequisite(s): ECD 101, ENG 101*

# 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 105: BASIC ELECTRICITY** (2-0-2)

This course is a survey of basic electrical principles, circuits, and measurements.

**EEM 117: AC/DC CIRCUITS I** (3-3-4)

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

**EEM 121: ELECTRICAL MEASUREMENTS** (1-6-3)

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

*Prerequisite(s): EEM 117*

**EEM 140: NATIONAL ELECTRICAL CODE** (3-0-3)

This course is a study of the national electrical code and is based on the latest codes as published by the national fire protection association (NFPA).

**EEM 145: CONTROL CIRCUITS** (3-0-3)

This course covers the principles and applications of component circuits and methods of motor control.

**EEM 165: RESIDENTIAL/COMMERCIAL WIRING** (2-6-4)

This course is a study of wiring methods and practices used in residential and commercial applications.

**EEM 170: ELECTRICAL INSTALLATION** (1-6-3)

This course covers electrical wiring techniques commonly used in commercial, industrial, and residential wiring.

*Prerequisite(s): EEM 117*

**EEM 172: ELECTRICAL PRINT READING** (4-0-4)

This course is a study of electrical prints as they pertain to layout, planning, and installation of wiring systems in residential, commercial and/or industrial complexes.

**EEM 235: POWER SYSTEMS** (3-0-3)

This course is a study of the design, operation, and installation of power distribution applications. Load analysis rate and power economics are covered.

*Prerequisite(s): EEM 117*

**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 103*

**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 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.

*Corequisite(s): MAT 175*

## **EET 113: ELECTRICAL CIRCUITS I (3-3-4)**

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

*Corequisite(s): MAT 175*

## **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, MAT 175*

## **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.

*Prerequisite(s): EET 113, MAT 175*

## **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): EET 113, MAT 175*

## **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 131*

## **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 131*

## **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 131*

**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 145*

**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): EET 131*

**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 TECH (2-3-3)**

This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

*Prerequisite(s): EET 131*

# ENGINEERING (GENERAL) TECHNOLOGY (EGR)

- EGR 112: ENGINEERING PROGRAMMING** (2-3-3)  
This course covers interactive computing and the basic concepts of programming.
- EGR 120: ENGINEERING COMPUTER APPLICATIONS** (2-3-3)  
This course includes the utilization of applications software to solve Engineering Technology problems.
- EGR 175: MANUFACTURING PROCESSES** (2-3-3)  
This course includes the processes, alternatives, and operations in the manufacturing environment.
- 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 AND 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 or 175*

# ENGINEERING GRAPHICS TECHNOLOGY (EGT)

## **EGT 106: PRINT READING AND 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 151*

## **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 252: ADVANCED CAD**

**(2-3-3)**

This course covers advanced concepts of CAD software and applications.

*Prerequisite(s): EGT 151 or permission of instructor.*

## **EGT 281: PROTOTYPE MODELING**

**(1-6-3)**

This course provides hands-on model making using a variety of tools and materials.

*Prerequisite(s): MAT 175*

## **EGT 285: INTEGRATED RAPID PROTOTYPING APPLICATIONS**

**(2-3-3)**

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*

# ELECTRONICS TECHNOLOGY (ELT)

## **ELT 105: LOGIC AND 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 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): RWR 100 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): RWR 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): RWR 100 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 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 RWR 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 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 RWR 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 (2-3-3)**

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 (3-3-4)**

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 (3-3-4)**

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 (0-3-1)**

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.

*Prerequisite(s): BIO 112 or BIO 210 and BIO 211*

*Corequisite(s): AHS 102, HIM 135, HIM 140*

## **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): AHS 102, HIM 103, HIM 135, HIM 140*

*Corequisite(s): AHS 121, CPT 170, HIM 216, MAT 107*

## **HIM 115: MEDICAL REPORTS AND 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): HIM 130, HIM 150, HIM 225*

*Corequisite(s): ENG 101, HIM 120, HIM 125, PSY 201*

## **HIM 120: HEALTH INFORMATION SCIENCE II**

**(3-0-3)**

This course covers quality assurance and health information management.

*Prerequisite(s): HIM 130, HIM 150, HIM 225*

*Corequisite(s): ENG 101, HIM 115, HIM 125, PSY 201*

## **HIM 125: STANDARDS AND REGULATIONS**

**(2-0-2)**

This course provides the student with a study of regulations and standards for health facilities with emphasis in health information systems.

