

Central Carolina Technical College

2014-15

COLLEGE CATALOG & STUDENT HANDBOOK



SUCCCEED
EXPLORE DISCOVER ACHIEVE COMPLETE





2014 - 2015

COLLEGE CATALOG & STUDENT HANDBOOK

CENTRAL CAROLINA TECHNICAL COLLEGE

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Technical College.

For all other inquiries about Central Carolina Technical College, please contact the College at:
Central Carolina Technical College, 506 N. Guignard Drive, Sumter, SC 29150-2499
(803) 778-1961, <http://www.cctech.edu/>

This Catalog is effective for new students who enter Fall Semester 2014. It is for information only and does not constitute a contract between Central Carolina and its students, applicants for admission, or any other person. The College reserves the right to change, modify, or alter without notice any statement in this Catalog, including those concerning fees, charges, tuition, expenses, and costs of any kind. Further, the College can add or delete without notice any course, program, or policy information contained in the Catalog in order to keep curriculum content and College policies current. Information regarding changes is available in the Office of the Vice President for Academics. The electronic version of this Catalog is available on the CCTC website, www.cctech.edu.

Central Carolina Technical College does not discriminate in admissions or employment on the basis of race, sex, color, age, religion, national origin or certain legally defined physical or mental abilities.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm.

EXCELLENCE . INTEGRITY . INNOVATION

TABLE OF CONTENTS

| | | | |
|--|----|---|----|
| GENERAL INFORMATION | 4 | Withdrawal from Classes..... | 21 |
| President's Message | 5 | Course Scheduling..... | 21 |
| Area Commission Members | 5 | Payment of Fees..... | 22 |
| College Information | 6 | Residency Status..... | 22 |
| Vision Statement..... | 6 | Tuition and Fees-Effective Fall Semester 2014..... | 22 |
| Statement of Values..... | 6 | Refund Policy-Credit Courses..... | 22 |
| College Mission Statement..... | 6 | Refund Policy-Non-credit Courses, Seminars and Workshops..... | 22 |
| Statement of Role and Scope..... | 6 | Return of Title IV Funds..... | 23 |
| History of the College..... | 6 | Transfer Students..... | 23 |
| College Accreditation..... | 7 | South Carolina Vocational Rehabilitation..... | 23 |
| Program Accreditations and Approvals..... | 7 | Special Populations Program (Perkins)..... | 23 |
| Policy on Nondiscrimination..... | 7 | Programs of Study Information | 23 |
| The Americans with Disabilities Act of 1990..... | 7 | College-Wide General Education Outcomes..... | 23 |
| English Fluency..... | 7 | Graduation/Program Completion..... | 23 |
| Academic Calendar | 8 | Graduation Ceremony..... | 24 |
| Admissions Information | 11 | Scholastic Honors..... | 24 |
| Contact Information | 13 | Graduation Honors..... | 24 |
| Additional Admissions Information | 13 | Transfer to Senior Colleges and Universities | 24 |
| Admissions Policy..... | 13 | Easy Transfer to South Carolina Colleges and Universities..... | 24 |
| General Admissions Requirements..... | 13 | Background..... | 25 |
| Declaration of Citizenship or Legal Presence in the United States..... | 13 | Statewide Articulation of 86 Courses..... | 25 |
| Specific Admissions Requirements..... | 14 | Transfer Policy..... | 25 |
| Categories of Admission..... | 14 | Admissions Criteria, Course Grades, GPAs, Validations..... | 26 |
| Career Development..... | 14 | Transfer Blocks, Statewide Agreements, Completion of the | |
| Dual Enrollment..... | 14 | Associate in Arts and Associate in Science Degrees..... | 26 |
| Readmission..... | 14 | Related Reports and Statewide Documents..... | 27 |
| Senior Citizens..... | 14 | Assurance of Quality..... | 27 |
| Transfer Students..... | 14 | Statewide Publication and Distribution of Information on Transfer..... | 27 |
| Transient Students..... | 14 | Development of Common Course System..... | 28 |
| Concurrent Admissions Programs (ConAP)..... | 14 | Transfer to Senior Colleges and Universities..... | 29 |
| Advanced Standing..... | 14 | Statewide Articulation Agreement..... | 29 |
| Advanced Placement Examinations (AP Exams)..... | 15 | Workforce Development | 30 |
| College Level Examinations (CLEP)..... | 15 | Program Areas..... | 30 |
| Defense Activity for Non-Traditional Ed. Support (DANTES)..... | 15 | Apprenticeship Programs..... | 30 |
| Military Service School..... | 15 | | |
| Proficiency Tests..... | 15 | PROGRAMS OF STUDY | 31 |
| Secondary School Articulation Agreements..... | 15 | Programs of Study Table of Contents..... | 32 |
| Experiential Learning and Professional Certification..... | 16 | Basic Program Information..... | 32 |
| International Baccalaureate Credit Award Policy..... | 16 | General Education Courses..... | 33 |
| Transfer to Central Carolina Technical College..... | 16 | Administrative Office Technology | 34 |
| Program Residency Requirements..... | 17 | Administrative Office Technology (Associate Degree)..... | 34 |
| Financial Aid Information | 18 | Administrative Support (Diploma)..... | 36 |
| Overview of Applying for Financial Aid..... | 18 | Information Processing (Certificate)..... | 37 |
| Applications for Financial Aid..... | 18 | Business | 38 |
| Verification..... | 18 | Accounting (Associate Degree)..... | 38 |
| Types of Financial Aid | 19 | Accounting Specialist (Certificate)..... | 40 |
| Federal Pell Grants..... | 19 | Management (Associate Degree)..... | 41 |
| Campus-based Programs..... | 19 | Computer Technology | 43 |
| Federal Supplemental Educational Opportunity Grant (FSEOG)..... | 19 | Computer Technology (Associate Degree)..... | 43 |
| Federal Work-Study..... | 19 | Computer Specialist (Certificate)..... | 46 |
| State Funds..... | 19 | Internetworking – Cisco (Certificate)..... | 47 |
| South Carolina Need Based Grant..... | 19 | Criminal Justice & Paralegal | 48 |
| Lottery Tuition Assistance..... | 19 | Criminal Justice Technology (Associate Degree)..... | 48 |
| LIFE Scholarship..... | 19 | Paralegal (Associate Degree)..... | 50 |
| Loans..... | 19 | Early Care and Education Programs | 52 |
| Federal Direct Loans..... | 19 | Early Care and Education (Associate Degree)..... | 53 |
| Foundation Scholarships..... | 19 | Early Childhood Development (Diploma)..... | 55 |
| Deferred Payment Plan..... | 20 | Early Childhood Development (Certificate)..... | 57 |
| Title IV School Code 003995 - finaid@cctech.edu..... | 20 | Infant and Toddler Care (Certificate)..... | 58 |
| Veterans' and Active Duty Education Benefits..... | 20 | Environmental Engineering Technology & Natural Resources | 59 |
| Free Tuition for Children of Certain Veterans..... | 20 | Environmental Engineering Technology (Associate Degree)..... | 59 |
| VA Certification for Online Courses..... | 20 | Environmental, Health & Safety (Certificate)..... | 61 |
| Veterans' Affairs Standards of Academic Progress..... | 20 | Wastewater Operator (Certificate)..... | 62 |
| Standards of Satisfactory Academic Progress for Financial Aid..... | 21 | Water Operator (Certificate)..... | 63 |
| Office Hours..... | 21 | Natural Resources Management (Associate Degree)..... | 64 |
| Registration Information | 21 | General Education | 66 |
| Academic Load..... | 21 | Associate in Arts (Associate Degree)..... | 67 |
| Auditing Courses..... | 21 | Associate in Science (Associate Degree)..... | 70 |
| Add/Drop/Section Changes..... | 21 | General Education (Certificate)..... | 73 |
| | | General Technology (Associate Degree)..... | 74 |

TABLE OF CONTENTS

| | | | |
|--|-----|--|-----|
| Health Sciences | 75 | Student Right-to-Know and Campus Security Act | 182 |
| Associate in Arts or Science to Physical Therapy | 75 | Release of Student Information | 182 |
| Health Science Program Requirements | 77 | Online Resources | 183 |
| Nursing (PN) (Diploma) | 79 | myCCTC Internet Service | 183 |
| Nursing (LPN to ADN Option) (Associate Degree) | 83 | Online Groups | 183 |
| Nursing (ADN) (NURS) (Associate Degree) | 89 | Distance Education | 183 |
| Massage Therapy (Certificate) | 94 | Online Courses | 183 |
| Medical Assisting (Diploma) | 96 | Additional Fees for Online Courses | 183 |
| Medical Record Coding (Certificate) | 98 | Online Course Prerequisite Competencies | 183 |
| Pharmacy Technician (Certificate) | 100 | Online Course Attendance Requirements | 183 |
| Surgical Technology (Diploma) | 103 | Desire2Learn* (D2L) | 184 |
| Sterile Processing Technician (Diploma) | 108 | Privacy for Students taking Online Courses | 184 |
| Specialization - Patient Care Technician | 110 | Technical Information | 184 |
| Nursing Assistant (Certificate) | 111 | Math Courses | 184 |
| Cardiac Care Technician (Certificate) | 113 | Computer Technology Courses | 184 |
| Phlebotomy (Certificate) | 115 | Collaborate | 184 |
| Human Services | 117 | Online Course Technical Assistance | 184 |
| Human Services (Associate Degree) | 117 | Library Online Resources | 185 |
| Human Services (Certificate) | 119 | Student Complaints/Grievance | 185 |
| Gerontology (Certificate) | 120 | Copyrights | 185 |
| Industrial and Engineering Technology | 121 | Intellectual Property | 185 |
| Automotive Technology (Certificate) | 121 | Additional Student Information | 185 |
| Automotive Diagnostic Technology (Certificate) | 122 | Acceptable Use Agreement for Computing Resources | 185 |
| Basic Air Conditioning and Heating (Certificate) | 123 | General Use Rules for Computer Resources | 185 |
| Advanced Air Conditioning and Heating (Certificate) | 125 | Alcohol-Free / Drug-Free Environment | 186 |
| Basic Machining and CNC Fundamentals (Certificate) | 126 | Bookstore | 186 |
| Advanced CNC Programming (Certificate) | 127 | Career and Employment Services | 186 |
| Engineering Graphics Technology (Associate Degree) | 128 | Copy Machine Services | 187 |
| Basic Mechatronics Technology (Certificate) | 130 | Health and Medical Services | 187 |
| Advanced Mechatronics Technology (Certificate) | 131 | Home Contracts | 187 |
| Welding (Certificate) | 132 | Inclement Weather | 187 |
| Pipe Welding (Advanced Certificate) | 133 | Library | 187 |
| COURSE DESCRIPTIONS | 135 | Loitering | 187 |
| COLLEGE PERSONNEL | 167 | Parking | 187 |
| STUDENT HANDBOOK | 175 | Posting and Distribution of Information | 188 |
| Academic Integrity Honor Code | 176 | Special Programs | 188 |
| Tips for Success | 176 | ACT | 188 |
| Making the Most of your College Experience | 176 | Men In Motion | 188 |
| Information on Grading | 177 | TRiO Student Support Services | 188 |
| Grading System for GPA Computation | 177 | Student Life | 188 |
| Grade-Point Average | 177 | Procedures for Establishing a New Student Organization | 188 |
| Standards of Academic Progress | 178 | Student Identification Card (ID) | 189 |
| Developmental Studies Standards of Academic Progress | 178 | Regulations for Use of Identification Card | 189 |
| Standards of Academic Progress for Financial Aid | 178 | Students with Disabilities | 189 |
| Cumulative Grade-Point Average (Qualitative Measure) | 178 | Testing Center | 189 |
| Cumulative Credit Hours (Quantitative Measure) | 178 | Tobacco Use Policy | 189 |
| Maximum Program Hours (Quantitative Measure) | 178 | Use of Electronic Devices/Phones | 189 |
| First-time Applicants for Financial Aid | 178 | Visitors | 189 |
| Exceptions/Appeals/Reinstatement | 178 | Safety Procedures | 189 |
| Summary | 179 | Plan for Safety | 189 |
| Financial Aid Categories of Enrollment | 179 | Security Office | 189 |
| Return of Title IV Funds | 179 | Crime Prevention | 189 |
| Veterans' Affairs Standards of Academic Progress | 179 | Drugs, Alcoholic Beverages, and Weapons | 190 |
| Advisement and Registration | 180 | Emergency Notification System | 190 |
| Academic Advising | 180 | Bomb Threat Procedures | 190 |
| Registration | 180 | Evacuation-Long Continuous Blast | 190 |
| Adding/Dropping Courses | 180 | Sheltering Procedures | 190 |
| Withdrawing from College Courses | 180 | Medical Emergency Procedures | 191 |
| Attendance Policy | 180 | Student Code | 191 |
| Change of Program | 181 | Addressing Alleged Acts of Sexual Violence | |
| Financial Aid and Tuition and Fees | 181 | and Sexual Harassment | 198 |
| Higher One | 181 | Student Grievances and Complaints Procedure | 201 |
| Student Rights and Responsibilities | 181 | Glossary | 205 |
| Student Rights | 181 | INDEX | 206 |
| Student Responsibilities | 181 | | |
| Student Appearance Statement | 182 | | |



GENERAL INFORMATION

WWW.CCTECH.EDU



EXCELLENCE . INTEGRITY . INNOVATION

President's Message

CENTRAL CAROLINA TECHNICAL COLLEGE AREA COMMISSION MEMBERS

J. MAC SUMMERS
Chairman
Sumter County

TERRY M. HANCOCK
Vice Chairman
Kershaw County

BOBBY R. ANDERSON
Secretary
Sumter County

RUTH J. BELL
Lee County

NICHOLAS P. LAMPSHIRE
Kershaw County

CHRISTOPHER L. LEE
Clarendon County

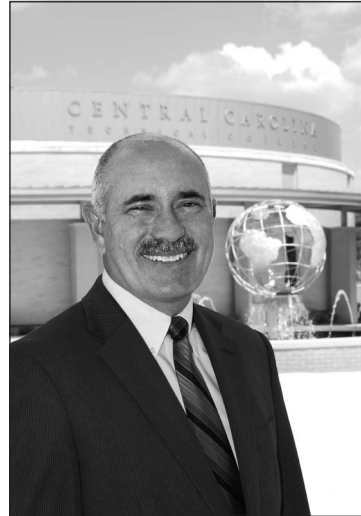
ANDRE G. McBRIDE
Sumter County

JANICE W. POPLIN
Sumter County

RAY REICH
Sumter County

WINNIE L. RICKETTS
Clarendon County

JENNETT TOWLES-MICKENS
Sumter County



On behalf of the faculty and staff of Central Carolina Technical College, we look forward to providing each student with opportunities to reach their educational and career goals. As you prepare for the future, the College stands ready to assist you in this process. This publication will provide you with valuable information about the programs and services that we offer our students. The mission of Central Carolina Technical College is to provide high-quality, affordable, and accessible educational opportunities to the residents of Clarendon, Kershaw, Lee, and Sumter counties.

The 2014-2015 academic year promises to be an exciting year in the life of the College. Our strategic plan will continue to serve as a road map for the College to achieve specific goals by 2015. Today's global economy requires a workforce that is highly skilled, technically proficient, and committed to life-long learning. The economic development of our region of South Carolina will be dependent upon Central Carolina Technical College producing a high quality workforce. The faculty, staff, and administration will offer their expertise and caring attitude to ensure that you have a successful college experience.

We take great pride in the fact that each of the over 4,000 students enrolled at Central Carolina Technical College receives individual attention. The core values of the College are excellence, innovation, and integrity. I challenge you to incorporate the values of the College into your time spent as a student with us. May your journey to a bright and rewarding future be enhanced by your decision to become a part of the Central Carolina Technical College family.

Dr. Tim Hardee
President, Central Carolina Technical College

Vision Statement

Central Carolina Technical College will be the first choice for exceptional, quality, affordable technical and comprehensive education, provided in an innovative, student-centered learning environment.

Statement of Values

Central Carolina respects the diversity of its student body and recognizes the worth and potential of each student. The College values an environment that fosters creativity and resourcefulness among its students, faculty, staff, and administrators and encourages teamwork, open communication, and free exchange of ideas. In its attitudes and principles the College affirms the following values and beliefs in providing its programs and services:

Excellence • Integrity • Innovation

College Mission Statement

Central Carolina Technical College is a comprehensive, public, two-year institution of higher education dedicated to fostering a positive environment of teaching and learning for faculty, staff, and students. The College serves primarily the region of Clarendon, Lee, Kershaw, and Sumter counties in South Carolina and confers associate degrees, diplomas, and certificates. College programs, student support services, and resources provide citizens, businesses, industries, and communities with quality, affordable, accessible, customer-responsive post-secondary education through life-long learning and specialized training opportunities. These are designed to develop the foundation for personal growth, economic development, and an improved quality of life through multiple learning environments including traditional and electronic instructional methods.

The College's vast array of associate degree, diploma, and certificate programs prepares students to enter the job market, to transfer to senior colleges and universities, and to achieve their professional and personal goals. Specifically, Central Carolina offers academic programs in business, the health sciences, public service, industrial and engineering technology, and the arts and sciences. Through its comprehensive programs and support services, the College annually serves over 6,300 credit students and 2,200 continuing education students through traditional and non-traditional formats in multiple learning environments including online, electronic, and distance learning. *(Revision approved by the Central Carolina Technical College Area Commission on January 16, 2014, and the South Carolina Commission on Higher Education on February 5, 2014)*

Statement of Role and Scope

In recognition of the importance of its role in enhancing the economic vitality and quality of life for all citizens, Central Carolina Technical College seeks to fulfill its mission through meeting the needs of its stakeholders as follows:

- **GRADUATES:** The College is committed to graduating students who will be productive members of society with strong values and ethics; who will have employability skills, including oral and written communication skills, critical thinking, problem solving, analytical, scientific and computational skills; who can utilize and adapt to new technology and accept and initiate change; and who have an appreciation for cultural diversity, are self-directed and self-disciplined, and have the ability to function cooperatively.
- **STUDENTS:** The College seeks to provide for its students an affordable, quality postsecondary education while maintaining an open door admissions policy. Students will have the opportunity to succeed regardless of educational preparation through developmental programs and services as well as to pursue vocational and personal growth needs in an environment embracing rapidly changing technologies.

- **EMPLOYERS:** The College is dedicated to providing employers with skilled work-ready employees and to serving as an avenue for on-going specialized training with access to the latest technologies and educational services so that existing and new employers will find the area attractive for their workforce.
- **COMMUNITY:** The College seeks to serve the community by providing access to education wherever, whenever, and however necessary to meet community and individual needs for affordable education opportunities leading to an improved quality of life.
- **K-12 STUDENTS:** The College will provide opportunities for K-12 students to experience career exploration and planning, have access to a seamless progression toward a career or higher education and have an opportunity to accelerate their learning for employability and/or advanced placement through faculty/staff collaboration.
- **OTHER EDUCATIONAL INSTITUTIONS:** The College will endeavor to have a high utilization of resources through partnerships with other institutions who will be collaborative partners working to expand education programs while minimizing duplication.

History of the College

In 1961, a local committee began studying the feasibility of establishing an "industrial training center" to serve Sumter County. When Clarendon, Kershaw, and Lee Counties expressed interest in participating, the service area was broadened to include these counties. The committee's work culminated in 1962 with the passage of the enabling legislation which created Sumter Area Technical Education Center.

In 1971, the institution changed its name to Sumter Area Technical College and in 1974 received initial accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools as a two-year college offering technical and vocational programs. In 1989 the South Carolina Commission on Higher Education authorized Sumter Area Technical College to begin offering the Associate in Arts and the Associate in Science degree programs designed specifically for transfer to four-year colleges and universities. With the addition of the transfer programs, Sumter Area Technical College achieved the status of a comprehensive community college. In the fall of 1992, the College changed its name to Central Carolina Technical College to better reflect its service area. In 1998, the College assumed operation of the F. E. DuBose Career Center located in Clarendon County. In 2001, Central Carolina established the Kershaw County Site in Camden. During the 2005-2006 academic year, a site was also added in Lee County. During 2010, the College expanded its presence in Kershaw County and in downtown Sumter by adding additional facilities to serve students' needs with the addition of a state-of-the art Health Sciences Center and the Kershaw County Campus located at the intersection of Interstate 20 and Highway 521. In 2012, the College renovated a former federal

COLLEGE INFORMATION

building located in the same downtown Sumter area as the Health Sciences Center. This renovated facility serves as the Legal Studies Center where the Paralegal and Criminal Justice Associate Degree programs are located.