*Prerequisite(s): HIM 130, HIM 150, HIM 225*

*Corequisite(s): ENG 101, HIM 115, HIM 120, PSY 201*

## **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): AHS 121, CPT 170, HIM 110, HIM 216, MAT 107*

*Corequisite(s): HIM 150, HIM 225*

## **HIM 135: MEDICAL PATHOLOGY**

**(3-0-3)**

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.

*Prerequisite(s): BIO 112 or BIO 210 and BIO 211*

*Corequisite(s): AHS 102, HIM 103, HIM 140*

**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): BIO 112 or BIO 210 and BIO 211*

*Corequisite(s): AHS 102, HIM 103, HIM 135*

**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): AHS 121, CPT 170, HIM 110, HIM 216, MAT 107*

*Corequisite(s): HIM 130, HIM 225*

**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): ENG 101, HIM 115, HIM 120, HIM 125, PSY 201*

*Corequisite(s): HIM 215, HIM 227, Humanities/Fine Arts Elective*

**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): ENG 101, HIM 115, HIM 120, HIM 125, PSY 201*

*Corequisite(s): HIM 163, HIM 227, Humanities/Fine Arts Elective*

**HIM 216: CODING AND CLASSIFICATION I (2-3-3)**

This course includes a study of disease and procedural coding and classification systems.

*Prerequisite(s): AHS 102, HIM 103, HIM 135, HIM 140*

*Corequisite(s): AHS 121, CPT 170, HIM 110, MAT 107*

**HIM 225: CODING AND CLASSIFICATION II (3-0-3)**

This course provides a study of advanced coding and classification systems.

*Prerequisite(s): AHS 121, CPT 170, HIM 110, HIM 216, MAT 107*

*Corequisite(s): HIM 130, HIM 150*

**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): ENG 101, HIM 115, HIM 120, HIM 125, PSY 201*

*Corequisite(s): HIM 163, HIM 215, Humanities/Fine Arts Elective*

# 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 RWR 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 RWR 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 RWR 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 RWR 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 RWR 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 RWR 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 RWR 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): RWR 100 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 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 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 209: CASE MANAGEMENT (3-0-3)**

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

*Prerequisite(s): PSY 201*

**HUS 251: SUPERVISED FIELD PLACEMENT II (1-9-4)**

This course includes work experience assignments in selected human services agencies.

*NOTE: When taking Field Placement, hours per week at an agency may vary depending on the semester the class is taken.*

*Prerequisite(s): Departmental approval \*\**

**HUS 255: SUPERVISED FIELD PLACEMENT III (1-9-4)**

This course includes work assignments in selected human services agencies.

*NOTE: When taking Field Placement, hours per week at an agency may vary depending on the semester the class is taken.*

*Prerequisite(s): Departmental approval \*\**

*\*\*NOTE: Departmental Approval for HUS majors only consists of successful completion ("C" or better) of the following courses: ENG 101, HUS 101, HUS 110, PSY 105, PSY 201, PSY 218, PSY 230, and PSY 235.*

# INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT)

- IMT 131: HYDRAULICS AND 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** (1-6-3)  
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 202: ELECTRICAL TROUBLESHOOTING** (2-6-4)  
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, and 00103-04*
- 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 00104-04, 00105-04, 00106-04, 00107-04, and 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 32101, 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 161: INTRODUCTION TO NETWORK ADMINISTRATION (3-0-3)**

This course is an introductory study of networking operating system administration. Techniques on installation and administration of a networking operating system will be included.

*Prerequisite(s): CPT 257*

## **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 or permission of CPT department advisor*

## **IST 191: LINUX SYSTEM ADMINISTRATION (3-0-3)**

This course will provide students with the skills necessary to administer a LINUX system, including hardware/software configuration, user and group administration, LINUX network configuration, and file system management.

*Prerequisite(s): IST 190 or permission of CPT department advisor*

## **IST 198: CLOUD ESSENTIALS (3-0-3)**

This course is a study of cloud computing as a framework for providing network access to shared computing resources including storage, network, server and virtualization infrastructures.

*Prerequisite(s): IST 190 or equivalent knowledge or permission of CPT department advisor*

## **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 107; RWR 100*

## **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*

## **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 215: HEALTH INFORMATION NETWORKING (3-0-3)**

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

*Prerequisite(s): IST 203, IST 204 or equivalent knowledge, IST 291; or permission of CPT department advisor*

**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 161, or permission of CPT department advisor*

**IST 268: COMPUTER FORENSICS (3-0-3)**

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence.

*Prerequisite(s): CPT 257 or equivalent knowledge, IST 161 or equivalent knowledge, IST 190 or equivalent knowledge, IST 291; or permission of CPT department advisor*

**IST 269: DIGITAL FORENSICS (3-0-3)**

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

*Prerequisite(s): IST 268 or permission of CPT department advisor*

**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 or permission of CPT department advisor*

**IST 293: IT AND DATA ASSURANCE I (3-0-3)**

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

*Prerequisite(s): IST 191, IST 198, IST 257, IST 291, or permission of CPT department advisor*

**IST 294: IT AND DATA ASSURANCE II (3-0-3)**

This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator.

*Prerequisite(s): IST 293 or permission of CPT department advisor*

**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 203*

# 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.

*NOTE: This course shall be taken in Final semester of program.*

*Prerequisite(s): LEG 135*

**LEG 272: HEALTH CARE RISK MANAGEMENT I (4-0-4)**

This course will provide specialized education and training focusing on quality improvement, related risks and patient safety in various health care settings.

**LEG 273: HEALTH CARE RISK MANAGEMENT II (4-0-4)**

This course provides advanced studies of health care risk management. Coursework will cultivate the development of effective risk management skills and strategies. Topics include patient safety, as well as the regulatory and technical aspects of risk management.

# MATHEMATICS (MAT)

## **MAT 101: BEGINNING ALGEBRA** (2-3-3)

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 155 or appropriate placement scores*

## **MAT 102: INTERMEDIATE ALGEBRA** (2-3-3)

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 155 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 101 (not recommended), MAT 107 (highly recommended), 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 (2-3-3)**

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.

**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 155 or appropriate placement scores*

**MAT 175: ALGEBRA AND TRIGONOMETRY I (3-0-3)**

This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.

*Prerequisite(s): MAT 101 or appropriate placement scores*



## **MEDICAL ASSISTING (MED)**

### **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 131: ADMINISTRATIVE SKILLS OF THE MEDICAL OFFICE I (2-0-2)**

This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

*Prerequisite(s): CPT 170*

### **MED 141: MEDICAL OFFICE CLINICAL SKILLS I (1-3-2)**

This course provides instruction in examination room techniques, vital signs, interviewing, assisting with a physical examination, minor surgery and nutrition.

*Prerequisite(s): AHS 102, BIO 112*

### **MED 156: CLINICAL EXPERIENCE I (1-15-6)**

This course provides direct experience in a physician's office or other selected medical facilities.

# 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 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.

*Prerequisite(s): MAT 110 or MAT 175*

## **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.

*Prerequisite(s): MET 216*

## **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.

*Prerequisite(s): MET 216*

## **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.

*Prerequisite(s): 55 or more credit hours completed in the curriculum*

# 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 206: MANAGEMENT SPREADSHEETS (3-0-3)**

This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data.

*Prerequisite(s): CPT 170*

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

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

**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 280: EXECUTIVE DEVELOPMENT (3-0-3)**

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

# MARKETING (MKT)

## **MKT 101: MARKETING**

**(3-0-3)**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

## **MKT 110: RETAILING**

**(3-0-3)**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

## **MKT 120: SALES PRINCIPLES**

**(3-0-3)**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

## **MKT 140: E-MARKETING**

**(3-0-3)**

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends.

## **MKT 240: ADVERTISING**

**(3-0-3)**

This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

## **MKT 250: CONSUMER BEHAVIOR**

**(3-0-3)**

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

# MEDICAL LABORATORY TECHNOLOGY (MLT)

## **MLT 101: INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (2-0-2)**

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

*Prerequisite(s): AHS 141*

## **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 or BIO 210 and BIO 211, MAT 110 or MAT 120*

## **MLT 104: BASIC MEDICAL MICROBIOLOGY (1-3-2)**

This course introduces the study of basic concepts of medical microbiology.

*Prerequisite(s): Acceptance into MLT program, BIO 112 or BIO 210 and BIO 211, MAT 110 or MAT 120*

## **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): MLT 102*

## **MLT 108: URINALYSIS AND BODY FLUIDS (2-3-3)**

This course introduces the routine analysis and clinical significance of urine and other body fluids.