More than 8,500 students each year are enrolled in a variety of associate degree, diploma, and certificate programs and non-credit continuing education activities.

College Accreditation

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Technical College.

For all other inquiries about Central Carolina Technical College, please contact the College:

Central Carolina Technical College
506 N. Guignard Drive, Sumter, SC 29150-2499
(803) 778-1961, Toll Free 1-800-221-8711 from Clarendon, Kershaw, and Lee Counties
<http://www.cctech.edu/>

Program Accreditations and Approvals

- The Associate Degree Nursing Program is approved by the South Carolina Labor, Licensing, and Regulation Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.
- The Practical Nursing Diploma program is approved by the South Carolina Labor, Licensing and Regulation Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.
- The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, Phone (727) 210-2350 (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, www.maerb.org.
- The Paralegal Program is approved by the American Bar Association (ABA), 321 North Clark Street, 19th Floor, Chicago, Illinois 60654-7598, Fax (312) 988-5483.
- The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Phone (727) 210-2350, www.caahep.org, on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 100, Littleton, CO 80120, Phone (303) 694-9262, Fax (303) 741-3655, www.arcst.org.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD, Phone (301) 657-3000, Fax (301) 664-8877, www.ashp.org.
- The Early Care and Education Associate Degree program is accredited by the National Association for the Education of Young Children (NAEYC), 1313 L Street, NW, Suite 500, Washington, DC 20005.

GENERAL INFORMATION

- The Basic Machining and CNC Certificate programs are accredited by the National Institute for Metalworking Skills (NIMS), 10565 Fairfax Blvd., Suite 203, Fairfax, VA 22030, (703) 352-4971, www.nims-skills.org.
- The Automotive Technology programs are accredited by the National Automotive Technicians Education Foundation (NATEF).
- The HVAC Program is nationally accredited by HVAC Excellence, Home Office 1701 Pennsylvania Ave NW, Washington, DC 20006. Phone (800) 394-5268, Fax (800) 546-3726.
- The Water and Wastewater Operator Certificate Programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Environmental Certification to count as one year of work experience toward a South Carolina operator license. South Carolina Board of Environmental Certification, 110 Centerview Dr., Suite 201, Columbia, SC, 29211, (803) 896-4430, fax: (803) 896-4424. <http://www.llr.state.sc.us>.

Policy on Nondiscrimination

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, sex, age, national origin, religion or certain legally defined physical or mental disabilities. The College complies with provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; and the South Carolina Human Affairs Law of 1972. The College's 504 and Title IX Coordinator for students is Stacia Sanders-Hernandez. Her office is located in Building M300R, 506 N. Guignard Drive, Sumter, SC 29150, and her telephone is 803-778-7871. The 504 and Title IX Coordinator for staff and faculty is RONALDA STOVER. Her office is located in Building M300A, 492 N. Guignard Drive, Sumter, SC 29150, and her telephone number is 803-778-6688.

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 makes it unlawful to discriminate against individuals with disabilities in employment in state and local government services, public accommodations, transportation, and telecommunications. It adopts the general prohibitions of discrimination under Section 504 as well as the requirements for making programs accessible to individuals with disabilities and for providing a way to communicate effectively. It complements but does not replace Section 504. Contact Stacia Sanders-Hernandez, Disability Services Coordinator at 778-7871 or (800) 221-8711. The Telecommunications Device for the Deaf (TDD) is (803) 774-3313. The Disability Services Coordinator is located in Building M300R, Room M317.

English Fluency

Central Carolina Technical College complies with the Higher Education Act of 1991, which requires that employees have proficiency in the English language. For specific information regarding this compliance, please refer to College Directive 6.22 located in the Directives Manual, a copy of which is in the College's Library.

FALL SEMESTER 2014 (201410)

August 4-15 (M-F)
 August 9 (S)
 August 12 (T)
 August 14 (Th)
 August 15 (F)
 August 16 (S)

Faculty Workdays
 Adjunct Faculty Orientation
 New Student Orientation
 New Student Orientation
 Late Registration
 New Student Orientation

Fall Semester - 16 Weeks

August 18 (M)
 August 18-22 (M-F)
 September 1 (M)
 October 16-17 (Th-F)
 October 18 (S)
 November 11 (T)
 November 12 (W)
 November 26 (W)
 November 27-28 (Th-F)
 November 29 (S)
 December 4 (Th)
 December 6 (S)
 December 5-11 (F-Th)
 December 12-18 (F-Th)
 December 15 (M)
 December 19-31 (F-W)

Classes Begin
 Drop/Add Period
 Labor Day (College Closed) No Classes
 No Classes—Fall Break Faculty Workdays/Inservice
 No Saturday Classes for Fall Break
 Veterans Day /No Classes (Faculty/Staff Workday)
 Last Day to Withdraw with "W"
 Faculty/Student Holiday
 Thanksgiving (College Closed)
 No Saturday Classes for Thanksgiving Break
 Classes End
 Saturday Classes End
 Fall Semester Exams
 Faculty Workdays
 Grades Due at Noon
 Faculty Christmas Holidays

Fall Minimester I - 8 Weeks

August 18 (M)
 August 18-20 (M-W)
 September 1 (M)
 September 29 (M)
 October 7 (T)
 October 8-9 (W-Th)
 October 10 (F)

Classes Begin for Fall Minimester I
 Drop/Add Period
 Labor Day (College Closed)
 Last Day to Withdraw with "W"
 Classes End for Fall Minimester I
 Exams for Fall Minimester I—During Regular Class Times
 Grades Due for Fall Minimester I at Noon

Fall Minimester II - 8 Weeks

October 13 (M)
 October 13-15 (M-W)
 October 16-17 (Th-F)
 November 11 (T)
 November 24 (M)
 November 26 (W)
 November 27-28 (Th-F)
 December 4 (Th)
 December 5-11 (F-Th)
 December 12-18 (F-Th)
 December 15 (M)

Classes Begin for Fall Minimester II
 Drop/Add Period
 No Classes—Fall Break Faculty Workdays/Inservice
 Veterans Day/No Classes (Faculty/Staff Workday)
 Last Day to Withdraw with "W"
 Faculty/Student Holiday
 Thanksgiving (College Closed)
 Classes End for Fall Minimester II
 Exams for Fall Minimester II
 Faculty Workdays
 Grades Due for Fall Minimester II at Noon

Fall 5M1 - 5 Weeks

August 18 (M)
 August 18-20 (M-W)
 September 1 (M)
 September 15 (M)
 September 22 (M)
 September 23 (T)
 September 24 (W)

Classes Begin for Fall 5M1
 Drop/Add
 Labor Day (College Closed)
 Last Day to Withdraw with "W"
 Classes End for 5M1
 Exams for 5M1—During Regular Class Time
 Grades Due for 5M1 at Noon

Fall 5M2 - 5 Weeks

September 25 (Th)
 September 25-29 (Th-M)
 October 16-17 (Th-F)
 October 23 (Th)
 October 30 (Th)
 November 3 (M)
 November 4 (T)

Classes Begin for Fall 5M2
 Drop/Add
 No Classes - Fall Break Faculty Workdays/Inservice
 Last Day to Withdraw with "W"
 Classes End for 5M2
 Exams for 5M2—During Regular Class Time
 Grades Due for 5M2 at Noon

Fall 5M3 - 5 Weeks

November 5 (W)
 November 5-7 (W-F)
 November 11 (T)
 November 25 (T)
 November 26 (W)
 November 27-28 (Th-F)
 December 10 (W)
 December 11 (Th)
 December 12-18 (F-Th)
 December 15 (M)

Classes Begin for Fall 5M3
 Drop/Add
 Veterans Day/No Classes (Faculty/Staff Workday)
 Last Day to Withdraw with "W"
 Faculty/Student Holiday—No Classes
 Thanksgiving College Closed
 Classes End for 5M3
 Exams for 5M3—During Regular Class Time
 Faculty Workdays
 Grades Due for 5M3 at Noon

10-Week Session

September 22(M)
 September 22-24 (M-W)
 October 16-17 (Th-F)
 November 11 (T)
 November 18 (T)
 November 26 (W)
 November 27-28 (Th-F)
 December 4 (Th)
 December 5 -11 (F-Th)
 December 12-18 (F-Th)
 December 15 (M)

Classes Start for 10-Week Session
 Drop/Add
 No Classes—Fall Break
 Veterans Day/No Classes (Faculty/Staff Workday)
 Last Day to Withdraw with “W”
 Faculty/Student Holiday—No Classes
 Thanksgiving College Closed
 Classes End for 10-Week Session
 Exams for 10-Week Session – See Exam Schedule
 Faculty Workdays
 Grades Due for 10-Week Session at Noon

Weekend College WE

September 5 (F)
 September 5-9 (F-T)
 October 17-18 (F-S)
 November 13 (Th)
 November 28-29 (F-S)
 December 5-6 (F-S)
 December 12-13 (F-S)
 December 12-18 (F-Th)
 December 15 (M)

Classes Start for Weekend College
 Drop/Add
 No Classes—Fall Break
 Last Day to Withdraw with “W”
 Thanksgiving Holidays—College Closed
 Classes End for Weekend College
 Exams for Weekend College
 Faculty Workdays
 Grades Due for Weekend College at Noon

Total Faculty Nonwork Days for Fall = 13 (Version 2/5/14)

SPRING SEMESTER 2015 (201420)

January 1-2 (Th-F)
 January 5-9(M-F)
 January 8 (Th)
 January 9 (F)
 January 10 (S)
 January 10 (S)

College Closed—Faculty Holiday
 College Reopens –Faculty Workdays
 New Student Orientation
 Late Registration
 New Student Orientation
 Adjunct Faculty Orientation

Spring Semester - 16 Weeks

January 12 (M)
 January 12-16 (M-F)
 January 19 (M)
 April 1 (W)
 April 6-10 (M-F)
 April 11 (S)
 April 29 (W)
 April 30 - May 6 (Th-W)
 May 7 (Th)
 May 8 (F)

Classes Begin
 Drop/Add Period
 Martin Luther King Holiday—No Classes (Faculty/Staff Holiday)
 Last Day to Withdraw with a “W”
 Spring Break (No Classes)
 No Saturday Classes during Spring Break
 Classes End for Spring Semester
 Spring Semester Exams
 Faculty Work Day/Grades Due by 12 Noon
 Faculty Work Day/Graduation, Sumter County Civic Center

Spring Minimester I - 8 Weeks

January 12 (M)
 January 12-14 (M-W)
 January 19 (M)
 February 19 (Th)
 March 3 (T)
 March 4-5 (W-Th)
 March 6 (F)

Classes Begin
 Drop/Add Period
 Martin Luther King Holiday—No Classes (Faculty/Staff Holiday)
 Last Day to Withdraw with a “W”
 Classes End for Spring Minimester I
 Exams for Spring Minimester I—During regular class time
 Grades Due Spring Minimester I

Spring Minimester II - 8 Weeks

March 9 (M)
 March 9-11 (M-W)
 April 14 (T)
 April 6-10 (M-F)
 April 29 (W)
 April 30 - May 6 (Th-W)
 May 7 (Th)
 May 8 (F)

Classes Begin for Spring Minimester II
 Drop/Add Period
 Last Day to Withdraw with a “W”
 Spring Break (No Classes)
 Classes End for Spring Minimester II
 Exams for Spring Minimester II
 Grades Due Spring Minimester II at 12 Noon
 Graduation - Sumter County Civic Center

Spring 5M1 - 5 Weeks

January 12 (M)
 January 12-14 (M-W)
 January 19 (M)
 February 9 (M)
 February 16 (M)
 February 17 (T)
 February 18 (W)

Classes Begin for Spring 5M1
 Drop/Add
 Martin Luther King Holiday—No Classes (Faculty/Staff Holiday)
 Last Day to Withdraw with “W”
 Classes End for Spring 5M1
 Exams for Spring 5M1—During Regular Class Time
 Grades Due for Spring 5M1 at Noon



Spring 5M2 - 5 Weeks

February 19 (Th)
February 19-23 (Th-M)
March 17 (T)
March 25 (W)
March 26 (Th)
March 27 (F)

Classes Begin for Spring 5M2
Drop/Add
Last Day to Withdraw with "W"
Classes End for Spring 5M2
Exams for Spring 5M2—During Regular Class Time
Grades Due for Spring 5M2 at Noon

Spring 5M3 - 5 Weeks

March 30 (M)
March 30 – April 1 (M-W)
April 6-10 (M-F)
April 29 (W)
May 5 (T)
May 6 (W)
May 7 (Th)
May 8 (F)

Classes Begin for Spring 5M3
Drop/Add
Spring Break (No Classes)
Last Day to Withdraw with "W"
Classes End for Spring 5M3
Exams for Spring 5M3 – During Regular Class Time
Grades Due for Spring 5M3 at Noon
Graduation - Sumter County Civic Center

10-Week Session

February 16 (M)
February 16-18 (M-W)
April 6-10 (M-F)
April 13 (M)
April 29 (W)
April 30-May 6 (Th-W)
May 7 (Th)
May 8 (F)

Classes Start for 10-Week Session
Drop/Add
Spring Break—No Classes
Last Day to Withdraw with "W"
Classes End for 10-Week Session
Exams for 10-Week Session
Grades Due for 10-Week Session at Noon
Graduation - Sumter County Civic Center

Weekend College WE

January 30 (F)
January 30 - Feb 3 (F-T)
March 23 (M)
April 17-18 (F-S)
April 6-10 (M-S)
May 1-2 (F-S)
May 7 (Th)
May 8 (F)

Classes Start for Weekend College
Drop/Add
Last Day to Withdraw with "W"
Classes End for Weekend College
Spring Break—No Classes
Exams for Weekend College and Classes End
Grades Due for Weekend College at Noon
Graduation - Sumter County Civic Center

*Total Faculty Nonwork Days for Spring = 8
Total Faculty Nonwork Days for Academic Year = 21*

SUMMER SEMESTER 2015 (201430)*

May 11-15 (M-F)
May 15 (F)

Faculty Workday
Late Registration

Summer Session 10WK

May 18 (M)
May 18-20 (M-W)
May 25 (M)
June 29 - July 3 (M-F)
July 20 (M)
July 30 (Th)
July 31-August 3 (F-M)
August 3 (M)

Classes Begin
Drop/Add Period
Memorial Day (No Classes) Faculty Workday
Summer Break
Last Day to Drop with a "W"
Classes End for Summer Session
Faculty Workdays
Grades Due at Noon

Summer Session I - 5 WK-Maymester

May 18 (M)
May 18-20 (M-W)
May 25 (M)
June 15 (M)
June 18 (Th)
June 19 (F)

Classes Begin for Summer Session I—Maymester
Drop/Add Period
Memorial Day (No Classes) Faculty Workday
Last Day to Drop with a "W"
Classes End for Summer Session I—Maymester
Grades Due for Summer Session I 12:00 Noon

Summer Session II - 5 WK

June 22 (M)
June 22-24 (M-W)
June 29 - July 3 (M-F)
July 23 (Th)
July 30 (Th)
July 31 – August 3 (F-M)
August 3 (M)

Classes Begin for Summer Session II
Drop/Add Period
Summer Break
Last Day to Drop with a "W"
Classes End for Summer Session II
Faculty Work Days
Grades Due at Noon

**Summer Semester Exams During Last Day of Class*

*Schedule\Academic Calendar 2014-2015
Version 6/30/14*

12 Easy Steps to CCTC!

STEP 1: Entrance Requirements

STEP 2: Application

STEP 3: Official Transcripts

STEP 4: Admission Interview

STEP 5: Financial Aid

STEP 6: Advisement and Registration

STEP 7: New Student Orientation

STEP 8: Tuition Payment

STEP 9: Book Purchase

STEP 10: Student ID and Parking

STEP 11: Classes Begin

STEP 12: Graduation

ADMISSIONS INFORMATION

STEP 1: Entrance Requirements

Take the College's placement test, submit acceptable SAT or ACT scores, or provide acceptable college transcripts. The ASSET or COMPASS placement test may be taken at Central Carolina Technical College (CCTC) or another postsecondary institution. Some programs require other admission tests. Test scores and/or transcripts can be mailed or faxed to the Admissions Office.

You will be placed into general education and/or technology courses based on test scores. If you placed into developmental studies courses, it is expected that you progress through the designated sequence of courses.

Acceptable Placement Test Scores

- CCTC placement test OR
- Scholastic Aptitude Test (SAT): Critical Reading 470, Math 460, and Grammar subsection 47 OR
- American College Test (ACT): 19 Reading, 19 English subscore, 19 Math subscore.

Technology Placement Test

All prospective students take a Technology Placement Test, which is used to place students in the proper entry-level computer course.

Biology Placement Test

All students who plan to enroll in Biology 101, Biology 112, Biology 115, or Biology 210 will be required to have successfully completed Biology 100 or passed the Biology Placement Test.

Exemptions to Placement Testing

Exemptions to taking the College's placement test are granted if any of the following criteria are met:

- You have attained the minimum Scholastic Aptitude Test (SAT) or American College Test (ACT) score at the level required for the program in which you wish to enroll.
- You have earned a grade of "C" or higher in appropriate college-level English, mathematics, and technology courses at a regionally accredited college or university.
- You have earned the appropriate score for advanced placement in English and/or math on CLEP, DANTES, and/or AP exams that are recognized by the College.
- You have earned an associate degree or higher degree from a regionally accredited college or university.
- You are not pursuing an academic award and desire to be admitted to take specific courses. (You must still meet all course prerequisites.)

The College's placement test may be taken during the day or evening. An appointment is recommended. Placement testing is available at all campus locations.

STEP 2: Application

An admissions application can be completed online on the College's website <http://www.cctech.edu>, downloaded from website (PDF format), or an application is available at any of our sites. Submit your completed application by online submission, mailing, or faxing it to the Admissions Office. Fax: 803-778-6696.

STEP 3: Official Transcripts

Request an official high school or GED transcript be sent to the CCTC Admissions Office if you wish to be considered for all types of financial aid or if you are in a program in the Health Sciences division. If applicable, request official college

transcripts to be sent to Student Records. Transcript request forms can be downloaded from the College's website. If you have been home schooled, you must request a transcript from the home school association.

STEP 4: Admission Interview

Meet with an admissions counselor to review test scores and/or college transcripts and discuss a program of study. This meeting may occur in person, by phone, or by e-mail. If you require accommodations, please contact the Disability Services Coordinator at 803-778-7871.

STEP 5: Financial Aid

Apply for financial aid online at www.fafsa.ed.gov. Financial assistance includes grants, loans, scholarships, and South Carolina Lottery Tuition Assistance. If you have questions regarding your FAFSA, you may contact Financial Aid by phone or e-mail. Supporting documentation may be faxed to Financial Aid, if necessary. Students who may be eligible for Veterans' Affairs benefits should go to <http://www.cctech.edu/finaid/2387.htm> for more information. Phone: 803-778-7831 Fax: 803-778-6696.

STEP 6: Advisement and Registration

After you have been admitted to the College, you will receive a registration checklist from the Admissions Office. The checklist will contain your username and password for access to myCCTC. Through this account, you will be able to access your student information and register for classes. New and readmitted students will be advised for the first semester in Student Services or by an outreach admissions counselor. Assistance with registration is available. You will be assigned a faculty advisor who will help you select courses after the first semester advisement.

STEP 7: New Student Orientation

An orientation is available to all new students each semester. For specific dates and times, you may contact Student Services at 778-6605 or review them in myCCTC on the Student Tab. The orientation is also available online in myCCTC. All new students should attend orientation prior to the beginning of classes. Orientation provides students the opportunity to meet one-on-one with faculty and staff. Students taking an online course for the first time should attend an orientation for online students. The schedule for these sessions is provided in myCCTC "News" for each semester.

STEP 8: Tuition Payment

Your tuition can be paid in person or by mailing a check to the cashier, located in Student Services or by phone using a credit card. Tuition can also be paid online by logging into myCCTC.

STEP 9: Book Purchase

Purchase your books in the Central Carolina Bookstore located in Building M100 in the Student Center. Textbook requirements for courses are posted online at: <http://www.cctech.edu/bookstoresearch>

STEP 10: Student ID and Parking

If you need to visit the College's campus to access services such as the library, testing center, computer labs, etc., you will need a College ID. You will also need to register your vehicle. The Security Office is located in Building M300.