*Prerequisite(s): MLT 210*

## **MLT 112: INTRODUCTION TO PARASITOLOGY (2-0-2)**

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

*Prerequisite(s): MLT 102*

## **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 or BIO 210 and BIO 211, MAT 110 or MAT 120*

## **MLT 120: IMMUNOHEMATOLOGY (3-3-4)**

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

*Prerequisite(s): MLT 102*

## **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 or BIO 210 and BIO 211, MAT 110 or MAT 120*

## **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): MLT 102*

**MLT 230: ADVANCED CLINICAL CHEMISTRY**

**(3-3-4)**

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

*Prerequisite(s): MLT 210*

**MLT 240: INTEGRATED LAB CONCEPTS**

**(4-0-4)**

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

*Prerequisite(s): MLT 230*

**MLT 251: CLINICAL EXPERIENCE I**

**(0-15-5)**

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

*Prerequisite(s): MLT 230*

**MLT 252: CLINICAL EXPERIENCE II**

**(0-15-5)**

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

*Prerequisite(s): MLT 230*

# MACHINE TOOL TECHNOLOGY (MTT)

**MTT 101: INTRODUCTION TO MACHINE TOOL** (1-3-2)

This course covers the basics in measuring tools, layout tools, bench tools, and basic operations of lathes, mills, and drill presses.

**MTT 105: MACHINE TOOL MATH APPLICATIONS** (3-0-3)

This course is a study of shop math relevant to the machine tool trade.

**MTT 111: MACHINE TOOL THEORY AND PRACTICE I** (1-12-5)

This course is an introduction to the basic operation of machine shop equipment.

*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 AND HEAT TREATMENT** (3-0-3)

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

**MTT 205: TOOL AND 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 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 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 AND OPERATIONS** (2-6-4)  
This course covers CNC setup and operation.  
*Prerequisite(s): MTT 251*
- MTT 253: CNC PROGRAMMING AND 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** (1-6-3)  
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** (2-3-3)  
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 RWR 100 with a "C" or better, or appropriate placement score*

## NURSING (NUR)

### **NUR 105: PHARMACOLOGY FOR NURSES (1-0-1)**

This course is an introduction to the basic concepts of pharmacology related to drug administration.

*Prerequisite(s): BIO 210 and Acceptance into ADN or LPN Transition program*

*Corequisite(s): NUR 134*

### **NUR 106: PHARMACOLOGIC BASICS IN NURSING PRACTICE (2-0-2)**

This course is an introduction to the basic concepts of pharmacology related to drug administration.

*Prerequisite(s): BIO 210 and Acceptance into ADN or LPN Transition program*

*Corequisite(s): NUR 165*

### **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.

*Prerequisite(s): BIO 210 and Acceptance into ADN or LPN Transition program*

*Corequisite(s): NUR 105*

### **NUR 165: NURSING CONCEPTS AND CLINICAL PRACTICE I (3-9-6)**

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

*Prerequisite(s): BIO 211, NUR 105, PSY 201*

*Corequisite(s): ENG 101, MAT 110 or MAT 120, PHM 115*

### **NUR 201: TRANSITION NURSING (1-6-3)**

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

*Prerequisite(s): BIO 210 and acceptance into LPN Transition program*

*Corequisite(s): BIO 211, MAT 110 or MAT 120, NUR 241*

### **NUR 239: MENTAL HEALTH NURSING CONCEPTS (2-6-4)**

This course is a study of the role of the nurse in providing and directing care that promotes and supports the emotional, mental, and social well-being of the client experiencing altered mental health.

*Prerequisite(s): ADN Track: BIO 225, NUR 243, NUR 266, PSY 201*

*LPN Track: BIO 211, MAT 110 or MAT 120, NUR 241*

*Corequisite(s): ENG 101, NUR 267, Humanities/Fine Arts Elective*

### **NUR 241: HEALTH PROMOTION AND RISK REDUCTION – MATERNAL/CHILD (2-6-4)**

This course is a study of the role of the nurse in providing and directing care that incorporates stages of reproduction and newborn care while addressing health promotion and risk reduction.

*Prerequisite(s): NUR 134, NUR 165, PHM 115*

*Corequisite(s): NUR 265*

### **NUR 243: HEALTH PROMOTION AND RISK REDUCTION – CHILDREN (2-6-4)**

This course is a study of the role of the nurse in providing and directing care that incorporates the growth and development of children while addressing health promotion and risk reduction.