STEP 11: Classes Begin

Once you have completed the application, admission, and registration process, it is time to attend classes! If you encounter any technical problems with your online course or myCCTC account, contact User Support Services at 803-778-6607. If you encounter problems with your course material, contact your instructor or academic advisor. If you are not sure who your academic advisor is, please check myCCTC or call the Admissions Office.

STEP 12: Graduation

Once you have completed the coursework necessary for graduation, you should complete a Program Completion Application during your final semester. This form can be obtained by logging into myCCTC under the student tab.

CONTACT INFORMATION

**Central Carolina Technical College
Main Campus**

506 North Guignard Drive, Sumter, SC 29150
803-778-1961, www.cctech.edu

Base Education Office

Bldg. 501
398 Shaw Drive
Shaw AFB Sumter, SC 29152
803-666-2422

F. E. DuBose Campus

US Hwy. 521
Manning, SC 29102
803-473-2531

Health Sciences Center

133 S. Main Street
Sumter, SC 29150
803-774-3334

Kershaw County Campus

80 Campus Drive
Camden, SC 29020
803-425-8388

Kershaw County

Downtown Campus

1125 Little Street
Camden, SC 29020
803-425-8388

Lee County Site

200 N. Main Street
Bishopville, SC 29010
803-483-2282

Legal Studies Center

111 S. Main Street
Sumter, SC 29150
803-774-3392

**Workforce Development &
SC Environmental Training Center**
803-778-6656

Admissions

803-778-6605
803-778-6696 Fax

Bookstore

803-774-3342

Career Services Center

803-778-6600

Cashier

803-778-7864

Distance Education Office

803-774-3343
803-778-7896 Fax

**Financial Aid &
Veterans' Affairs Office**

803-778-7831
803-778-6696 Fax

Library

803-778-6647

Security Office

803-778-6623

Student Records

803-778-7830
803-778-6693 Fax

Testing Center

803-774-3306

User Support Services

803-778-6607
support@cctech.edu

*To obtain additional information regarding admissions,
visit the Admissions Office, or call 778-6605.*

**ADDITIONAL ADMISSIONS
INFORMATION**

Admissions Policy

Central Carolina Technical College is an "open door" institution serving the educational needs of all who can benefit from its courses and programs. Central Carolina makes every effort to minimize geographic, financial, and scholastic barriers to the programs and services offered by the College. A high school diploma (or GED certificate) is not a prerequisite for college admission but is required for selected program admission and various types of financial aid.

The definition of "open door admission" implies the College's commitment to assess student potential and to provide appropriate developmental/transitional courses that will prepare students for collegiate level courses and programs. The definition further implies that consistent with accrediting agencies and boards, some associate degree programs may require students to possess a valid high school diploma, GED certificate, and/or to demonstrate their ability to make satisfactory progress in a given course or program for admission.

General Admissions Requirements

All prospective students applying for admission must:

- Be at least 18 years old or possess a valid diploma or hold a GED. Students between the ages of 16 and 18 who are attending high school must obtain written permission from the high school principal in the area in which the student resides.
- Complete the admissions requirements described in the steps above, including submitting an application, official transcripts, and placement scores.

**Declaration of Citizenship or
Legal Presence in the United States**

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. §59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Upon admission to the College, all students must sign a declaration of citizenship attesting that they are a US citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the College may require you to submit documentation that supports your claim. Any student providing false information may be subject to dismissal from the College. Any student who is found to be unlawfully present in the United States or fails to provide requested documentation will be dismissed from the College.

Specific Admissions Requirements

In addition to meeting the general admission requirements for the College, some programs have special admission requirements. See special/specific requirements listed in the individual program pages in this catalog.

Categories of Admission

• **Career Development** – Applicants who wish to enroll in a limited number of classes for upgrading their skills but do not wish to pursue a degree, diploma, or certificate may take a maximum of fifteen (15) credit hours. Applicants must:

- Submit an application for admission
- Meet course prerequisites where applicable
- Pay all fees by the payment deadline for each semester. (No financial aid is available to this category of student.)

• **Dual Enrollment** – Central Carolina Technical College provides a program whereby qualified high school juniors and seniors may enroll in college courses each semester. Students seeking dual enrollment must:

- Be at least 16 years old
- Provide written permission from the high school principal and/or guidance counselor
- Meet entrance placement criteria
- Submit an application for admission
- Meet course prerequisites
- Pay all fees by the payment deadline for each semester.

• **Readmission** – Students who withdraw from the College or who do not attend for one year may be eligible for readmission; they must apply through the Admissions Office. Students who have been suspended for academic reasons must adhere to the procedures described under Standards of Academic Progress to reapply.

• **Senior Citizens** – Legal residents of South Carolina who are at least 60 years of age may enroll for credit courses during the late registration period on a space-available basis without paying tuition, provided these persons meet admission and other standards deemed appropriate by the College and if these persons do not receive compensation as full-time employees. Senior citizens must:

- Submit an application for admission
- Meet entrance placement criteria or course prerequisites
- Be a career development student to receive a tuition waiver
- Sign Certification of Age and Employment Form (form available from the Cashier)
- Pay applicable fees, including fees for certain courses
- Enroll in a course only one time.

• **Transfer Students** – Any student who has attended one or more regionally accredited colleges or universities prior to

applying for admission to Central Carolina Technical College must:

- Submit an application for admission
- Meet with an admissions counselor
- Request that college transcripts be sent to Student Records and request high school/GED transcripts be sent to the Admissions Office
- Refer to the “Transfer to Central Carolina Technical College” information section of this catalog for additional information.
- Central Carolina Technical College (CCTC) does not participate in consortium agreements for students attending another institution, but will cooperate with institutions that provide Consortium Agreements to transient students attending CCTC.

• **Transient Students** – A student who enrolls in Central Carolina Technical College courses to transfer to his or her primary college must apply as a Career Development student. The transient student must:

- Submit a Transient Student Form from the home institution specifying the courses to be taken.
- Meet Central Carolina Technical College’s course prerequisites where applicable. Documentation of course eligibility must be provided prior to registration.
- Central Carolina Technical College (CCTC) does not participate in consortium agreements for students attending another institution, but will cooperate with institutions that provide Consortium Agreements to transient students attending CCTC.

• **Concurrent Admissions Programs (ConAP)** – The Concurrent Admissions Program allows new soldiers to apply for and be admitted to colleges or universities at the same time they enlist. Upon completion of initial enlistment for active military service or initial duty of training for the Army Reserve, the student will be aware that he or she is accepted and ready to enroll at the college of his or her choice.

This program is available through the Service members Opportunity Colleges (SOC), of which Central Carolina Technical College is a participating member. This agreement is in effect for two years following completion of initial enlistment requirements. The student must meet entrance and degree requirements of the catalog in effect at the time of enrollment in classes at the College.

Advanced Standing

Central Carolina Technical College has established policies and procedures which may allow students to enter programs with advanced standing. No more than 50% of the total credit hours in a degree program major can be awarded to a student

for advanced standing. Advanced standing may be attained through the following:

• **Advanced Placement Examinations (AP Exams)**

The Advanced Placement Examination program of the College Entrance Examination Board is accepted by Central Carolina Technical College. In order for credit to be granted, a score of 3 or higher must be attained. For the most current listing of courses that have been approved for course credit through the AP exams, students should contact the Office of Admissions and Records or the Registrar. The official results scored on the AP examination must be requested by the student to be sent directly to the College's Registrar by the issuing agency and must be on file in the student's academic file in Student Records before an evaluation is made. A grade of "E" must be awarded on the student's transcript. When prior learning credit is awarded, an email is sent to the student's myCCTC email account.

• **College Level Examinations Program (CLEP)**

Central Carolina Technical College awards credit for knowledge demonstrated as a result of nontraditional learning experiences validated by the CLEP Exam. The official results scored on the CLEP examinations must be requested by the student to be sent directly to the College's Registrar by the issuing agency and must be on file in the student's academic record in the Student Records Office before an evaluation is made. Students may obtain a current listing of courses that have been approved for course credit from the Student Records Office. The American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services is used to determine the minimum acceptable scores for the CLEP tests. A grade of "E" must be awarded on the student's transcript. When CLEP credit is awarded, an email is sent to the student's myCCTC email account.

• **Defense Activity for Non-Traditional Education Support (DANTES)**

Central Carolina Technical College awards credit for college-level examinations that have been completed with satisfactory scores through the Armed Services. Official results must be requested by the student to be sent directly to the College's Registrar by the issuing agency and must be on file in the student's academic record in the Student Records Office before an evaluation is made. A listing of examinations approved for course credit may be obtained from the Student Records Office. The American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services is used to determine the minimum acceptable scores for the DANTES tests. A grade of "E" must be awarded on the student's transcript. When DANTES credits awarded, an email is sent to the student's myCCTC email account.

• **Military Service Schools**

Central Carolina awards credit for courses taken at military services schools. The official Joint Services Transcript displaying military course completions must be requested by the student to be sent directly to the Registrar by the issuing agency. After the student has been admitted to the College, the Registrar will review the transcript and course credit will be awarded in accordance with the recommendations of the American Council of Education in the Guide to the Evaluation of Education Experience in the Armed Forces. A grade of "E" must be awarded on the student's transcript. When credit is awarded, an email is sent to the student's myCCTC email account.

• **Proficiency Tests**

Students may challenge credit courses with the approval of the course department chair by paying a fee per exam. If a student decides not to take the exam after the fee has been paid, the student has thirty (30) days from the date of payment to receive a refund.

A student may not take a proficiency test more than once. Students cannot receive credit by examination for a course equivalent to or at a lower level than the course in which they are currently enrolled or a course for which they have previously enrolled or previously received a grade. Students may not challenge any course that has been previously audited. All prerequisites must be met before taking a proficiency examination. A student may enroll in a course and choose to attempt a proficiency test for the course during the add/drop period. If the student passes the exam, credit will be awarded, the student will be dropped from the course, and any tuition paid for the course will be refunded.

Proficiency exams are not available for ENG 101, English Composition I; ENG 102, English Composition II; SPC 205, Public Speaking; literature courses; and other selected courses. (See course department chair for details). Readmitted students who previously made a grade of "A," "B," or "C" in CPT 101 (Introduction to Computers) or AOT 104 (Keyboarding and Input Technologies) will be allowed to take proficiency tests if the timeline for the course has been exceeded.

Credit awarded based on a departmental proficiency examination cannot be included as part of the student's credit load. A grade of "E" must be entered on the student's transcript.

• **Secondary School Articulation Agreements**

Central Carolina Technical College has developed articulation agreements with the secondary school districts in its four-county service area. Students may earn college credit for completion of specified secondary technical courses for which academic department chairs have determined course equivalencies and learning outcomes in accordance with

procedures established in the articulation agreements. Prospective students are encouraged to contact their secondary school instructors who will complete a competency profile sheet and forward it to the College's Registrar. The prospective student must then take and satisfactorily pass a College proficiency test that measures the learning outcomes for the course the student wishes to exempt. Passage levels for satisfactory completion are established by the departmental faculty. No fee is assessed for the proficiency test if the student currently attends high school and produces an unofficial high school transcript showing the requested course taken or in progress; or the student has graduated from a high school and the unofficial transcript lists the requested course. The Registrar must send written confirmation of credit awarded to the student, the high school principal and/or career center director, the college department chair/program manager and the secondary instructor. The Registrar must maintain record of names of those who completed the Proficiency Test. The record will be available for Admission Personnel to check during the student enrollment processes. The College must receive an official high school transcript before the grade of "E" is awarded on the student's Central Carolina Technical College transcript. Program Manager will list Proficiency Test results for CCTC course on Transmittal Sheet for Secondary Course Articulation Request and will mail a copy of the completed sheet to the student.

• Experiential Learning and Professional Certification

Central Carolina Technical College recognizes that work related activities may provide a student with the opportunity to master skills and gain experience while on the job, which may meet the competencies of some college course work. The College may award exemption (E) credit for that course.

A student who has been admitted to Central Carolina Technical College and has mastered competencies in a non-academic setting may receive course credit based on substantive work experience, earning a professional certificate, and/or completion of noncredit courses. For consideration of substantive work experience for awarding credit, a student must provide the academic dean and the department chair/program manager with a detailed letter from a supervisor on official company letterhead stating the work tasks completed on the job with a quantitative description of job duties where appropriate. Documentation over six months will not be accepted. Once documentation is reviewed and approved by the academic department chair/program manager, the student must pass a proficiency test for the course before credit will be awarded.

The student may be granted credit for professional certificates that demonstrate comparable academic proficiencies and skill levels contained within the content of the credit course

for which credit is awarded. Credit must not duplicate credit already awarded. The original of the certificate must be presented to the department chair. A maximum of 12 credit hours can be earned for professional certificate(s). If credit is awarded, a grade of E will be entered on the student's transcript.

Students may receive credit for satisfactory completion of a non-credit course, which closely parallels the rigor, instructional time, content, /substance, and course learning outcomes and objectives of a credit course. For consideration of noncredit coursework for awarding credit, a student must submit a transcript or official copy of the certificate verifying successful completion of the noncredit course displaying the course name, number of hours completed or CE units earned, and the course description which includes learning outcomes and course objectives to the academic dean and the department chair/program manager. Once documentation is reviewed and approved by the academic department chair/program manager, the student must pass a proficiency test for the course before credit will be awarded.

General education courses offered at Central Carolina Technical College are exempt from consideration for receiving credit for work experience. Contact the Registrar for additional information.

• International Baccalaureate Credit Award Policy

The International Baccalaureate program is accepted by Central Carolina Technical College. For a student to receive credit, the student must have scored "4" or above on any higher-level IB course examination. The amount of college course credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. Students must submit an official High School transcript reflecting the completion of the IB course and the score attained prior to the evaluation of the coursework for the awarding of credit. For a listing of approved IB courses, and scores, students should contact the Admissions Office.

Transfer to Central Carolina Technical College

It is the policy of Central Carolina Technical College to review all entering students' post-secondary course work completed at other regionally accredited colleges or universities. In order for course work to be evaluated, an official transcript must be on file in the student's academic record in Student Records. Decisions regarding the awarding of credit and the determination of such credit are made by the department chair from the program in which the student is entering, the department chair in which the transfer course resides, and the College Registrar. The post-secondary course work will be evaluated by the College Registrar and must meet the following criteria:

ADMISSIONS

- The College will accept only credit course work with a grade of “C” or better which has been earned from other regionally accredited post-secondary institutions.
- The course work must closely parallel the course in the student’s curriculum as offered by Central Carolina Technical College.
- Transfer credit time limits may vary by department. When a student decides to change his/her program, credit will be evaluated based on the requirements in the program to which the student is changing.
- If the credits being transferred were awarded in quarter credit hours, the credits will be converted to semester hour equivalents. If the credit hours for the parallel course are less than those granted by the College, the course will not be accepted for transfer. The student may take a proficiency test, if applicable.
- The grade awarded from the conferring institution will appear on the Central Carolina Technical College transcript, but it will not be used in calculating the Central Carolina student’s grade-point average (GPA). Transfer credit will, however, be calculated in the cumulative “Earned Hours” (EHRS) section of the transcript. In addition, grade points are not transferable from previous institutions.
- The College Registrar will evaluate transfer credit, confer with faculty and department chairs when required, and award transfer credit. Transfer credit will be awarded after acceptance and before the end of the first semester of enrollment provided the official transcript has been received from the awarding college/university. A student should not enroll in classes that may transfer until the evaluation has been completed. A student may access his/her myCCTC account to see the transferred credit awarded. A copy of the student’s degree audit will be sent to the Financial Aid Office if applicable.

GENERAL INFORMATION

- A student who wishes to appeal a decision on transfer credit may do so by contacting the Vice President for Student Affairs. The Vice President for Student Affairs will review the course content with the appropriate department chair or program manager to determine the transferability of the course in question.

Program Residency Requirements

Students must complete at least 25 % of required courses in residence to be eligible to receive a certificate, diploma, or degree from Central Carolina Technical College. Students who have established residency and desire to take courses at other regionally accredited institutions for transfer to Central Carolina Technical College must receive prior approval from the College’s Registrar. No more than 50 % of the total credit hours in a degree program major can be awarded to a student for advanced standing and work experiences.

FINANCIAL AID INFORMATION

Overview of Applying for Financial Aid

Step 1: Apply for a Federal Student Aid personal identification number (PIN) at www.pin.ed.gov.

The PIN serves as your electronic signature for federal student aid.

Step 2: Complete and submit the Free Application for Federal Student Aid (FAFSA) to the US Department of Education. Feel free to come to the College's Student Services Center for application assistance. A computer lab is available for students and parents to complete the FAFSA.

You may submit the FAFSA electronically at www.fafsa.ed.gov. Students and parents, when applicable, must "sign" the application online using the PIN.

FAFSA applications or renewal applications are to be submitted annually for the new academic year which begins with each fall semester. Applications can be submitted after January 1st of each year. It is recommended that students and/or their parents complete the FAFSA as soon as tax information is completed for the previous year, so financial aid arrangements can be made well in advance of the start of the term. Some funds are limited and are awarded on a first-come, first-served basis.

Step 3: Talk with a financial aid counselor about grants, loans, or scholarships for which you may be eligible. (See details below for a discussion of various options.)

Step 4: Once awarded, an email will be sent containing a personalized Financial Aid Shopping Sheet. Before you accept any financial aid, be sure to read the financial aid memorandum of understanding at <http://www.cctech.edu/finaid/3257.htm>.

In addition to completing the FAFSA each year, to maintain eligibility for financial assistance, you must make progress toward your academic goal, and maintain a certain grade-point average (GPA); Pass Rate, and 150% credit hour limitation to demonstrate success. Be sure to consult the Financial Aid Standards of Satisfactory Progress outlined in the Student Handbook section of this catalog or on the College's website at <http://www.cctech.edu/finaid/4095.htm>. Ask questions if you do not understand the requirements. It is important that you protect your eligibility.

More Details about Applying for Financial Aid

Applications for Financial Aid

The FAFSA can be submitted prior to being admitted to a program of study. However, the financial aid application cannot be considered for award until the applicant is accepted into an eligible program. Remember that some funds are limited and the best aid packages are sent early in the award cycle. Late applications generally cannot be funded to their full eligibility.

Request an official high school or GED transcript to be sent to the CCTC Admissions Office if you wish to be considered for all types of financial aid. If applicable, request official college transcripts to be sent to Student Records. Transcript request forms can be downloaded from the College's website. If you have been home schooled, you must request a transcript from the home school association.

Verification

Students selected by the US Department of Education for verification will receive an email notification from the Financial Aid Office. This process requires the students to submit documentation to verify certain data contained on the Free Application for Federal Aid (FAFSA). Students and parents should request a copy of their federal tax transcript and W-2 documents from the IRS, which may be needed to complete the verification process. Students are required to complete the verification process within thirty days after being notified by the college that they have been selected.

Students receiving any type of aid from a source other than Central Carolina Technical College must send a copy of the award notice to the Financial Aid Office. Students enrolled in more than one college in the same semester may receive financial assistance from only one college at a time.

Students applying for assistance after July 1 for fall or November 1 for spring semester should not expect aid to be finalized before classes begin. However, every effort will be made to make an award provided the file can be brought to completion. The Deferred Tuition Payment Plan is made available through the Central Carolina Technical College Business Office. Information regarding the payment plan may be obtained from the Financial Aid Office, the Business Office, or on the College's website at <http://www.cctech.edu/finaid/176.htm>.

Types of Financial Aid

Federal Pell Grants

A Federal Pell Grant is based on need and does not have to be paid back. Generally, Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Pell Grants for 2013-2014 ranged from \$605 to \$5,645 for full-time students. Eligible students enrolled less than full-time will receive prorated awards. If eligible, Pell Grant may be used for up to 12 semesters.

Campus-based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC) numbers. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work-Study

The Federal Work-Study (FWS) Program provides jobs for undergraduate students with financial need, allowing them to earn money while pursuing their education. FWS students are issued paychecks monthly to assist with educational expenses. The program encourages community service work and work related to a student's course of study. Federal Work-Study awards are made on the basis of a student's financial need. Participants in this program must have a minimum 2.0 cumulative GPA.

State Funds

South Carolina Need Based Grant

The South Carolina Need Based Grant (SCNBG) is funded by the State of South Carolina. The funds are awarded to students on a basis of need. Early applicants are given first priority for consideration. South Carolina Need Based Grant award amounts range from \$250 to \$1000.

SC Foster Care youth are eligible for additional Need Based Grant funding. Please contact the financial aid office for more information.

Lottery Tuition Assistance

Lottery Tuition Assistance (LTA) is available to South Carolina residents that complete a Free Application for Federal Student Aid (FAFSA) and meet all other LTA eligibility criteria. According to state law, federal grants and need-based grants will be applied against technical college

tuition before lottery-funded tuition assistance will be applied. For example, if a student receives \$400 in federal grants and \$200 in need-based grants, \$600 will be applied against the student's tuition before lottery-funded tuition will be applied. The law states students can apply tuition assistance toward only one certificate, diploma, or associate degree program every five years, unless the additional certificate, diploma, or associate degree is necessary for progress in the field of study.

LIFE Scholarship

The Legislative Incentive for Future Excellence (LIFE) Scholarship Program, approved by the General Assembly in 1998, is merit based. Students graduating from a South Carolina High School who have a cumulative Grade Point Average (UGS) of 3.0 or higher who enroll in 12 credit hours above the 100-level will be eligible for the LIFE Scholarship. This scholarship pays up to \$2500 in tuition costs each semester. Eligibility criteria may be found at <http://www.che.sc.gov>. It is the student's responsibility to adhere to LIFE Scholarship criteria and to self identify to the Financial Aid Office as eligible for LIFE funds. Students who are eligible for LIFE Scholarships must provide an official copy of their final high school transcript, and/or official college transcripts, and meet all enrollment requirements before the scholarship can be awarded.

IMPORTANT: Students receiving LIFE Scholarship funds at a technical college will not be eligible for lottery-funded tuition assistance (LTA) during the same academic year.

Loans

Federal Direct Loans

The Direct Loan program is the U. S. Department of Education's major form of self-help aid. Regular students who have completed a FAFSA and are enrolled in an eligible program of study at least half time (6 hours) may be eligible for the Direct Loan Program. Students must complete a CCTC Loan Application and meet with a Financial Aid Counselor to be considered for Direct Loan funding.

Foundation Scholarships

Scholarships are provided through the Central Carolina Technical College Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals. The scholarship recipient is selected by the donor or the Scholarship Review Committee for those scholarships awarded by the College.

Scholarships are awarded on a competitive basis applying the following criteria: academic excellence, achievement, leadership qualities and need, or other criteria as stipulated by the donor.

Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum GPA to continue the scholarship. Each scholarship is awarded for one academic year beginning with the fall semester. Students must reapply each year. Applications will be accepted until all funds are awarded. Students are encouraged to apply early. Screening of applicants will begin in mid-March.

Check with the Financial Aid Office for applications and deadline dates. For further information, contact the Central Carolina Technical College Foundation Office at (803) 778-6646.

Deferred Payment Plan

Central Carolina Technical College is pleased to offer a monthly payment plan to enable you to more easily afford your educational expenses. The deferred payment plan provides you with a low cost plan for budgeting tuition, fees, and books. For more information on the payment plan, please contact the Central Carolina Business Office at (803) 774-3322 or 774-3350, or visit the payment plan page on the College's website at www.cctech.edu

Title IV School Code 003995 – finaid@cctech.edu

Central Carolina Technical College realizes how challenging meeting educational expenses can be and strives to help eligible students with the proper assistance to attend Central Carolina Technical College.

Veterans' and Active Duty Education Benefits

Central Carolina Technical College is approved by the State Approving Agency for training service persons, veterans, dependents, and reservists under Title 38, U. S. Code for the following VA educational benefits:

- Montgomery GI Bill (Chapter 30)
- New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
- Reservists called or ordered to serve in response to a war. (Chapter 1607)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)
- New GI Bill Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33)
- Tuition Assistance and CAP

A student may apply for VA Benefits online at www.ebenefits.va.gov to determine eligibility.

Specific information regarding each Veterans' program may be obtained from the Veterans' Affairs Office in Building M100, Room M113A, on the Main Campus.

Free Tuition for Children of Certain Veterans

Children of certain disabled veterans and/or purple-heart recipients may be eligible for free tuition. Eligibility and application information may be obtained from the Financial Aid/Veterans Affairs Office or any county Veterans Affairs Office or from the Governor's Office, Division of Veterans Affairs, 6437 Garners Ferry Road, Suite 1126, Columbia, SC 29209. Call (803) 647-2434.

VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning, Central Carolina Technical College acknowledges that these courses are part of the College's approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses.

Veterans' Affairs Standards of Academic Progress

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 2.0 for any evaluation period will result in that student being placed on academic probation for the following term. Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation term will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans Administration within 30 calendar days of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for two terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

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
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Standards of Satisfactory Academic Progress for Financial Aid

Students receiving financial assistance must be making satisfactory progress towards a degree, diploma, or certificate. Students receiving financial aid through state programs will, at a minimum, meet the same standards when specific criteria are not prescribed. See Student Handbook for details or the College's website at <http://www.cctech.edu/finaid/4095.htm>.

Office Hours

The Financial Aid Office is located in Building M300R, at the Sumter Main Campus. Office hours are 8:00 am to 6:00 pm, Monday through Thursday; 8:00 am to 4:30 pm on Friday. During the summer semester, office hours may change, and students are encouraged to check the College's hours on the website.

REGISTRATION INFORMATION

Academic Load

During the regular semester, you are considered a full-time student for tuition, financial aid, and VA purposes if you are enrolled in 12 or more semester credit hours and part-time if you are enrolled in less than 12 semester credit hours. However, for associate degrees and some other programs, a full semester load requires that you complete 15 or more semester credit hours; if you complete less than 15 semester credit hours, you should not expect to complete programs within the prescribed time period. Maximum student course load is 18 credit hours per semester. Exceptions must be approved by the department chair of the program in which you are enrolled. Documentation of approval must be provided to the Registrar before you register for additional hours and placed in the student's academic record in the Student Records Office.

Auditing Courses

You may take courses on an audit basis without earning credit. The tuition fee for auditing a course is the same as when the course is taken for credit. If you desire to change from audit status to credit status or from credit status to audit status, you must do so during the first week of class and must confer with the Vice President for Student Affairs. In order to change from audit status to credit status, you must meet all course prerequisites.

Add/Drop/Section Changes

You may add or drop a course or courses during the designated add/drop period provided the course is not closed. Course(s) may be dropped by this date without academic penalty. The designated add/drop date is published in the current semester class schedule. All section changes after the add/drop period must be approved by the department chair under which the course resides and must have justification of extenuating circumstances. A Withdrawal/Section Change Form can be obtained from the instructor or online. The completed Withdrawal/Section Change Form must be submitted to the cashier, with all appropriate signatures for final processing.

Withdrawing From Class

You may withdraw from a class for academic, personal or military/work related reasons after the Add/Drop period. To do so, you must initiate the withdrawal with your instructor before the published deadline to receive a grade of W. Withdrawal deadlines are published in the Academic Calendar which can be found on the College's website. A grade of W does not negatively impact your Grade Point Average (GPA), but it may negatively impact your financial aid. Please discuss your withdrawal with your instructor and a financial aid counselor before completing the process.

If you stop attending a class and exceed the number of absences allowed prior to the withdrawal date, you will be withdrawn by your instructor. You will receive a grade of WA. A grade of WA does not negatively impact your GPA, but it may negatively impact your financial aid. If you stop attending class after the withdrawal date, you will receive the grade you have earned (A, B, C, D, F). Please familiarize yourself with the attendance policy and remember it is best to complete a student-initiated withdrawal if necessary.

Course Scheduling

The course schedule is available on the College's website and your myCCTC account. The College reserves the right to add or delete courses in the published semester schedule as deemed necessary.

An academic advisor is available to assist you in scheduling classes to meet your educational goals. You will register online through your myCCTC account once you have been admitted to the College.

Payment of Fees

Payment of fees must be made in accordance with published guidelines. You are not officially enrolled until all fees have been paid. If you have outstanding debts, you will not be permitted to register until the debts have been satisfied.

Residency Status

The amount of tuition and fees you pay for attending Central Carolina Technical College shall be determined by your residency status (domicile). The rules regarding the establishment of residence for fees and tuition purposes at the College are governed by the Code of Laws of South Carolina, regulations promulgated by the South Carolina Commission on Higher Education and by the Central Carolina Technical College Commission.

The Director of Admissions and Records is responsible for making all residency determinations. If you subsequently become eligible for a change of residency, it will be your responsibility to submit proper documentation to the Director of Admissions and Records requesting a change of residency. If the petition is approved, the change/status with supporting documentation will be effective the semester following approval of the petition. Decisions of the Director of Admissions and Records regarding residency may be appealed to the Vice President for Student Affairs.

Tuition and Fees - Effective Fall Semester 2014

- Tuition fees are as follows:
 - Students from Clarendon, Lee, Kershaw, and Sumter Counties — \$160 per credit hour.
 - Students from other counties in the state — \$185 per credit hour. Exception --tuition for students from South Carolina enrolled in Natural Resources Management or Environmental Engineering Technology is \$173 per credit hour.
 - Students from out-of-state — \$276 per credit hour.
- Tuition for some programs is higher due to additional costs. Please see the "Tuition Rates by Program" chart, located on our website.
- A laboratory fee of \$30 will be charged in selected science courses. Please see the "Lab/Specialty Fees" chart for details, located on our website.
- Students receive up to two parking decals at no cost. Additional decals are \$5 each. These decals are valid for one academic year beginning in the fall. Hanging tags are available for a fee of \$20.00 per year.
- All students who have registered but have not paid by the

published deadlines will be dropped from classes.

- All students who register after the published registration period will be charged a \$25 late registration fee.
- The cost of books, tools, and materials is in addition to tuition and other fees.
- Academic transcripts are ordered online and are \$7.25.
- All fees are due at the time of registration. Students are not officially enrolled until they have paid all fees and tuition.
- The College reserves the right to adjust tuition and fees without notice.
- No refunds will be made if not applied for within 90 days of the last date of attendance.

Refund Policy-Credit Courses

It is the policy of Central Carolina Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition upon withdrawal or reduction of course load.

Institutional charges for a semester will be refunded at the following rates:

| REFUND % | WITHDRAWAL OR REDUCTION IN CREDIT HOURS: |
|----------|--|
| 100% | Before first date in term that classes are offered (start of term) |
| 100% | 1st-5th day of term (3rd day of term for minimesters) |
| 0% | After 5th day of term |

- Students who never attend class will be considered to have constructively withdrawn before the start of semester.
- A student's official withdrawal date will be based on the last date of attendance.
- Refunds for semesters that vary in length from the 16-week semester will be in proportion to the semester refund schedule delineated above.
- Late fees and late payment fees will not be refunded.
- Refunds to veterans in non-degree programs or military tuition assistance students will be made in accordance with existing government regulations.
- The Vice President for Business Affairs may consider refunds on an individual basis where personal emergency or extreme hardship is involved. Written documentation will be required in these cases.

Refund Policy-Non-credit Courses, Seminars and Workshops

Refunds may be requested by mail, in person, or by telephone. These requests are the responsibility of the registrant.

- **Full Refund** – A full refund will be issued for all courses, seminars, and workshops cancelled by Central Carolina Technical College.

PROGRAM OF STUDY INFORMATION

- **Partial Refund** – Registrations cancelled before the cutoff date two (2) working days before the scheduled training will be assessed a 20% administrative fee. (Minimum \$5)
- **No Refund** – There will be no refunds for cancellations less than two (2) working days prior to the starting date.

Return of Title IV Funds

Students who receive financial aid and completely withdraw from the College are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Direct Loans; subsidized Federal Direct Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid to the appropriate program(s). Examples are available in the Business Office.

Transfer Students

Students who transfer to Central Carolina Technical College are responsible for having all Student Aid Report information transmitted to Central Carolina. This request can be accomplished at <http://www.fafsa.ed.gov> by adding Central Carolina Technical College's school code (003995) to your FAFSA application. A student must have his/her PIN code to make this transaction. Students may also call 1-800-4-FED-AID to request a duplicate Student Aid Report where Central Carolina Technical College can be added. This process will take a few weeks to complete. It is the responsibility of the student to notify the Financial Aid Office if he/she has attended another institution. A student cannot receive financial aid at two colleges during the same semester.

South Carolina Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for financial assistance for educational expenses from the South Carolina Department of Vocational Rehabilitation. In Sumter, call (803) 469-2960.

Special Populations Program (Perkins)

This federally funded program provides assistance for students in programs considered non-traditional for their gender, students with disabilities, individuals from disadvantaged families, single parents, single pregnant women, displaced homemakers, and individuals with other barriers to education including those with limited English proficiency. Books, child care, and transportation fees may be provided to qualified students. This program is administered by the Admissions Office in Building M300, Room M312, Sumter Main Campus.

GENERAL INFORMATION

PROGRAM OF STUDY INFORMATION

College-Wide General Education Outcomes

Graduates of an associate degree program of study from Central Carolina Technical College should be able to demonstrate the following student learning outcomes:

1. Demonstrate written and oral communication skills appropriate for professional and academic settings.
2. Demonstrate mathematics skills appropriate for professional and academic settings.
3. Demonstrate critical thinking, problem-solving, and information literacy skills appropriate for professional and academic settings.
4. Demonstrate computer technology skills appropriate for professional and academic settings.

Graduation/Program Completion

It is the responsibility of each student to meet the graduation/program completion requirements of the College in his or her particular program of study and to maintain at least the minimum required grade point average. Counselors and faculty advisors will guide students, but the final responsibility for program completion/graduation belongs to the student. To graduate from a program and receive a degree, diploma, or certificate, a student must:

- Complete a core of general education courses as follows:
 - The core for associate degree programs (at least 15 semester hours) must include at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics and provide components designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills
 - The core for diploma programs (at least 8 semester hours) is designed to develop communication, computational, behavioral, and social science skills appropriate to the occupational purpose of the program.
- Complete all required courses for the curriculum program, including electives.
- Complete all DVS coursework.(ENG 032, MAT 031, MAT 032, and RDG 032)
- Demonstrate achievement of program outcomes.
- Earn a program GPA (grade-point average) of 2.0 for all curriculum work in the program in which the student is graduating.
- Fulfill all financial obligations, including all fees and the return of all books and materials to the Library.
- Submit a Program Completion Application to Student Records.

GENERAL INFORMATION

PROGRAM OF STUDY INFORMATION / TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Students must complete curriculum requirements as stated in the College catalog in effect at the time of their enrollment at Central Carolina Technical College. Students who discontinue their enrollment for a period of one year or longer must meet the requirements of the program at the time of their re-entry.

Graduation Ceremony

The graduation ceremony is held annually at the conclusion of the Spring semester. Caps, gowns, and invitations may be ordered through the College's Bookstore after the student completes a Program Completion Application. The College encourages students to participate in the graduation ceremony and to invite family and guests. The date for the 2014-2015 graduation ceremony is Friday, May 8, 2015, at the Sumter County Civic Center.

Scholastic Honors

- President's List - Students who are enrolled in at least 12 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List.
- President's List for Part-Time Students - Students who are enrolled in at least 6 credit hours but no more than 11 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List for Part-time Students.
- Dean's List - Students who are enrolled in at least 12 semester credit hours and who achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List.
- Dean's List for Part-Time Students - Students who are enrolled in at least 6 credit hours, but no more than 11 credit hours, and achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List for Part-time Students.

Transitional studies or developmental studies courses will not be considered in the calculations for Dean's List, Dean's List for Part-time Students, President's List, or President's List for Part-time Students. These courses do not count toward a student's GPA for scholastic honors.

Graduation Honors

- Students achieving a cumulative GPA of 3.500-3.699 will be designated at graduation "Cum Laude."
- Students achieving a cumulative GPA of 3.700 to 3.899 will be designated at graduation "Magna Cum Laude."
- Students achieving a cumulative GPA of 3.900 to 4.0 will be designated at graduation "Summa Cum Laude."

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Students who plan to transfer credits earned at Central Carolina Technical College to other colleges and universities are advised to discuss this intention with representatives of the institutions to which they wish to transfer. COURSE ACCEPTANCE SHOULD BE DETERMINED BY THE OTHER INSTITUTION PRIOR TO ENROLLMENT IN CENTRAL CAROLINA TECHNICAL COLLEGE COURSES. Further information on transfer to other institutions may be obtained from the Admissions Office or from Melissa McFarland for Associate in Arts, or from Jason Tisdell for Associate in Science.

Easy Transfer to South Carolina Colleges and Universities

Parents and students are finding that Central Carolina Technical College (CCTC) provides an excellent transition to a four-year degree. Students can save money by staying at home and have the support of their families as they begin their education.

The Statewide Articulation Agreement of 86 courses has been approved by the South Carolina Commission on Higher Education for transfer from two-year to four-year public institutions and has been in effect for over a decade. In addition to the statewide agreement, Central Carolina is participating in a "bridge" program with the University of South Carolina, which provides transfer credit for many of our courses.

The College also has specific articulation agreements for the following associate degree programs:

Columbia College:

- Accounting
- Associate in Arts
- Associate in Science
- Computer Technology
- Criminal Justice
- Early Care and Education
- Human Services
- Management
- Nursing
- Paralegal

Francis Marion University:

- Nursing

Morris College:

- Criminal Justice
- Early Care and Education
- Management

Saint Leo University:

- Associate in Arts
- Associate in Science
- Computer Technology
- Criminal Justice
- Human Services
- Management

Strayer University:

- Associate in Arts
- Associate in Science

Springfield College:

- Criminal Justice
- Early Care and Education
- Human Services
- Paralegal

University of Maryland University College:

- Accounting
- Computer Technology
- Criminal Justice
- Management

University of South Carolina:

- Bridge Program (Comprehensive)
- Early Care and Education

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

Background

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

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education

in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;

- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which is now moving through the General Assembly during the 1996 session. Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

Note: The following transfer information is required for inclusion by the Commission on Higher Education (CHE). The College assumes no liability for the accuracy of the information provided by CHE.

Statewide Articulation of 86 Courses

1. 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 shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Transfer Policy

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to

help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:

- A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
 - B. Limitations placed by the institution or its 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.
 - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
 - D. Institutional procedures used to calculate student applicants' GPAs for admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated, and they shall also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
 - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found on the home institution for the courses accepted.
 - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
 - G. Lists of institution's Transfer Officer(s) personnel together with telephone and FAX numbers and office addresses.
 - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
 - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, and statewide agreements) covered within these procedures shall be transferable if the student has completed the coursework with a

"C" grade (2.0 on a 4.0 scale) or above, but 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.

- A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system shall certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within 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.

Transfer Blocks, Statewide Agreements, Completion of the Associate in Arts and Associate in Science Degrees

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
 - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in Nursing (ADN), provided that the

program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and that the graduate has successfully passed the National Council Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September, 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

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

Assurance of Quality

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

the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the commission. The staff shall also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":
 - A. Print a copy of this document (without appendices).
 - B. Print a copy of their entire transfer guide.
 - C. Provide to staff of the Commission in satisfactory format a copy of their entire transfer guide for placing on the Commission's Home Page on the Internet.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":
 - A. Print a copy of this document (without appendices).
 - B. Provide to the Commission staff in format suitable for placing on the Commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
 - A. Publish these procedures in their entirety (except Appendices).
 - B. Designate a Chief Transfer Officer at the institution who shall
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
 - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
 - D. Refer interested parties to the institutional Transfer Guide.
 - E. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages on the Internet for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEED/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions.