*Prerequisite(s): NUR 241, NUR 265*

*Corequisite(s): BIO 225, NUR 266*

**NUR 265: NURSING CONCEPTS AND 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.

*NOTE: LPN Transition Track students should take the Humanities/Fine Arts elective in the semester indicated in the layout.*

*Prerequisite(s): ENG 101, MAT 110 or MAT 120, NUR 165, PHM 115*

*Corequisite(s): NUR 241*

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

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. The course includes a study of the management of small groups.

*Prerequisite(s): NUR 241, NUR 265*

*Corequisite(s): BIO 225, NUR 243*

**NUR 267: NURSING CONCEPTS AND CLINICAL PRACTICE IV (3-9-6)**

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): ADN Track: BIO 225, NUR 243, NUR 266*

*LPN Track: NUR 266*

*Corequisite(s): ADN Track: NUR 239, Humanities/Fine Arts Elective*

## PHILOSOPHY (PHI)

**\* PHI 101: INTRODUCTION TO PHILOSOPHY**

**(3-0-3)**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields.

*Prerequisite(s): Completion of RWR 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 RWR 100 with a "C" or better, or appropriate placement score*

# PHARMACOLOGY (PHM)

## **PHM 115: DRUG CLASSIFICATION I**

**(2-0-2)**

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups.

*NOTE: LPN Transition Track students should take the Humanities/Fine Arts elective in the semester indicated in the layout.*

*Prerequisite(s): BIO 210, BIO 211, NUR 105, NUR 134, PSY 201*

*Corequisite(s): ENG 101, MAT 110 or MAT 120, NUR 165*

## **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 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 155, 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 183, PSY 201*

## **PNR 155: MATERNAL/INFANT/CHILD NURSING (5-6-7)**

This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses.

*Prerequisite(s): BIO 112, PNR 110, PNR 122, AHS 102*

*Corequisite(s): PNR 128, ENG 101*

## **PNR 183: SPECIAL TOPICS IN PRACTICAL NURSING (3-0-3)**

This course covers special topics in Practical Nursing.

*Prerequisite(s): AHS 102, BIO 112, ENG 101, MAT 110 or MAT 155, PNR 110, PNR 122, PNR 128, PNR 155*

*Corequisite(s): PNR 138, PSY 201*



# **POLITICAL SCIENCE AND GOVERNMENT (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 RWR 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 RWR 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): RWR 100 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 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 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 AND 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): RAD 153*

## **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.

*Prerequisite(s): BIO 210, BIO 211, MAT 110*

## **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 136*
- 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 236: RADIOGRAPHY SEMINAR II** (2-0-2)  
This course includes selected areas of radiography that require additional study or application.  
*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*

## RELIGION (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 indigenous religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

*Prerequisite(s): Completion of RWR 100 with a "C" or better, or appropriate placement score*



# RESPIRATORY THERAPY (RES)

- RES 101: INTRODUCTION TO RESPIRATORY CARE** (3-0-3)  
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 Respiratory Care program*  
*Corequisite(s): ENG 101, 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 Respiratory Care program*  
*Corequisite(s): ENG 101, RES 101, RES 121, RES 123*
- RES 121: RESPIRATORY SKILLS I** (3-3-4)  
This course includes a study of basic respiratory therapy procedures and their administration.  
*Prerequisite(s): Admission to Respiratory Care program*  
*Corequisite(s): ENG 101, RES 101, RES 111, RES 123*
- 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 150: CLINICAL APPLICATIONS I** (0-12-4)  
This course is the study of entry level clinical procedures in the hospital setting.  
*Prerequisite(s): ENG 101, RES 101, RES 111, RES 121, RES 123*  
*Corequisite(s): SPC 101, RES 131, 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 and BIO 211), MAT 110, RES 101, RES 121, RES 123*
- 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 232, RES 243, RES 275*
- RES 220: HEMODYNAMIC MONITORING** (2-3-3)  
This course is the a study of basic hemodynamic monitoring.  
*Prerequisite(s): RES 204, RES 232, RES 243, RES 275*  
*Corequisite(s): RES 241, RES 249, RES 251, and Humanities/Fine Arts Elective*

- 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 241: RESPIRATORY CARE TRANSITION** (0-3-1)  
This course provides a comprehensive review of respiratory care.  
*Prerequisite(s): RES 204, RES 232, RES 242, RES 275*  
*Corequisite(s): RES 249, RES 251, Humanities Elective*
- RES 243: MECHANICAL VENTILATION II** (1-3-2)  
This course incorporates advanced theory of mechanical ventilation. Liberation from mechanical ventilation is explored.  
*Prerequisite(s): RES 141, RES 151, PSY 201*  
*Corequisite(s) RES 204, RES 232, RES 275*
- 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** (1-3-2)  
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 275: ADVANCED CLINICAL PRACTICE** (0-15-5)  
This course includes clinical practice in advanced patient care procedures.  
*Prerequisite(s): RES 141, RES 151, PSY 201*  
*Corequisite(s): RES 204, RES 232, RES 243*