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

**Statewide Articulation Agreement:
Technical College Courses Transferable To Public Senior Institutions**

| Course # | Title | Credits | Course # | Title | Credits |
|----------|------------------------------------|---------|----------|--------------------------------------|---------|
| ACC 101 | Accounting Principles I | 3 | MAT 122 | Finite College Mathematics | 3 |
| ACC 102 | Accounting Principles II | 3 | MAT 130 | Elementary Calculus | 3 |
| ANT 101 | General Anthropology | 3 | MAT 140 | Analytical Geometry and Calculus I | 4 |
| ART 101 | Art History and Appreciation | 3 | MAT 141 | Analytical Geometry and Calculus II | 4 |
| ART 105 | Film as Art | 3 | MAT 240 | Analytical Geometry and Calculus III | 4 |
| AST 101 | Solar System Astronomy | 4 | MAT 242 | Differential Equations | 4 |
| AST 102 | Stellar Astronomy | 4 | MUS 105 | Music Appreciation | 3 |
| BIO 101 | Biological Science I | 4 | PHI 101 | Introduction to Philosophy | 3 |
| BIO 102 | Biological Science II | 4 | PHI 105 | Introduction to Logic | 3 |
| BIO 210 | Anatomy and Physiology I | 4 | PHI 106 | Logic II Inductive Reasoning | 3 |
| BIO 211 | Anatomy and Physiology II | 4 | PHI 110 | Ethics | 3 |
| BIO 225 | Microbiology | 4 | PHI 115 | Contemporary Moral Issues | 3 |
| CHM 110 | College Chemistry I | 4 | PHY 201 | Physics I | 4 |
| CHM 111 | College Chemistry II | 4 | PHY 202 | Physics II | 4 |
| CHM 112 | College Chemistry II | 4 | PHY 221 | University Physics I | 4 |
| CHM 211 | Organic Chemistry I | 4 | PHY 222 | University Physics II | 4 |
| CHM 212 | Organic Chemistry II | 4 | PHY 223 | University Physics III | 4 |
| ECO 210 | Macroeconomics | 3 | PSC 201 | American Government | 3 |
| ECO 211 | Microeconomics | 3 | PSC 215 | State and Local Government | 3 |
| ENG 101 | English Composition I | 3 | PSY 201 | General Psychology | 3 |
| ENG 102 | English Composition II | 3 | PSY 203 | Human Growth and Development | 3 |
| ENG 201 | American Literature I | 3 | PSY 208 | Human Sexuality | 3 |
| ENG 202 | American Literature II | 3 | PSY 212 | Abnormal Psychology | 3 |
| ENG 203 | American Literature Survey | 3 | SOC 101 | Introduction to Sociology | 3 |
| ENG 205 | English Literature I | 3 | SOC 102 | Marriage and the Family | 3 |
| ENG 206 | English Literature II | 3 | SOC 205 | Social Problems | 3 |
| ENG 208 | World Literature I | 3 | SOC 206 | Social Psychology | 3 |
| ENG 209 | World Literature II | 3 | SOC 210 | Juvenile Delinquency | 3 |
| ENG 214 | Fiction | 3 | SOC 220 | Sociology and the Family | 3 |
| ENG 218 | Drama | 3 | SOC 235 | Thanatology | 3 |
| ENG 222 | Poetry | 3 | SPA 101 | Elementary Spanish I | 4 |
| ENG 230 | Women in Literature | 3 | SPA 102 | Elementary Spanish II | 4 |
| ENG 236 | African American Literature | 3 | SPA 201 | Intermediate Spanish I | 3 |
| ENG 260 | Advanced Technical Communication | 3 | SPA 202 | Intermediate Spanish II | 3 |
| FRE 101 | Elementary French I | 4 | SPC 205 | Public Speaking | 3 |
| FRE 102 | Elementary French II | 4 | SPC 210 | Oral Interpretation of Literature | 3 |
| FRE 201 | Intermediate French I | 3 | THE 101 | Introduction to Theatre | 3 |
| FRE 202 | Intermediate French II | 3 | | | |
| GEO 101 | Intro to Geography | 3 | | | |
| GEO 102 | World Geography | 3 | | | |
| GER 101 | Elementary German I | 4 | | | |
| GER 102 | Elementary German II | 4 | | | |
| HIS 101 | Western Civilization to 1689 | 3 | | | |
| HIS 102 | Western Civilization Post 1689 | 3 | | | |
| HIS 201 | American History Discovery to 1877 | 3 | | | |
| HIS 202 | American History 1877 to Present | 3 | | | |
| MAT 110 | College Algebra | 3 | | | |
| MAT 111 | College Trigonometry | 3 | | | |
| MAT 120 | Probability and Statistics | 3 | | | |

Contact Information:

- Transfer Program Manager, Associate in Arts Program:
Melissa McFarland, 803-778-6667
- Transfer Program Manager, Associate in Science
Program: Jason Tisdell, 803-774-3351
- Central Carolina Technical College Home Page:
<http://www.cctech.edu>
- Commission on Higher Education Home Page:
<http://www.che.sc.gov>
- South Carolina Transfer and Articulation Center
(SCTRAC): www.sctrac.org

WORKFORCE DEVELOPMENT

The Workforce Development Division is the first-choice training partner for industry, government agencies and residents of Clarendon, Kershaw, Lee, and Sumter counties and supports economic development through education, collaboration, problem-solving, and matching resources to needs. Open enrollment courses and customized contract training programs are developed and delivered at convenient times and locations to meet the needs of business and industry.

The Division also includes the South Carolina Environmental Training Center. The Center is designated by the state to provide water and wastewater training to operators to help preserve and protect South Carolina's water. Courses are offered on-site and online throughout the state. The South Carolina Environmental Training Center, (803) 778-6656, is located in Building M600 on N. Guignard Drive, Sumter, SC.

Program Areas

The Workforce Development Division offers non-credit courses, workshops and seminars specializing in eight program areas:

- **Business & Leadership**
Management, Supervisory Training Certificate, Small Business, Soft Skills, and APICS.
- **Computer**
Introduction to Personal Computers, Microsoft Windows, and Microsoft Office
- **Environmental**
Water, Wastewater, Well Driller, Math for Operators, Chlorine Safety, Pool & Spa, and Laboratory.
- **General Interest**
Defensive Driving and Constable Update Training
- **Health & Human Services**
Emergency Medical Technician, CPR and First Aid, Certified Nursing Assistant, Medical Coding, EKG Technician, Phlebotomy, First Responder, etc.

- **Industrial**
Programmable Logic Controllers, Productions, AutoCAD, Industrial Maintenance, Electrical, Blueprint Reading, Hydraulics, Pneumatics, Welding and CNC.
- **Safety**
Confined Space, Forklift, HAZCOM/RCRA/DOT, HAZWOPER, OSHA, and Incident Command.
- **Truck Driver (CDL) and Heavy Equipment Operator**
Bulldozer, backhoe, front-end loader, excavator, and forklift.

Apprenticeship Programs

Apprenticeship Carolina™ is the SC Technical College System's newest tool to help business and industry partners achieve their workforce development goals. Apprenticeship Carolina is committed to ensuring all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs. Central Carolina Technical College and an Apprenticeship Carolina™ consultant will work with businesses to develop an US Department of Labor registered apprenticeship program at no cost.

More than 950 occupations across all industry clusters nationwide are recognized through registered apprenticeship programs and new occupations are regularly added as employer needs evolve to meet new economic realities. Central Carolina Technical College has worked with local businesses with the following apprenticeship occupations: Quality Control Technician, Bank Teller, Manufacturing Technician, Customer and Administrative Services, HVAC Technician, Office Manager, Certified Nursing Assistant, Maintenance Mechanic, Production Technician, Wastewater Operator, Accounting Technician, Pharmacy Technician, and Chemical Operator.



PROGRAMS OF STUDY

WWW.CCTECH.EDU



EXCELLENCE . INTEGRITY . INNOVATION

PROGRAMS OF STUDY

PROGRAMS OF STUDY TABLE OF CONTENTS AND BASIC PROGRAM INFORMATION

PROGRAMS OF STUDY

| | | | |
|---|----|--|-----|
| Administrative Office Technology | | Health Science Program Requirements | |
| Administrative Office Technology (Associate Degree)..... | 34 | Nursing (PN) (Diploma) | 79 |
| Administrative Support (Diploma) | 36 | Nursing (LPN to ADN Option) (Associate Degree) | 83 |
| Information Processing (Certificate)..... | 37 | Nursing (ADN) (NURS) (Associate Degree)..... | 89 |
| Business | | Massage Therapy (Certificate)..... | 94 |
| Accounting (Associate Degree)..... | 38 | Medical Assisting (Diploma) | 96 |
| Accounting Specialist (Certificate) | 40 | Medical Record Coding (Certificate)..... | 98 |
| Management (Associate Degree) | 41 | Pharmacy Technician (Certificate)..... | 100 |
| Computer Technology | | Surgical Technology (Diploma) | 103 |
| Computer Technology (Associate Degree) | 43 | Sterile Processing Technician (Certificate)..... | 108 |
| Computer Specialist (Certificate)..... | 46 | Specialization in Patient Care Technician | 110 |
| Internetworking – Cisco (Certificate) | 47 | Nursing Assistant (Certificate)..... | 111 |
| Criminal Justice & Paralegal | | Cardiac Care Technician (Certificate)..... | 113 |
| Criminal Justice Technology (Associate Degree)..... | 48 | Phlebotomy (Certificate)..... | 115 |
| Paralegal (Associate Degree) | 50 | Human Services | |
| Early Care and Education Programs | | Human Services (Associate Degree) | 117 |
| Early Care and Education (Associate Degree)..... | 53 | Human Services (Certificate) | 119 |
| Early Childhood Development (Diploma) | 55 | Gerontology (Certificate)..... | 120 |
| Early Childhood Development (Certificate)..... | 57 | Industrial and Engineering Technology | |
| Infant and Toddler Care (Certificate)..... | 58 | Automotive Technology (Certificate)..... | 121 |
| Environmental Engineering Technology & Natural Resources | | Automotive Diagnostic Technology (Certificate) | 122 |
| Environmental Engineering Technology (Associate Degree)..... | 59 | Basic Air Conditioning and Heating (Certificate) | 123 |
| Environmental, Health & Safety (Certificate)..... | 61 | Advanced Air Conditioning and Heating (Certificate)..... | 125 |
| Wastewater Operator (Certificate)..... | 62 | Basic Machining and CNC Fundamentals (Certificate) | 126 |
| Water Operator (Certificate)..... | 63 | Advanced CNC Programming (Certificate) | 127 |
| Natural Resources Management (Associate Degree) | 64 | Engineering Graphics Technology (Associate Degree)..... | 128 |
| General Education | | Basic Mechatronics Technology (Certificate) | 130 |
| Associate in Arts (Associate Degree) | 67 | Advanced Mechatronics Technology (Certificate) | 131 |
| Associate in Science (Associate Degree)..... | 70 | Welding (Certificate)..... | 132 |
| General Education (Certificate) | 73 | Pipe Welding (Advanced Certificate)..... | 133 |
| General Technology (Associate Degree)..... | 74 | | |
| Health Sciences | | | |
| Associate in Arts/or Science | 75 | | |
| (Physical Therapist Assistant Partnership) | | | |

Basic Program Information

Sequence of Courses

Course requirements for programs are listed in semester displays included in this catalog. Students may also receive semester displays (Program Plans) from the Office of Admissions and Counseling. These semester displays indicate the suggested semester sequence of courses. Since many students have outside responsibilities, such as a family or work, students may take longer to finish their chosen program of study. However, students should pay close attention to the semester displays, because sometimes one course is a prerequisite for another course; that is, you must satisfactorily complete a certain course before you are allowed to enroll in the next course in the sequence. Students should discuss course sequencing with a College advisor or counselor.

Frequency of Course Offerings

Most courses listed in this Catalog are offered at least one semester a year. Some courses are offered every semester, but many are available only in the semester listed in semester displays. The semester displays show the scheduled semester courses should be offered; however, sometimes courses are cancelled because of low enrollment. Students are encouraged to enroll in courses in the recommended sequence in order to graduate in a timely manner.

Developmental Courses

All programs of study require that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken

at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Courses

Each associate degree program consists of a basic core of at least 15 semester credit hours of general education courses. The general education core includes at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics. Each diploma program consists of a core of at least 8 semester credit hours of general education courses. Note: Some courses require prerequisites. Check for course prerequisites in the section of this catalog entitled "Course Descriptions." Following is a list of general education courses:

Humanities/Fine Arts

| | | |
|-----|------|--|
| ART | 101 | Art History and Appreciation (3) |
| ART | 105 | Film as Art (3) |
| ENG | 102 | English Composition II (3) |
| ENG | 203 | American Literature Survey (3) (replaces ENG 201 & 202) |
| ENG | 205 | English Literature I (3) |
| ENG | 206 | English Literature II (3) |
| ENG | 208 | World Literature I (3) |
| ENG | 209 | World Literature II (3) |
| ENG | 220* | 20th and 21st Century Literature (3) |
| ENG | 236 | African American Literature (3) |
| HIS | 101 | Western Civilization to 1689 (3) |
| HIS | 102 | Western Civilization Post 1689 (3) |
| HIS | 105* | World History II (3) |
| HIS | 115* | African American History (3) |
| HIS | 201 | American History: Discovery to 1877 (3) |
| HIS | 202 | American History: 1877 to Present (3) |
| HSS | 110* | History of Ideas (3) |
| MUS | 105 | Music Appreciation (3) |
| MUS | 110* | Music Fundamentals (3) |
| PHI | 101 | Introduction to Philosophy (3) |
| PHI | 110 | Ethics (3) |
| REL | 101* | Introduction to Religion (3) |
| SPA | 102 | Elementary Spanish II (4) |
| SPC | 210 | Oral Interpretation of Literature (3) |
| THE | 101 | Introduction to Theatre (3) |
| THE | 105* | Fundamentals of Acting (3) |

Social/Behavioral Sciences

| | | |
|-----|-----|----------------------------------|
| ANT | 101 | General Anthropology (3) |
| ECO | 210 | Macroeconomics (3) |
| ECO | 211 | Microeconomics (3) |
| GEO | 102 | World Geography (3) |
| PSC | 201 | American Government (3) |
| PSC | 215 | State and Local Government (3) |
| PSY | 201 | General Psychology (3) |
| PSY | 203 | Human Growth and Development (3) |
| PSY | 208 | Human Sexuality (3) |
| PSY | 212 | Abnormal Psychology (3) |
| SOC | 101 | Introduction to Sociology (3) |

| | | |
|-----|-----|-----------------------------|
| SOC | 102 | Marriage and the Family (3) |
| SOC | 206 | Social Psychology (3) |
| SOC | 210 | Juvenile Delinquency (3) |

Natural Science/Mathematics

| | | |
|-----|------|---|
| AST | 101 | Solar System Astronomy (4) |
| AST | 102 | Stellar Astronomy (4) |
| BIO | 101 | Biological Science I (4) |
| BIO | 102 | Biological Science II (4) |
| BIO | 112* | Basic Anatomy and Physiology (4) |
| BIO | 115* | Basic Microbiology (3) |
| BIO | 202* | Botany (4) |
| BIO | 203* | General Genetics (4) |
| BIO | 205* | Ecology (3) |
| BIO | 206* | Ecology Lab (1) |
| BIO | 210 | Anatomy and Physiology I (4) |
| BIO | 211 | Anatomy and Physiology II (4) |
| BIO | 225 | Microbiology (4) |
| CHM | 105* | General Organic and Biochemistry (4) |
| CHM | 110 | College Chemistry I (4) |
| CHM | 111 | College Chemistry II (4) |
| MAT | 101* | Beginning Algebra (3) |
| MAT | 102* | Intermediate Algebra (3) |
| MAT | 110 | College Algebra (3) |
| MAT | 111 | College Trigonometry (3) |
| MAT | 120 | Probability and Statistics (3) |
| MAT | 140 | Analytical Geometry and Calculus I (4) |
| MAT | 141 | Analytical Geometry and Calculus II (4) |
| MAT | 155* | Contemporary Mathematics (3) |

Oral Communication

| | | |
|-----|-----|---------------------------------------|
| SPC | 205 | Public Speaking (3) |
| SPC | 210 | Oral Interpretation of Literature (3) |

Written Communication

| | | |
|-----|------|---------------------------------|
| ENG | 101 | English Composition I (3) |
| ENG | 102 | English Composition II (3) |
| ENG | 165* | Professional Communications (3) |

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

Major in Administrative Office Technology (ADOT)
Associate Degree in Applied Science
69 Semester Hours

The Administrative Office Technology Associate Degree in Applied Science program is designed for individuals who want to become administrative professionals in an electronic office environment. Graduates will develop skills in the following areas: keyboarding, word processing, spreadsheets, database management applications, desktop publishing, web page design, presentation graphics, accounting, effective communication and customer service, and office management skills.

Graduates of this program are prepared for careers in a variety of administrative professional positions in any global business environment.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|--|
| ENG | 101 | English Composition I (3) |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |
| — | — | Social/Behavioral Science Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|----------------------------------|--------------|------------|---------------|
| AOT | 104 | Keyboarding & Input Technologies | 3 | 0 | 3 |
| AOT | 180 | Customer Service | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|-------------------------------|----|---|----|
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| BUS | 130 | Business Communications | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| CPT | 179 | Microcomputer Word Processing | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|------------------------------------|----|---|----|
| AOT | 137 | Office Accounting* | 3 | 0 | 3 |
| AOT | 143 | Office Systems and Procedures* | 3 | 0 | 3 |
| CPT | 172 | Microcomputer Database | 3 | 0 | 3 |
| IST | 222 | Introduction to Webpage Production | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

ADMINISTRATIVE OFFICE TECHNOLOGY**PROGRAMS OF STUDY****FALL SEMESTER - SECOND YEAR**

| | | | | | |
|-----|-----|--|----|---|----|
| AOT | 210 | Document Production | 3 | 0 | 3 |
| AOT | 251 | Administrative Systems and Procedures* | 3 | 0 | 3 |
| IST | 281 | Presentation Graphics | 3 | 0 | 3 |
| — | — | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| — | — | Social/Behavioral Science Elective | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| AOT | 254 | Office Simulation* | 3 | 0 | 3 |
| AOT | 256 | Office Management Skills* | 3 | 0 | 3 |
| AOT | 265 | Office Desktop Publishing* | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

Departmental Approved Electives

| | | |
|-----|-----|----------------------------------|
| ACC | 124 | Individual Tax Procedures |
| ACC | 150 | Payroll Accounting |
| AHS | 102 | Medical Terminology |
| BUS | 110 | Entrepreneurship |
| BUS | 121 | Business Law I |
| CPT | 242 | Database Design |
| CRJ | 101 | Introduction to Criminal Justice |
| CRJ | 115 | Criminal Law I |
| MGT | 101 | Principles of Management |
| MGT | 150 | Fundamentals of Supervision |
| MKT | 101 | Marketing |
| SPA | 101 | Elementary Spanish I |
| SPA | 105 | Conversational Spanish |

* Offered only once per year.

This program is aligned with the following career cluster: Business, Management & Administration.

Major in Administrative Support (ADSU)
Diploma in Applied Science
42 Semester Hours

The Administrative Support Diploma in Applied Science program is designed for individuals who desire to develop skills as proficient office support personnel in an electronic office environment. Graduates will develop skills in the following areas: keyboarding and input technologies, word processing, spreadsheets, database management applications, web page design, effective communication and customer service. Students may apply courses in the Administrative Support Diploma toward the Associate Degree in Applied Science with a major in Administrative Office Technology.

Graduates of this program are prepared for careers in a variety of administrative professional positions in any global business environment.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 9 Credit Hours

| | | |
|-----|-----|--|
| ENG | 101 | English Composition I (3) |
| MAT | 155 | Contemporary Mathematic (3) |
| — | — | Social/Behavioral Science Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|---------------|-----|----------------------------------|-------|-----|--------|
| AOT | 104 | Keyboarding & Input Technologies | 3 | 0 | 3 |
| AOT | 180 | Customer Service | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

| SPRING SEMESTER | | | | | |
|-----------------|-----|------------------------------------|----|---|----|
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| BUS | 130 | Business Communications | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| CPT | 179 | Microcomputer Word Processing | 3 | 0 | 3 |
| — | — | Social/Behavioral Science Elective | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

| SUMMER SEMESTER | | | | | |
|-----------------|-----|------------------------------------|----|---|----|
| AOT | 137 | Office Accounting* | 3 | 0 | 3 |
| AOT | 143 | Office Systems and Procedures* | 3 | 0 | 3 |
| CPT | 172 | Microcomputer Database | 3 | 0 | 3 |
| IST | 222 | Introduction to Webpage Production | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

* Offered only once per year.

This program is aligned with the following career cluster: Business, Management & Administration.

Information Processing Certificate (INPR)

33 Semester Hours

The Information Processing Certificate program is designed for individuals who desire to develop skills as entry-level office support personnel in an electronic office environment. Graduates will develop skills in the following areas: keyboarding and input technologies, word processing, spreadsheets, database management applications, web page design, and effective communication and customer service. Students may apply courses in the Information Processing Certificate toward the Associate Degree in Applied Science with a major in Administrative Office Technology.

Graduates of this program are prepared for careers in a variety of administrative professional positions in any global business environment.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|----------------------------------|--------------|------------|---------------|
| AOT | 104 | Keyboarding & Input Technologies | 3 | 0 | 3 |
| AOT | 180 | Customer Service | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | <u>12</u> | <u>0</u> | <u>12</u> |

SPRING SEMESTER

| | | | | | |
|-----|-----|-------------------------------|-----------|----------|-----------|
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| BUS | 130 | Business Communications | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| CPT | 179 | Microcomputer Word Processing | 3 | 0 | 3 |
| | | | <u>12</u> | <u>0</u> | <u>12</u> |

SUMMER SEMESTER

| | | | | | |
|-----|-----|------------------------------------|----------|----------|----------|
| AOT | 143 | Office Systems and Procedures* | 3 | 0 | 3 |
| CPT | 172 | Microcomputer Database | 3 | 0 | 3 |
| IST | 222 | Introduction to Webpage Production | | | |
| | | or | | | |
| AOT | 137 | Office Accounting | 3 | 0 | 3 |
| | | | <u>9</u> | <u>0</u> | <u>9</u> |

* Offered only once per year.

This program is aligned with the following career cluster: Business, Management & Administration.

Major in Accounting (ACCT)
Associate Degree in Applied Science
66 Semester Hours

The Accounting Associate Degree in Applied Science program prepares students to systematically record, interpret, and present financial data. According to forecasts, accountants are near the top of the list of promising careers for the future. Career opportunities include entry positions such as general accounting, payroll, accounts receivable, and accounts payable. Selected accounting classes are available during the day and evening.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|-----------------------------------|
| ECO | 210 | Macroeconomics (3) |
| ENG | 101 | English Composition I (3) |
| MAT | 101 | Beginning Algebra (3) |
| | | or |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER - FIRST YEAR | | | Class | Lab | Credit |
|-------------------------------------|-----|----------------------------|--------------|------------|---------------|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra | | | |
| | | or | | | |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| MKT | 101 | Marketing | | | |
| | | or | | | |
| COL | 103 | College Skills | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |
| SPRING SEMESTER - FIRST YEAR | | | | | |
| ACC | 102 | Accounting Principles II | 3 | 0 | 3 |
| ACC | 124 | Individual Tax Procedures | 3 | 0 | 3 |
| ACC | 150 | Payroll Accounting | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

ACCOUNTING**PROGRAMS OF STUDY****SUMMER SEMESTER - FIRST YEAR**

| | | | | | |
|-----|-----|-------------------------|---|---|---|
| ACC | 240 | Computerized Accounting | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| ACC | 201 | Intermediate Accounting I | 3 | 0 | 3 |
| ACC | 230 | Cost Accounting I | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| — | — | Humanities/Fine Arts Elective* | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|----------------------------|----|---|----|
| ACC | 245 | Accounting Applications | 3 | 0 | 3 |
| ACC | 265 | Not-for-Profit Accounting | 3 | 0 | 3 |
| BAF | 201 | Principles of Finance | 3 | 0 | 3 |
| BUS | 240 | Business Statistics | 3 | 0 | 3 |
| MGT | 240 | Management Decision Making | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

*Recommend PHI 110 Ethics

This program is aligned with the following career cluster: Finance.

Accounting Specialist Certificate (ACSP) 24 Semester Hours

The Accounting Specialist Certificate program provides students with a working knowledge of accounts receivable, accounts payable, and general accounting activities. Students may apply the courses taken in the Accounting Specialist Certificate to the Associate Degree in Applied Science with a Major in Accounting.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|---------------------------|--------------|------------|---------------|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| — | — | Approved Elective | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SPRING SEMESTER

| | | | | | |
|-----|-----|----------------------------|----|---|----|
| ACC | 102 | Accounting Principles II | 3 | 0 | 3 |
| ACC | 124 | Individual Tax Procedures | 3 | 0 | 3 |
| ACC | 150 | Payroll Accounting | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

This program is aligned with the following career cluster: Finance.

Major in Management (MGNT)
Associate Degree in Applied Science
63 Semester Hours

The Management Associate Degree in Applied Science program is a study of the art and science of directing a business toward its desired goals. The program develops management, communication, mathematics, and problem-solving skills required in supervisory and leadership positions. In addition, critical business topics such as accounting, economics, finance, and information processing technology are introduced.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|-----------------------------------|
| ECO | 210 | Macroeconomics (3) |
| ENG | 101 | English Composition I (3) |
| MAT | 101 | Beginning Algebra (3) |
| | | or |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|---------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra | | | |
| | | or | | | |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|-----------------------------|----|---|----|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| IDS | 201 | Leadership Development | 3 | 0 | 3 |
| MGT | 150 | Fundamentals of Supervision | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|--------------------|---|---|---|
| BUS | 110 | Entrepreneurship | 3 | 0 | 3 |
| QAT | 103 | Quality Management | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

PROGRAMS OF STUDY

MANAGEMENT

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|----------------------------|----|---|----|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 250 | International Business | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| MGT | 121 | Small Business Operations | 3 | 0 | 3 |
| MGT | 201 | Human Resources Management | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| BAF | 201 | Principles of Finance | 3 | 0 | 3 |
| BUS | 240 | Business Statistics | 3 | 0 | 3 |
| MGT | 240 | Management Decision Making | 3 | 0 | 3 |
| — | — | Humanities/Fine Arts Elective* | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

*Recommend PHI 110 Ethics

This program is aligned with the following career cluster: Business, Management & Administration.

Major in Computer Technology (CMPT)
Associate Degree in Applied Science
72 Semester Hours

The Computer Technology Associate Degree in Applied Science program provides students with the opportunity to learn the necessary skills to use state-of-the-art computer systems to solve business and information systems related problems. The program focuses on problem-solving and decision-making using microcomputers and associated technology. The curriculum includes three distinct concentrations consisting of advanced courses in the areas of programming, web development, and networking. These advanced courses allow students to choose a specific career path in the information systems field.

The utilization of popular microcomputer word processing, database, spreadsheet, and specialized software packages is required for successful completion of the microcomputer courses. Programming courses in Visual BASIC, COBOL, Java, C#, XNA, PHP, ASP.net, JavaScript, and Silverlight are also included in the curriculum. To complement the language development courses, students must successfully complete studies in operating systems, Internet communications, database design and management, and computer systems management. Upper-level courses in the curriculum include both the theory and hands-on application of data communications technology, local area networks (LANs), programming, web development, and systems analysis and design procedures. Authorized certification course materials (MOS, Network+, A+, MTA, OCA, MCTS, MCITP, and CCNA) are used in a variety of the courses. Students are encouraged to obtain appropriate professional certifications.

Career opportunities include computer operator, hardware/software technician, application programmer, programmer/analyst, network manager, network administrator, applications specialist, web specialist, end-user support technician or help-desk specialist.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|-----------------------------------|
| ECO | 210 | Macroeconomics (3) |
| ENG | 101 | English Composition I (3) |
| MAT | 102 | Intermediate Algebra (3) |
| | | or |
| MAT | 110 | College Algebra (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER - FIRST YEAR | | | Class | Lab | Credit |
|-----------------------------------|-----|------------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 168 | Programming Logic and Design | 3 | 0 | 3 |
| CPT | 209 | Computer Systems Management | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 102 | Intermediate Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

PROGRAMS OF STUDY

COMPUTER TECHNOLOGY

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|----------------------------------|----|---|----|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| CPT | 176 | Microcomputer Operating Systems | 3 | 0 | 3 |
| CPT | 236 | Introduction to Java Programming | 3 | 0 | 3 |
| CPT | 242 | Database | 3 | 0 | 3 |
| CPT | 268 | Computer End User Support | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|---------------------------|----|---|----|
| CPT | 237 | Advanced Java Programming | 3 | 0 | 3 |
| IST | 220 | Data Communications | 3 | 0 | 3 |
| IST | 226 | Internet Programming | 3 | 0 | 3 |
| IST | 272 | Relational Database | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| IST | 245 | Local Area Networks | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| CPT | 264 | Systems and Procedures | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| — | — | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

Departmental Approved Electives

Programming Concentration:

| | | |
|-----|-----|--|
| CPT | 212 | Visual Basic Programming (Fall only) |
| CPT | 244 | Data Structures (3) (Fall only) |
| CPT | 188 | Mobile App Development (3) (Fall only) |

(plus 2 out of 3 listed courses below)

| | | |
|-----|-----|---|
| CPT | 115 | COBOL Programming I (Spring only) |
| CPT | 213 | Advanced Visual Basic Programming (Spring only) |
| CPT | 288 | Computer Game Development I (3) (Spring only) |

Networking Concentration:

| | | |
|-----|-----|---|
| IST | 201 | Cisco Internetworking Concepts (3) (Fall I only) |
| IST | 202 | Cisco Router Configuration (3) (Fall II only) |
| IST | 203 | Advanced Cisco router Configuration (3) (Spring I only) |
| IST | 204 | Cisco Troubleshooting (3) (Spring II only) |

(plus 1 out of 3 listed courses below)

| | | |
|-----|-----|--------------------------------------|
| IST | 253 | LAN Service and Support (3) |
| IST | 291 | Fundamentals of Network Security (3) |
| IST | 215 | Health Information Networking (3) |

Web Development Concentration:

| | | |
|-----|-----|--|
| CPT | 212 | Visual Basic Programming (Fall only) |
| CPT | 240 | Internet Programming with Database (Spring only) |
| CPT | 244 | Data Structures (3) (Fall only) |
| IST | 237 | Intermediate Website Design (3) (Fall only) |

(plus 1 out of 2 listed courses below)

| | | |
|-----|-----|---|
| CPT | 213 | Advanced Visual Basic Programming (Spring only) |
| CPT | 283 | PHP Programming I (Spring only) |

Department Approved Elective(s) Special Topic Courses

| | | |
|-----|-----|---|
| CPT | 208 | Special Topics in Computer Technology (3) |
| CPT | 280 | SCWE in Computer Tech I (3) |
| IST | 290 | Special Topics in Information Science (3) |

This program is aligned with the following career cluster: Information Technology.

Computer Specialist Certificate (CMSP) 39 Semester Hours

The Computer Specialist Certificate program is designed to provide entry-level skills necessary for careers in the field of microcomputer operations and support services. The program is offered for individuals seeking to develop or broaden their knowledge of microcomputer software applications, operating systems, programming, data and Internet communications. Students may apply courses in the Computer Specialist Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|------------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 168 | Programming Logic and Design | 3 | 0 | 3 |
| CPT | 209 | Computer Systems Management | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 102 | Intermediate Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 15 | 0 | 15 |

SPRING SEMESTER

| | | | | | |
|-----|-----|---------------------------------|----------|----------|----------|
| ACC | 101 | Accounting Principles I | | | |
| | | or | | | |
| COL | 103 | College Skills | 3 | 0 | 3 |
| CPT | 236 | Intro to Java Programming | 3 | 0 | 3 |
| CPT | 176 | Microcomputer Operating Systems | 3 | 0 | 3 |
| CPT | 242 | Database | 3 | 0 | 3 |
| CPT | 268 | Computer End User Support | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 15 | 0 | 15 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|---------------------------|----------|----------|----------|
| CPT | 237 | Advanced Java Programming | 3 | 0 | 3 |
| IST | 220 | Data Communications | | | |
| | | or | | | |
| IST | 272 | Relational Database | 3 | 0 | 3 |
| IST | 226 | Internet Programming | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 9 | 0 | 9 |

This program is aligned with the following career cluster: Information Technology.

Certificate in Internetworking Cisco (INWK) 24 Semester Hours

The Internetworking Cisco Certificate program is designed to meet the demands and opportunities of an information economy. This program prepares individuals to build and maintain local and wide area networks. Closely corresponding to the real world, the curriculum enables students to acquire hands-on experience for today's global information networks. Students learn by doing as they design and bring to life local and wide area networks. Based on the Cisco Networking Academy Program, this program prepares students for the Cisco Certified Networking Associate exam (CCNA) and the CCNA Security exam. Career opportunities include network/LAN manager, and WAN technician. Students may apply courses in the Internetworking Cisco Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|--------------------------------|--------------|------------|---------------|
| IST | 201 | Cisco Internetworking Concepts | 2.5 | 1.5 | 3 |
| IST | 202 | Cisco Router Configuration | 2.5 | 1.5 | 3 |
| IST | 245 | Local Area Networks | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 8 | 3 | 9 |

SPRING SEMESTER

| | | | | | |
|-----|-----|-------------------------------------|----------|----------|----------|
| IST | 203 | Advanced Cisco Router Configuration | 2.5 | 1.5 | 3 |
| IST | 204 | Cisco Troubleshooting | 2.5 | 1.5 | 3 |
| IST | 253 | LAN Service & Support | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 8 | 3 | 9 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|----------------------------------|------------|------------|----------|
| IST | 291 | Fundamentals of Network Security | 2.5 | 1.5 | 3 |
| IST | 215 | Health Information Networking | <u>2.5</u> | <u>1.5</u> | <u>3</u> |
| | | | 5 | 3 | 6 |

This program is aligned with the following career cluster: Information Technology.

Major in Criminal Justice Technology (CRJS)
Associate Degree in Applied Science
63/64 Semester Hours

The Criminal Justice Technology Associate Degree in Applied Science program seeks to develop an understanding of the causes and the prevention of crime, impacts of human behavior, the legal system, and the organization and conduct of criminal justice functions. The curriculum provides essential knowledge of the functions and prevalent problems of criminal justice agencies and the organizational, legal, and social context within which they operate. The program meets the needs of in-service students who seek to improve their professional qualifications and of those students who are preparing for employment with criminal justice agencies.

Career opportunities include employment with municipal, county, and state law enforcement agencies and court systems; industrial/retail security; social service agencies; juvenile justice; and correctional agencies. In addition, Central Carolina Criminal Justice Technology courses may be used for recertification credit with the South Carolina Criminal Justice Academy.

Courses in this program are offered during the day, evening, and through distance education. Once admitted, students must earn a grade of "C" or higher in each major course.

Specific/Special Admission Information

Students should be aware that many positions in the Criminal Justice field require no previous criminal convictions (i.e., DUI, bad check convictions, open container convictions, excessive traffic convictions, etc.). A favorable credit history may also be required as a requirement for employment.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - 18/19 Credit Hours

| | | |
|-----|-----|------------------------------|
| ENG | 101 | English Composition I (3) |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 155 | Contemporary Mathematics (3) |
| PSY | 201 | General Psychology (3) |
| SPA | 101 | Elementary Spanish I (4) |
| | | or |
| SPA | 105 | Conversational Spanish (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|----------------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law I | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| SOC | 101 | Introduction to Sociology | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

CRIMINAL JUSTICE TECHNOLOGY**PROGRAMS OF STUDY****SPRING SEMESTER - FIRST YEAR**

| | | | | | |
|-----|-----|-------------------------------|----------|----------|----------|
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 125 | Criminology | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| — | — | Humanities/Fine Arts Elective | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 15 | 0 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|----------------------|----------|----------|----------|
| CRJ | 145 | Juvenile Delinquency | 3 | 0 | 3 |
| CRJ | 202 | Criminalistics | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|----------------------------|------------|----------|------------|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| CRJ | 224 | Police Community Relations | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | or | | | |
| MAT | 155 | Contemporary Mathematics | | | |
| SPA | 101 | Elementary Spanish I | | | |
| | | or | | | |
| SPA | 105 | Conversational Spanish | <u>3/4</u> | <u>0</u> | <u>3/4</u> |
| | | | 15/16 | 0 | 15/16 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|-------------------------------|----------|----------|----------|
| CRJ | 236 | Criminal Evidence | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| CRJ | 244 | Probation, Pardon, and Parole | 3 | 0 | 3 |
| CRJ | 250 | Criminal Justice Internship I | | | |
| | | or | | | |
| CRJ | 260 | Seminar in Criminal Justice | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 12 | 0 | 12 |

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

Major in Paralegal (PARA)
Associate Degree in Applied Science
69 Semester Hours

The goals of the Paralegal Associate Degree in Applied Science program are to offer a concentrated program of study to:

- Prepare students with the knowledge and skills necessary to be qualified paralegals.
- Prepare students for careers as paralegals working under the direct supervision of attorneys in public and private sectors.
- Prepare students who can perform effectively in a variety of legal settings and who can adapt to the changing legal environment.

A paralegal/legal assistant may not practice law, give advice, or represent clients in a court of law.

The Paralegal Associate Degree program is designed to meet the following objectives:

- Provide students with a general education that includes oral and written communications, computational skills, and an awareness and knowledge of the humanities and social sciences.
- Provide students with knowledge of the roles and functions of a lawyer, the roles and functions of the paralegal, and law practice methods in a variety of settings in which paralegals work.
- Give students an understanding of the court system and the process of civil and criminal litigation.
- Provide students with substantive knowledge in different areas of law practice.
- Prepare students with knowledge and procedures for conducting legal research and preparing legal documents in a minimum of three areas of law practice.
- Provide students with an understanding of the rules of professional conduct governing lawyers and paralegals.
- Provide law office management skills which include computer, legal research, and client interviewing skills.

The Paralegal Associate Degree program is approved by the American Bar Association (ABA) as having met all curriculum requirements necessary for training qualified paralegals. Note: ABA Guidelines require at least a grade of “C” in ALL legal (LEG prefix) classes to graduate from the program.

Program Specific Residency Requirements

The Associate in Applied Science – Major in Paralegal program requires that at least 50% of the Legal Specialty Courses must be taken at Central Carolina Technical College.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 18 Credit Hours

| | | |
|-------|-------|--|
| ENG | 101 | English Composition I (3) |
| ENG | 102 | English Composition II (3) |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| _____ | _____ | Humanities/Fine Arts Elective (3) |
| _____ | _____ | Social/Behavioral Science Elective (3) |

PARALEGAL

PROGRAMS OF STUDY

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|------------------------------------|-------|-----|--------|
| AOT | 104 | Keyboarding and Input Technologies | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law and Ethics* | 3 | 0 | 3 |
| MAT | 110 | College Algebra | | | |
| | | or | | | |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|-------------------------------|----|---|----|
| CPT | 179 | Microcomputer word Processing | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| LEG | 120 | Torts* | 3 | 0 | 3 |
| LEG | 132 | Legal Bibliography* | 3 | 0 | 3 |
| — | — | Department Approved Elective | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|------------------------------------|---|---|---|
| ACC | 101 | Accounting Principles I | | | |
| | | or | | | |
| AOT | 137 | Office Accounting | 3 | 0 | 3 |
| LEG | 212 | Workers' Compensation* | 3 | 0 | 3 |
| — | — | Social/Behavioral Science Elective | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|----------------------------|----|---|----|
| LEG | 213 | Family Law* | 3 | 0 | 3 |
| LEG | 214 | Property Law* | 3 | 0 | 3 |
| LEG | 233 | Wills, Trusts and Probate* | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|---|----|---|----|
| LEG | 230 | Legal Writing* | 3 | 0 | 3 |
| LEG | 201 | Civil Litigation I* | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| LEG | 232 | Law Office Management* | | | |
| | | or | | | |
| LEG | 250 | Internship for Legal Assistant/Paralegal* | 0 | 9 | 3 |
| — | — | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| | | | 12 | 9 | 15 |

Departmental Approved Electives

| | | |
|-----|-----|----------------------------|
| AHS | 102 | Medical Terminology |
| AOT | 180 | Customer Service |
| BUS | 130 | Business Communications |
| COL | 103 | College Skills |
| CPT | 172 | Microcomputer Database |
| CPT | 174 | Microcomputer Spreadsheets |
| CRJ | 236 | Criminal Evidence |
| SPA | 101 | Elementary Spanish I |
| SPA | 102 | Elementary Spanish II |
| SPA | 105 | Conversational Spanish |

* Core Legal Specialty Courses

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

Early Care and Education Programs

Early Care and Education Program Requirements

All students enrolling in Early Care and Education programs must meet the following requirements:

- Furnish information and fees (approximately \$90) for background checks and toxicology screenings conducted through Verified Credentials.

- Social Security Report (address locator)
- Criminal background check for places of residence for prior seven (7) years
- Check of the Sexual/Violent Offender Registry
- Check of any other registry or records required by law, accrediting agency or specific facility.

Note: Any discrepancy on a criminal background check or toxicology screening may disqualify a student from the program.

- Furnish a copy of a current physical exam on the Early Care and Education Department form.
- Purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Purchase and maintain the school-provided uniform as required by program.
- Provide or arrange own transportation to laboratory sites.
- Furnish equipment as required for specific courses.
- Maintain a minimum 2.0 GPA
- Earn a minimum of “C” in early childhood courses. Students may retake a course only once to earn the minimum grade of “C”.