## **INTEGRATED DVS READING AND DVS ENGLISH (RWR)**

### **RWR 032: INTEGRATED DEVELOPMENTAL READING & DEVELOPMENTAL ENGLISH (3-0-3)**

This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations.

*NOTE: Students who complete this course should not enroll in ENG 032 or RDG 032.*

*Corequisite(s): COL 103*

### **RWR 100: INTEGRATED TRANSITIONAL READING & ENGLISH (3-0-3)**

This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-degree Credit.

*NOTE: Students who complete this course should not enroll in ENG 100 or RDG 100.*

*Prerequisite(s): Successful completion of RWR 032 or both ENG 032 and RDG 032, or equivalent test scores.*

*Corequisite(s): COL 103*

## **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): RWR 100 with a grade of SC*

### **\* 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*

## 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 RWR 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.

*Prerequisite(s): Completion of RWR 100 with a "C" or better, or appropriate placement score*

*NOTE: Successful completion of ENG 101 is recommended.*

# SURGICAL TECHNOLOGY (SUR)

## **SUR 101: INTRODUCTION 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): BIO 112, MAT 101 or MAT 102*

## **SUR 102: APPLIED SURGICAL TECHNOLOGY (4-3-5)**

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

*Prerequisite(s): BIO 112, MAT 101 or MAT 102*

## **SUR 103: SURGICAL PROCEDURES I (3-3-4)**

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

*Prerequisite(s): SUR 101*

## **SUR 104: SURGICAL PROCEDURES II (3-3-4)**

This course is a study of the various specialties of surgical procedures.

*Prerequisite(s): SUR 102*

## **SUR 105: SURGICAL PROCEDURES III (3-3-4)**

This course is a study of advanced specialties of surgical procedures.

*Prerequisite(s): SUR 104*

## **SUR 110: INTRODUCTION TO SURGICAL PRACTICUM (0-15-5)**

This course is an introduction to the application of surgical technique by assisting the perioperative roles in various clinical affiliations.

*Prerequisite(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 110*

## **SUR 114: SURGICAL SPECIALTY PRACTICUM (0-21-7)**

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

*Prerequisite(s): SUR 113*

## **SUR 120: SURGICAL SEMINAR (2-0-2)**

This course includes the comprehensive correlation of theory and practice in the perioperative role.

*Prerequisite(s): SUR 105*

## **SUR 126: PRINCIPLES OF SURGICAL PHARMACOLOGY (1-0-1)**

This course is a study of therapeutic agents and mathematical concepts in relation to the perioperative setting.

*Prerequisite(s): SUR 102*

# THEATRE (THE)

## \* THE 101: INTRODUCTION TO THEATRE

(3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production. (Internet Only)

*Prerequisite(s): Completion of RWR 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 AND 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** (1-3-2)  
**(CATERPILLAR STUDENTS)**

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 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** (2-3-3)  
**(IMT STUDENTS)**

This course covers gas and arc welding processes used in maintenance shops.

- WLD 145: FIELD WELDING** (1-3-2)  
*(AUT STUDENTS)*  
This course covers welding with portable welding machines in field use.
- WLD 154: PIPE FITTING AND 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 172: PRINT READING AND SKETCHING FOR PIPE WELDING** (3-3-4)  
This course introduces the implementation of welding drawings and sketching techniques for pipe welding, to include dimensioning, tolerancing, sectioning, and mating metal parts for pipe welding projects in accordance with technical drawings.
- WLD 201: WELDING METALLURGY** (2-0-2)  
This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical, and mechanical properties.
- WLD 208: ADVANCED PIPE WELDING** (1-6-3)  
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.
- WLD 212: DESTRUCTIVE TESTING** (2-0-2)  
This course covers the destructive testing methods used in the evaluation of welds.
- WLD 225: ARC PIPE WELDING I** (1-9-4)  
This course covers the techniques used in shielded metal arc welding of groove welds on pipe.
- WLD 228: INERT GAS PIPE WELDING I** (2-6-4)  
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.



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