Core Performance Standards to Ensure Attainment of Competencies in Early Care and Education Programs

With reasonable accommodations, the student should be able to demonstrate the following abilities:

- Critical thinking ability sufficient for laboratory judgment (e.g., identifies cause-effect relationships in laboratory situations, assesses interactivity on the playground and classroom, etc.)
 - Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g., establishes rapport with families/children and colleagues.)
 - Communication abilities sufficient for interaction with others in verbal and written form.
 - Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., moves around in rooms, work spaces, and play areas; administers cardiopulmonary resuscitation procedures; position themselves in the laboratory environment so as to render vital care to children without obstructing the positioning of necessary equipment or other child care workers, etc.)
 - Gross and fine motor abilities sufficient to provide safe and effective child care (e.g., uses equipment, etc.)
 - Auditory ability sufficient to monitor and assess child care needs (e.g., hears monitor alarm, emergency signals and a range of sounds necessary to assess child status, cries for help.)
 - Visual ability sufficient for observation and assessment necessary in child care (e.g., observes child physical condition, etc.)
 - Tactile ability sufficient for physical assessment (e.g., performs functions of physical examination and/or those related to therapeutic interventions, i.e., assessing a child's health status.)
 - Sufficient stamina to participate in activities requiring large muscle skills including being able to move quickly, (e.g., lift children, equipment, and supplies up to 50 pounds.)
 - Emotional stability and psychological health in the interaction with children, families, colleagues, and College personnel.
- NOTE: Examples are not all inclusive.

Laboratory classes have prerequisite paperwork, and students enrolled in other programs must contact an Early Care and Education faculty member prior to enrolling in a course with an ECD prefix. Students are not reimbursed for laboratory expenses while completing the laboratory component of a program.

Major in Early Care and Education (ECED)
Associate Degree in Applied Science
63 Semester Hours

The Early Care and Education Associate Degree in Applied Science program is designed to prepare individuals for employment in a variety of educational and child care programs for children from birth through school age. Recent research and interest in the importance of education of children during the first three years of life has provided for a growing number of new opportunities in the field. Graduates are prepared to assume positions in programs such as Head Start, Early Head Start, public schools, childcare, after-school care, public or private preschools or kindergartens, or working with children with special needs.

Courses in the program are available during the day and evening.

The Associate Degree in Applied Science with a major in Early Care and Education does not lead to teacher licensure, but opportunities for transfer to senior colleges and universities are available. The T.E.A.C.H. South Carolina Scholarship program may be available for persons already employed in child care.

The Associate Degree in Applied Science with a Major in Early Care and Education is accredited by The National Association for the Education of Young Children.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - 18 Credit Hours

| | | |
|-----|-----|----------------------------|
| ENG | 101 | English Composition I (3) |
| ENG | 102 | English Composition II (3) |
| SPC | 205 | Public Speaking (3) |
| PSY | 201 | General Psychology (3) |
| MAT | 101 | Beginning Algebra (3) |
| | | or |
| MAT | 110 | College Algebra (3) |
| MUS | 105 | Music Appreciation (3) |
| | | or |
| ART | 101 | Art Appreciation (3) |

Other Core Courses – 3 Credit Hours

| | | |
|-----|-----|-------------------------------|
| CPT | 101 | Introduction to Computers (3) |
|-----|-----|-------------------------------|

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|----------------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ECD | 101 | Introduction to Early Childhood* | 3 | 0 | 3 |
| ECD | 102 | Growth and Development I | 2 | 3 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ECD | 133 | Science and Math Concepts | 2 | 3 | 3 |
| | | | 13 | 6 | 15 |

PROGRAMS OF STUDY

EARLY CARE AND EDUCATION

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|--|----|---|----|
| ECD | 107 | Exceptional Children | | | |
| | | or | | | |
| ECD | 207 | Inclusive Care of Infants and Toddlers | 2 | 3 | 3 |
| ECD | 203 | Growth and Development II | 2 | 3 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MUS | 105 | Music Appreciation | | | |
| | | or | | | |
| ART | 101 | Art Appreciation | 3 | 0 | 3 |
| | | | 13 | 6 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|-------------------------------|---|---|---|
| ECD | 105 | Guidance-Classroom Management | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| — | — | Departmental Elective | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| ECD | 108 | Family and Community Relations | 3 | 0 | 3 |
| ECD | 237 | Methods and Materials | 2 | 3 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| — | — | Departmental Elective | 3 | 0 | 3 |
| — | — | Departmental Elective | 3 | 0 | 3 |
| | | | 14 | 3 | 15 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|---|---|---|---|
| ECD | 135 | Health, Safety, and Nutrition | 3 | 0 | 3 |
| ECD | 243 | Supervised Field Experience I | | | |
| | | or | | | |
| ECD | 251 | Supervised Field Experience in Infant/Toddler Environment | 1 | 6 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | 7 | 6 | 9 |

Departmental Electives - Choose 9 Credit Hours from the following:

| | | |
|-----|-----|--|
| COL | 103 | College Skills (3) |
| ECD | 109 | Administration and Supervision (3) |
| ECD | 132 | Creative Experiences (3) |
| ECD | 200 | Curriculum Issues in Infant and Toddler Development (3) |
| ECD | 201 | Principles of Ethics and Leadership (3) |
| ECD | 205 | Socialization and Group Care of Infants and Toddlers (3) |
| ECD | 207 | Inclusive Care for Infants and Toddlers (3) |
| ECD | 270 | Foundations in Early Care and Education (3) |
| SAC | 101 | Best Practices in School-Age and Youth Care Skills *(3) |

ECD Certificate Electives

ECD 132
2 Departmental Electives Course

Infant-Toddler Certificate Electives

ECD 200
ECD 205
1 Departmental Electives Course

Management Electives

ECD 109
ECD 201
1 Departmental Electives Course

This program is aligned with the following career cluster: Education & Training.

**Required for students to obtain the South Carolina School-Age Credential.*

**Major in Early Childhood Development (ECHD)
Diploma in Applied Science
42 Semester Hours**

The Early Childhood Development Diploma in Applied Science program is designed to prepare individuals for employment in educational and child care facilities serving children from birth through eight years of age. Positions for which program graduates may be eligible include child development assistant, early childhood (child care) teacher, and special needs assistant. All courses in the Early Childhood Development Diploma program can be applied toward the Associate Degree in Early Care and Education.

Courses in the program are available during the day and evening.

The T.E.A.C.H. South Carolina Scholarship may be available for students already employed in childcare. Students who complete ECD 101, Introduction to Early Childhood, may be eligible for the South Carolina Early Childhood Credential.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 9 Credit Hours

| | | |
|-----|-----|---------------------------------|
| ENG | 101 | English Composition I** (3) |
| | | or |
| ENG | 165 | Professional Communications (3) |
| MAT | 101 | Beginning Algebra (3) |
| | | or |
| MAT | 110 | College Algebra** (3) |
| PSY | 201 | General Psychology** (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|------------------------|-----|----------------------------------|--------------|------------|---------------|
| ECD | 101 | Introduction to Early Childhood* | 3 | 0 | 3 |
| ECD | 102 | Growth and Development I | 2 | 3 | 3 |
| ECD | 132 | Creative Experiences | 3 | 0 | 3 |
| ECD | 133 | Science and Math Concepts | 2 | 3 | 3 |
| ENG | 101 | English Composition I** | | | |
| | | or | | | |
| ENG | 165 | Professional Communications | 3 | 0 | 3 |
| | | | 13 | 6 | 15 |
| SPRING SEMESTER | | | | | |
| ECD | 107 | Exceptional Children | 2 | 3 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 135 | Health, Safety, and Nutrition | 3 | 0 | 3 |
| ECD | 203 | Growth and Development II | 2 | 3 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra** | 3 | 0 | 3 |
| | | | 13 | 6 | 15 |

PROGRAMS OF STUDY

EARLY CHILDHOOD DEVELOPMENT

SUMMER SEMESTER

| | | | | | |
|-----|-----|---------------------------------|----------|----------|----------|
| ECD | 105 | Guidance - Classroom Management | 3 | 0 | 3 |
| ECD | 237 | Methods and Materials | 2 | 3 | 3 |
| ECD | 243 | Supervised Field Experience I | 1 | 6 | 3 |
| PSY | 201 | General Psychology** | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 9 | 9 | 12 |

* Required for students to obtain the South Carolina Early Childhood Credential.

** Intended for those desiring to transfer.

This program is aligned with the following career cluster: Education & Training.

Early Childhood Development Certificate (EHC) 27 Semester Hours

The Early Childhood Development Certificate program prepares graduates for employment in educational programs for children from birth to age eight. Individuals will obtain a basic understanding of the developmental needs of young children and will learn how to create a nurturing environment in preschool and after school programs. All courses in the Early Childhood Development Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities in this area are increasing because more children are attending pre-primary schools than ever before. Job opportunities are available in public and private nursery schools and child care.

Courses in the program are available during the day and evening.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| FALL SEMESTER | | | Class | Lab | Credit |
|---------------|-----|----------------------------------|----------|----------|----------|
| ECD | 101 | Introduction to Early Childhood* | 3 | 0 | 3 |
| ECD | 102 | Growth and Development I | 2 | 3 | 3 |
| ECD | 132 | Creative Experiences | 3 | 0 | 3 |
| ECD | 133 | Science and Math Concepts | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 10 | 6 | 12 |

SPRING SEMESTER

| | | | | | |
|-----|-----|-------------------------------|----------|----------|----------|
| ECD | 107 | Exceptional Children | 2 | 3 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 135 | Health, Safety, and Nutrition | 3 | 0 | 3 |
| ECD | 203 | Growth and Development II | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 10 | 6 | 12 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|----------------------------------|----------|----------|----------|
| ECD | 105 | Guidance-Classroom Management ** | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 3 | 0 | 3 |

**Required for students to obtain the South Carolina Early Childhood Credential.*

***Students will be required to attend summer session for this course.*

This program is aligned with the following career clusters: Education & Training.

Infant and Toddler Care Certificate (INTC)

18 Semester Hours

The Infant and Toddler Certificate program specifically prepares graduates for meeting the specialized needs of children under age three. The individual will obtain a basic understanding of the developmental and care needs of young children and will learn how to create a nurturing environment in infant and toddler programs in order to meet the needs of young children and their families. Special needs and early intervention will also be addressed. All courses in the Infant and Toddler Care Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities in this area are increasing because large numbers of infants and toddlers are enrolled in child care and federally funded programs. Job opportunities are available in Early Head Start and public and private child care programs.

Courses in the program are available during the day and evening.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Students who complete the Infant and Toddler Care Certificate may be eligible for the South Carolina Infant-Toddler Credential.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|-----------------|-----|---|----------|----------|----------|
| ECD | 101 | Introduction to Early Childhood* | 3 | 0 | 3 |
| ECD | 102 | Growth and Development I | 2 | 3 | 3 |
| ECD | 207 | Inclusive Care for Infants and Toddlers | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 7 | 6 | 9 |
| SPRING SEMESTER | | | | | |
| ECD | 200 | Curriculum Issues in Infant and Toddler Development | 3 | 0 | 3 |
| ECD | 205 | Socialization and Group Care of Infants and Toddlers | 3 | 0 | 3 |
| ECD | 251 | Supervised Field Experience in the Infant Toddler Environment | <u>1</u> | <u>6</u> | <u>3</u> |
| | | | 7 | 6 | 9 |

* Required for student to obtain the South Carolina Early Childhood Credential.

This program is aligned with the following career cluster: Education & Training.

Major in Environmental Engineering Technology (ENVR)
Associate Degree in Applied Science
63 Semester Hours

Students in the Environmental Engineering Technology Associate Degree in Applied Science program explore the relationships between the human race and the dynamic environment in which they live. They examine the effects of pollution using applied math and science skills. Students also determine strategies to minimize or prevent waste in order to reduce the impact on the environment. They discuss innovative solutions to environmental issues and determine ways to improve processes and protect people from hazardous and toxic chemicals. Most importantly, students acquire skills and knowledge they can adapt to a variety of environmental, health, and safety career opportunities. Career opportunities include health and safety manager in industry, treatment facility operator in municipalities, engineering technician, laboratory technician in environmental monitoring laboratories, and environmental quality technician for state and federal regulatory agencies.

This program is primarily an online program with a required experiential learning component. Some hybrid classes require on-site participation. Select courses may also be offered in a traditional format on campus.*

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|--|
| ENG | 101 | English Composition I (3) |
| | | or |
| ENG | 165 | Professional Communications |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |
| — | — | Social/Behavioral Science Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER – FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|---------------------------|-------|-----|--------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| EVT | 201 | Environmental Science | 3 | 0 | 3 |
| EVT | 220 | Environmental Biology II | 3 | 0 | 3 |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SPRING SEMESTER – FIRST YEAR

| | | | | | |
|-----|-----|------------------------------------|----|---|----|
| BIO | 205 | Ecology | 3 | 0 | 3 |
| BIO | 206 | Ecology Lab | 0 | 3 | 1 |
| ENG | 101 | English Composition I | | | |
| | | or | | | |
| ENG | 165 | Professional Communications | 3 | 0 | 3 |
| EVT | 225 | Best Management Practices | | | |
| | | or | | | |
| — | — | Approved Departmental Elective† | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| — | — | Social/Behavioral Science Elective | 3 | 0 | 3 |
| | | | 15 | 3 | 16 |

PROGRAMS OF STUDY

ENVIRONMENTAL ENGINEERING TECHNOLOGY

SUMMER SEMESTER – FIRST YEAR

| | | | | | |
|-----|-----|--|----------|----------|----------|
| EVT | 110 | Introduction to Treatment Facilities | 3 | 0 | 3 |
| EVT | 253 | Occupational, Environmental, Safety, & Health Concepts | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |

FALL SEMESTER – SECOND YEAR

| | | | | | |
|-----|-----|--|----------|----------|----------|
| EVT | 224 | Environmental Chemistry Analysis | 3 | 3 | 4 |
| EVT | 206 | Introduction to Environmental Compliance | 3 | 0 | 3 |
| EVT | 254 | Industrial Safety and Emergency Response | 3 | 0 | 3 |
| — | — | Approved Departmental Elective † | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 12 | 3 | 13 |

SPRING SEMESTER – SECOND YEAR

| | | | | | |
|-----|-----|---------------------------------------|----------|----------|----------|
| EVT | 251 | Health Effects of Hazardous Materials | 3 | 0 | 3 |
| — | — | Approved Departmental Elective † | 3 | 0 | 3 |
| EVT | 255 | Solid and Hazardous Waste | 3 | 0 | 3 |
| EVT | 260 | Air Pollution Control Systems | 3 | 0 | 3 |
| EVT | 261 | Special Topics in EVT* | 1 | 0 | 1 |
| — | — | Humanities/ Fine Arts Elective | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 16 | 0 | 16 |

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

† Approved Electives include COL 103, EVT 102, EVT 103, EVT 108, EVT 109, and EVT 257

*Students must demonstrate a minimum of 40 hours of experiential learning in order to graduate. The student will develop an experiential learning plan with the advisor as they go through the program. Final evaluation of the plan will take place in the capstone course (EVT 261).

Environmental, Health, and Safety Certificate (EHSC) 18 Semester Hours

The Environmental, Health, and Safety Certificate program will prepare graduates to evaluate and remediate workplace and environmental hazards in order to promote public health. Graduates of the Certificate will be prepared to enter the workforce as a technician or continue their education and obtain an Associate Degree in Applied Science with a Major in Environmental Engineering Technology. The program prepares students for a career in industrial hygiene, industrial safety and health, toxicology, risk management, public health, regulatory compliance, and occupational health.

The Certificate is designed to prepare graduates to recognize regulatory issues and maintain a safe workplace. The program content is applicable to industrial and construction personnel as well as individuals responsible for safety at public works departments, city and county governments, emergency response teams, and civil defense workers. Employment in the field of study or advisor approval is necessary for admittance into the program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|-----------------|-----|---|-------|-----|--------|
| EVT | 206 | Introduction to Environmental Compliance | 3 | 0 | 3 |
| EVT | 254 | Industrial Safety and Emergency Response | 3 | 0 | 3 |
| | | | 6 | 0 | 6 |
| SPRING SEMESTER | | | | | |
| EVT | 251 | Health Effects/Hazardous Materials | 3 | 0 | 3 |
| EVT | 255 | Solid and Hazardous Waste | 3 | 0 | 3 |
| | | | 6 | 0 | 6 |
| SUMMER SEMESTER | | | | | |
| EVT | 253 | Occupational, Environmental, Safety and Health | 3 | 0 | 3 |
| EVT | 257 | Environmental, Health and Safety Management Systems | 3 | 0 | 3 |
| | | | 6 | 0 | 6 |

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

Wastewater Operator Certificate (WWRO) 18 Semester Hours

The Wastewater Operator Certificate program is designed to assist students in studying for a license in physical/chemical or biological wastewater treatment, which is a requirement to progress in the field. This Certificate has been approved by the South Carolina Department of Labor Licensing and Regulation to count as 1-year of work experience toward an operator license after completion of the trainee year and successfully passing the State Certification Exam. Employment in the field of study or advisor approval is necessary for admittance into this program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|-----------------|-----|--|----------|----------|----------|
| EVT | 206 | Introduction to Environmental Compliance | 3 | 0 | 3 |
| EVT | 254 | Industrial Safety and Emergency Response | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |
| SPRING SEMESTER | | | | | |
| EVT | 108 | Basic Physical Chemical Wastewater | 3 | 0 | 3 |
| EVT | 255 | Solid and Hazardous Waste | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |
| SUMMER SEMESTER | | | | | |
| EVT | 109 | Basic Biological Wastewater | 3 | 0 | 3 |
| EVT | 110 | Introduction to Treatment Facilities | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

Water Operator Certificate (WTRO) 18 Semester Hours

The Water Operator Certificate program is designed to assist students who are pursuing a license in water treatment or distribution, which is a requirement to progress in the field. This Certificate has been approved by the South Carolina Department of Labor Licensing and Regulation to count as 1-year of work experience toward an operator license after completion of the trainee year and successfully passing the State Certification Exam. Employment in the field of study or advisor approval is necessary for admittance into this program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|--|--------------|------------|---------------|
| EVT | 206 | Introduction to Environmental Compliance | 3 | 0 | 3 |
| EVT | 254 | Industrial Safety and Emergency Response | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |

SPRING SEMESTER

| | | | | | |
|-----|-----|---------------------------|----------|----------|----------|
| EVT | 102 | Basic Water Treatment | 3 | 0 | 3 |
| EVT | 255 | Solid and Hazardous Waste | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|--------------------------------------|----------|----------|----------|
| EVT | 103 | Basic Water Distribution | 3 | 0 | 3 |
| EVT | 110 | Introduction to Treatment Facilities | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 0 | 6 |

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

**Major in Natural Resources Management (NRTN)
Associate Degree in Applied Science
64 Semester Hours**

The Natural Resources Management Associate Degree in Applied Science program is designed to prepare students for a career in an exciting and expanding field. Success in this field requires the technician to have a broad background in the biological and agricultural sciences. This is achieved through a balance between classroom and outdoor learning activities. Graduates are trained in the proper use, development, conservation, and management of wildlife, wetlands, and woodlands. Emphasis is placed on maintaining good wildlife habitat.

Most classes are conducted at the Natural Resources Management Center, located at 735 Brewington Road, Sumter. This 105-acre outdoor laboratory includes agricultural fields, wooded and natural areas, and ponds, all of which are used for instructional purposes. Some courses required to complete this program are offered only during the day. Some travel is required for specific courses.

Career opportunities exist with landowners; local, state, and federal agencies; and private industry engaged in the development and wise stewardship of natural resources.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-------|-------|--|
| ENG | 101 | English Composition I (3) |
| | or | |
| ENG | 165 | Professional Communications (3) |
| MAT | 101 | Beginning Algebra (3) |
| | or | |
| MAT | 110 | College Algebra (3) |
| | or | |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| _____ | _____ | Humanities/Fine Arts Elective (3) |
| _____ | _____ | Social/Behavioral Science Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER – FIRST YEAR | | | Class | Lab | Credit |
|-----------------------------------|-----|------------------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| HRT | 103 | Native Plant Identification | 2 | 3 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 110 | College Algebra | | | |
| | | or | | | |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| NRM | 101 | Soil Management | 3 | 0 | 3 |
| NRM | 102 | Introduction to the NRM Profession | 3 | 0 | 3 |
| | | | 14 | 3 | 15 |

NATURAL RESOURCES MANAGEMENT

PROGRAMS OF STUDY

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|----------------------------------|----------|----------|----------|
| ENG | 101 | English Composition I | | | |
| | | or | | | |
| ENG | 165 | Professional Communications | 3 | 0 | 3 |
| NRM | 130 | Outdoor Recreation Management | 3 | 0 | 3 |
| NRM | 131 | Equipment Repair and Maintenance | 3 | 0 | 3 |
| NRM | 205 | Global Positioning Systems I | 2 | 3 | 3 |
| NRM | 230 | Wildlife Management I | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 13 | 6 | 15 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|--------------------------------|----------|----------|----------|
| CWE | 113 | Cooperative Work Experience | 0 | 15 | 3 |
| | | or | | | |
| — | — | Departmental Approved Elective | <u>3</u> | <u>0</u> | <u>3</u> |
| — | — | Humanities/Fine Arts Elective | 3 | 15 | 6 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|-----------------------------------|----------|----------|----------|
| FOR | 156 | Timber Cruising and Marketing | 3 | 3 | 4 |
| NRM | 151 | Vertebrate Natural History | 3 | 0 | 3 |
| NRM | 235 | Techniques of Wildlife Management | 2 | 3 | 3 |
| NRM | 251 | Introduction to Fishery Science | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 11 | 6 | 13 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|------------------------------------|----------|----------|----------|
| FOR | 210 | Forest Utilization and Care | 3 | 0 | 3 |
| NRM | 207 | Geographic Information Systems I | 3 | 0 | 3 |
| NRM | 260 | Special Topics in NRM* | 2 | 3 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| — | — | Social/Behavioral Science Elective | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 14 | 3 | 15 |

Departmental Approved Electives

| | | |
|-----|-----|--|
| BIO | 101 | Biological Science I (4) |
| BIO | 102 | Biological Science II (4) |
| BIO | 205 | Ecology (3) |
| BIO | 206 | Ecology Lab (1) |
| COL | 103 | College Skills (3) |
| CPT | 172 | Microcomputer Database (3) |
| CPT | 174 | Microcomputer Spreadsheets (3) |
| EVT | 201 | Environmental Science (3) |
| EVT | 220 | Environmental Biology II (3) |
| EVT | 251 | Health Effects/Hazardous Materials (3) |

Any courses with the prefix NRM, FOR, or HRT that are not required courses.

**NRM 260 is the program capstone course and requires the successful completion of a major project and final assessment of program outcomes.*

This program is aligned with the following career cluster: Agriculture and Food & Natural Resources.

Associate Degree in Arts & Associate Degree in Science University Transfer

The University Transfer Programs are specifically designed for students whose goal is a baccalaureate degree. The Associate in Arts and Associate in Science degree programs enable students to complete the first two years of college or university work in an affordable, flexible, close-to-home environment conducive to success. University transfer courses are designed to be accepted at South Carolina public four-year colleges and universities. Some private institutions and out-of-state colleges and universities also accept course work.

With the assistance of an academic advisor at Central Carolina Technical College, students should plan their academic programs to meet the requirements of the college or university to which they desire to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina meet the senior institution's requirements for the desired four-year degree.

Students must earn a minimum course grade of "C" in each transfer course in order for it to transfer, unless otherwise specified by the receiving institution.

Students who relocate may request the degree completion option by making application for a "Home Contract." Criteria for approval include the completion of 25 percent of required curriculum courses in residency from Central Carolina Technical College. A one-year completion rate will be imposed. Students should see their advisor who will collaborate with the Registrar.

**Associate Degree in Arts (A.A.)
University Transfer
62 Semester Hours**

The Associate in Arts (A.A.) Degree program is designed for students who wish to enter fields related to the arts, humanities, or social sciences. Related areas of emphasis include elementary education, secondary education, business education, physical education, recreation, English, foreign languages, business administration, public administration, geography, history, international studies, law, political science, psychology, counseling, social work, sociology, journalism, speech, and/or theater.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of students 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 Central Carolina meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferable to Public Senior Institutions in the General Information section of this catalog. For more information, go to www.sctrac.org.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

College Success – 3 Credit Hours

Recommended to be completed during the student's first semester.

COL 103* College Skills (3)

General Education Core Requirements - 32 Credit Hours**Communications (Written and Oral) - 9 Credit Hours**

ENG 101 English Composition I (3)
ENG 102 English Composition II (3)
SPC 205 Public Speaking (3)

Literature - 3 Credit Hours**Choose one of the following:**

ENG 203 American Literature Survey (3)
ENG 205 English Literature I (3)
ENG 206 English Literature II (3)
ENG 208 World Literature I (3)
ENG 209 World Literature II (3)
ENG 236 African American Literature (3)

History - 3 Credit Hours**Choose one of the following:**

HIS 101 Western Civilization to 1689 (3)
HIS 102 Western Civilization Post 1689 (3)
HIS 201 American History: Discovery to 1877 (3)
HIS 202 American History: 1877 to Present (3)

Natural Science - 8 Credit Hours

Note: A sequence in the same science is recommended; however, students planning to obtain an early childhood or elementary education teaching certification should check the science requirements for these certifications from the SC Department of Education or the senior institution they plan to attend.

Choose two from the following:

| | | |
|-----|-----|-------------------------------|
| AST | 101 | Solar System Astronomy (4) |
| AST | 102 | Stellar Astronomy (4) |
| BIO | 101 | Biological Science I (4) |
| BIO | 102 | Biological Science II (4) |
| BIO | 210 | Anatomy and Physiology I (4) |
| BIO | 211 | Anatomy and Physiology II (4) |
| CHM | 110 | College Chemistry I (4) |
| CHM | 111 | College Chemistry II (4) |

Social/Behavioral Science - 6 Credit Hours**Choose two from the following:**

| | | |
|-----|-----|----------------------------------|
| ANT | 101 | General Anthropology (3) |
| ECO | 210 | Macroeconomics (3) |
| ECO | 211 | Microeconomics (3) |
| GEO | 102 | World Geography (3) |
| PSC | 201 | American Government (3) |
| PSC | 215 | State and Local Government (3) |
| PSY | 201 | General Psychology (3) |
| PSY | 203 | Human Growth and Development (3) |
| PSY | 208 | Human Sexuality (3) |
| PSY | 212 | Abnormal Psychology (3) |
| SOC | 101 | Introduction to Sociology (3) |
| SOC | 102 | Marriage and the Family (3) |
| SOC | 206 | Social Psychology (3) |
| SOC | 210 | Juvenile Delinquency (3) |

Mathematics - 3 Credit Hours**Choose one of the following:**

| | | |
|-----|-----|--------------------------------|
| MAT | 110 | College Algebra (3) |
| MAT | 120 | Probability and Statistics (3) |

Major Courses - 15 Credit Hours

Five major courses totaling 15 semester credit hours are to be chosen. Students cannot use the same course completed to satisfy general education core requirements.

Choose five from the following:

| | | |
|-----|------|--------------------------------------|
| ANT | 101 | General Anthropology (3) |
| ART | 101 | Art History and Appreciation (3) |
| ART | 105 | Film as Art (3) |
| ENG | 203 | American Literature Survey (3) |
| ENG | 205 | English Literature I (3) |
| ENG | 206 | English Literature II (3) |
| ENG | 208 | World Literature I (3) |
| ENG | 209 | World Literature II (3) |
| ENG | 220* | 20th and 21st Century Literature (3) |
| ENG | 236 | African American Literature (3) |
| GEO | 102 | World Geography (3) |

| | | |
|-----|------|---|
| HIS | 101 | Western Civilization to 1689 (3) |
| HIS | 102 | Western Civilization Post 1689 (3) |
| HIS | 105* | World History II (3) |
| HIS | 115* | African American History (3) |
| HIS | 201 | American History: Discovery to 1877 (3) |
| HIS | 202 | American History: 1877 to Present (3) |
| MUS | 105 | Music Appreciation (3) |
| MUS | 110* | Music Fundamentals (3) |
| PHI | 101 | Introduction to Philosophy (3) |
| PHI | 110 | Ethics (3) |
| PSC | 201 | American Government (3) |
| PSC | 215 | State and Local Government (3) |
| PSY | 201 | General Psychology (3) |
| PSY | 203 | Human Growth and Development (3) |
| PSY | 208 | Human Sexuality (3) |
| PSY | 212 | Abnormal Psychology (3) |
| REL | 101* | Introduction to Religion (3) |
| SOC | 101 | Introduction to Sociology (3) |
| SOC | 102 | Marriage and the Family (3) |
| SOC | 206 | Social Psychology (3) |
| SOC | 210 | Juvenile Delinquency (3) |
| SPA | 101 | Elementary Spanish I (4) |
| SPA | 102 | Elementary Spanish II (4) |
| SPC | 210 | Oral Interpretation of Literature (3) |
| THE | 101 | Introduction to Theatre (3) |

Computer Course - 3 Credit Hours

| | | |
|-----|------|-------------------------------|
| CPT | 101* | Introduction to Computers (3) |
|-----|------|-------------------------------|

Approved Electives - 9 Credit Hours

Approved electives: Nine (9) hours are to be chosen by students under the guidance of their faculty advisor in order to adapt the program to their transfer objectives. Eligible courses must be numbered 101 or above, and students should check the transferability of courses chosen with the senior institution they plan to attend. Approved electives should be transferable. CPT 102, MAT 101, MAT 102 and RDG 101 may NOT be used as approved electives.

| | | |
|---|---|-----------------------|
| — | — | Approved Elective (3) |
| — | — | Approved Elective (3) |
| — | — | Approved Elective (3) |

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

This program is aligned with the following career cluster: General.

**Associate Degree in Science (A.S.)
University Transfer
62 Semester Hours**

The Associate in Science (A.S.) Degree program emphasizes mathematics and natural and physical sciences and is designed for students who wish to enter fields related to mathematics or sciences. Areas of emphasis include secondary education, and/or professional areas of health, medicine, engineering, business, and computer science.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of the students to plan a program of study to meet the requirements of the college to which they expect to transfer. It is strongly recommended students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferrable to Public Senior Institutions in the General Information section of this catalog and visit the following website: www.sctrac.org.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

College Success – 3 Credit Hours

Recommended to be completed during the student's first semester.

COL 103* College Skills (3)

General Education Core Requirements - 35 Credit Hours**Communications (Written and Oral) - 9 Credit Hours**

ENG 101 English Composition I (3)
ENG 102 English Composition II (3)
SPC 205 Public Speaking (3)

Humanities/Fine Arts - 6 Credit Hours**Choose from the following:**

ART 101 Art History and Appreciation (3)
ART 105 Film as Art (3)
ENG 203 American Literature Survey (3)
ENG 205 English Literature I (3)
ENG 206 English Literature II (3)
ENG 208 World Literature I (3)
ENG 209 World Literature II (3)
ENG 220* 20th and 21st Century Literature (3)
ENG 236 African American Literature (3)
HIS 101 Western Civilization to 1689 (3)
HIS 102 Western Civilization Post 1689 (3)
HIS 105* World History II (3)
HIS 115* African American History (3)
HIS 201 American History: Discovery to 1877 (3)
HIS 202 American History: 1877 to Present (3)
MUS 105 Music Appreciation (3)
MUS 110* Music Fundamentals (3)
PHI 101 Introduction to Philosophy (3)
PHI 110 Ethics (3)

| | | |
|-----|------|------------------------------|
| REL | 101* | Introduction to Religion (3) |
| SPA | 102 | Elementary Spanish II (4) |
| THE | 101 | Introduction to Theatre (3) |

Social/Behavioral Science - 6 Credit Hours**Choose from the following:**

| | | |
|-----|-----|----------------------------------|
| ANT | 101 | General Anthropology (3) |
| ECO | 210 | Macroeconomics (3) |
| ECO | 211 | Microeconomics (3) |
| GEO | 102 | World Geography (3) |
| PSC | 201 | American Government (3) |
| PSC | 215 | State and Local Government (3) |
| PSY | 201 | General Psychology (3) |
| PSY | 203 | Human Growth and Development (3) |
| PSY | 208 | Human Sexuality (3) |
| PSY | 212 | Abnormal Psychology (3) |
| SOC | 101 | Introduction to Sociology (3) |
| SOC | 102 | Marriage and the Family (3) |
| SOC | 206 | Social Psychology (3) |
| SOC | 210 | Juvenile Delinquency (3) |

Mathematics - 6 Credit Hours

| | | |
|-----|-----|--------------------------------|
| MAT | 110 | College Algebra (3) |
| MAT | 120 | Probability and Statistics (3) |

Lab Science I and II Sequence - 8 Credit Hours**Choose two courses of the same sequence from the following:**

| | | |
|-----|-----|-------------------------------|
| AST | 101 | Solar System Astronomy (4) |
| AST | 102 | Stellar Astronomy (4) |
| BIO | 101 | Biological Science I (4) |
| BIO | 102 | Biological Science II (4) |
| BIO | 210 | Anatomy and Physiology I (4) |
| BIO | 211 | Anatomy and Physiology II (4) |
| CHM | 110 | College Chemistry I (4) |
| CHM | 111 | College Chemistry II (4) |

Major Courses - 15 Credit Hours

Course hours must total 15 or more credit hours to satisfy the major course requirement. A course used to satisfy general education core requirements cannot be used as a major course.

| | | |
|-----|------|---|
| AST | 101 | Solar System Astronomy (4) |
| AST | 102 | Stellar Astronomy (4) |
| BIO | 101 | Biological Science I (4) |
| BIO | 102 | Biological Science II (4) |
| BIO | 202* | Botany (4) |
| BIO | 203* | General Genetics (4) |
| BIO | 205* | Ecology (3) |
| BIO | 206* | Ecology Lab (1) |
| BIO | 210 | Anatomy and Physiology I (4) |
| BIO | 211 | Anatomy and Physiology II (4) |
| BIO | 225 | Microbiology (4) |
| CHM | 110 | College Chemistry I (4) |
| CHM | 111 | College Chemistry II (4) |
| MAT | 111 | College Trigonometry (3) |
| MAT | 140 | Analytical Geometry and Calculus I (4) |
| MAT | 141 | Analytical Geometry and Calculus II (4) |

Computer Course - 3 Credit Hours

CPT 101* Introduction to Computers (3)

Approved Electives – 6 Credit Hours

Approved electives: Six (6) credit hours are to be chosen by the students under the guidance of their faculty advisor in order to adapt the program to their transfer objectives. The eligible course must be numbered 101 or above, and students should check the transferability of the course chosen with the senior institution he or she plans to attend. The approved elective should be transferable. Note: CPT 102, MAT 101, MAT 102, MAT 155, and RDG 101 may not be used as approved electives.

____ Approved Elective (3)

____ Approved Elective (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

This program is aligned with the following career cluster: General.

General Education Certificate (GNED)

18 Semester Hours

The General Education Certificate program is designed to provide high school students with a broad general education foundation to facilitate their transition into college through dual enrollment and providing general education courses for college and high school credit.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FIRST SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|---------------------------|--------------|------------|---------------|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| PSY | 201 | General Psychology | | | |
| | | or | | | |
| SOC | 101 | Introduction to Sociology | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

SECOND SEMESTER

| | | | | | |
|-----|-----|----------------------------|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MAT | 111 | College Trigonometry | 3 | 0 | 3 |
| — | — | General Education Elective | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

This program is aligned with the following career cluster: General.

**Major in General Technology (GNTC)
Associate Degree in Applied Science
60-84 Semester Hours**

The General Technology Associate Degree program is intended for students who find it necessary to design a program to meet specific individual needs. It is to be used sparingly and should not be used in lieu of an approved major. To enroll in the General Technology program, the student must meet with an assigned advisor to determine a curriculum plan. Acceptance into the program must be approved by the appropriate department chair. Students must complete a change of program form.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - Minimum of 15 Credit Hours

(See Graduation/Program Completion Requirements in the General Information Section)

Primary Technical Specialty Courses - Minimum of 21 Credit Hours

Secondary Technical Specialty Courses - Minimum of 12 Credit Hours

Additional Technical Courses - Minimum of 12 Credit Hours

Associate Degree in Arts & Associate Degree in Science Physical Therapist Assistant Partnership With OCtech

Students who are enrolled in the Associate in Arts or Associate in Science degree who have a desire to enter a Physical Therapist Assistant program will be eligible to apply at Orangeburg-Calhoun Technical College (OCtech) after completing the related Core Curriculum of general education courses at Central Carolina Technical College.

The Physical Therapist Assistant (PTA) partnership with Orangeburg-Calhoun Technical College (OCtech) allows students to complete the first two semesters of general education courses at Central Carolina Technical College prior to applying to the PTA program at OCtech. Upon acceptance into the PTA program at OCtech the student will transfer to OCtech. **Completion of all required general education requirements does not guarantee entrance into the Physical Therapist Assistant program.**

Physical Therapist Assistants are skilled healthcare professionals qualified to perform selected physical therapy interventions under the direction and supervision of a Physical Therapist. They can treat individuals of any age with health conditions or physical limitations that impair their ability to perform activities of daily living. Physical Therapist Assistants can treat patients in a variety of settings, including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing centers, extended care facilities, sub-acute facilities, home health care agencies, education or research centers, school systems, Hospices, corporate or industrial health centers, occupational and workplace environments, athletic facilities, and fitness or sports training centers. The goal of physical therapy intervention is to prevent or improve the loss of mobility so people can live more active lifestyles.

After completion of the Core Curriculum of general education courses listed below, students may apply for admission to the Physical Therapist Assistant program at OCtech. Admission to the Physical Therapist Assistant Program is competitive and based on specific requirements that can be obtained from attending a Health Information Programs (HIP) Session at OCtech. A listing of these scheduled sessions can be found online at <http://www.octech.edu> on the Health Sciences page. Students can also take the HIP Session online. Twenty students are selected for enrollment in the Physical Therapist Assistant Program each summer. **Five of the twenty students selected will be transfer students from Central Carolina Technical College. Selection of these five students will be based on the competitive admission requirements established by OCtech.**

Upon graduation from OCtech, the student will receive an Associate Degree in Applied Science with a Major in Physical Therapist Assistant and will be eligible to sit for the National Physical Therapy Examination.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective May 1, 2014, Orangeburg-Calhoun Technical College's Physical Therapist Assistant program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

REQUIREMENTS:

CORE CURRICULUM (To be taken at CCTC) - 29 Hours

Communications:

ENG 101 English Composition I (3)*

Humanities/Fine Arts (Choose one):

_____ Humanities/Fine Arts Elective (3)**

Social/Behavioral Sciences:

| | | |
|-----|-----|-----------------------------------|
| PSY | 201 | General Psychology (3)* |
| PSY | 203 | Human Growth and Development (3)* |

Natural Sciences:

| | | |
|-----|-----|--------------------------------|
| AHS | 102 | Medical Terminology (3) |
| | or | |
| AHS | 104 | Medical Vocabulary/Anatomy (3) |
| BIO | 210 | Anatomy and Physiology I (4) |
| BIO | 211 | Anatomy and Physiology II (4) |

Math:

| | | |
|-----|-----|--------------------------|
| MAT | 102 | Intermediate Algebra (3) |
|-----|-----|--------------------------|

Computer Course:

| | | |
|-----|-----|--------------------------------|
| CPT | 101 | Introduction to Computers (3)* |
| | or | |
| CPT | 170 | Microcomputer Applications (3) |

College Success:

Recommended (*but not required*) for new students.

| | | |
|-----|-----|--------------------|
| COL | 103 | College Skills (3) |
|-----|-----|--------------------|

*University transfer level courses.

**A complete list of approved electives is available through your PTA advisor or the Program Coordinator.

COURSE REQUIREMENTS (To be taken at OCtech) 47 HOURS

PTH 205, PTH 240, PTH 101, PTH 221, PTH 252, PTH 202, PTH 242, PTH 235, PTH 222, PTH 266, PTH 275, PTH 270, PTH 244, PTH 276

Health Sciences Programs

Health Sciences programs are designed to provide graduates with immediate employment in the health care industry or prepare graduates to transfer to articulating colleges.

Requirements for Health Sciences programs are subject to change without notice in order to comply with institutional, state, and/or national accreditation criteria.

Core Performance Standards to Ensure Attainment of Competencies in Health Sciences Programs:

With reasonable accommodations, the student should be able to demonstrate the following abilities:

- Critical thinking ability sufficient for clinical/laboratory judgment (e.g., identifies cause-effect relationships in clinical/laboratory situations, etc.)
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g., establishes rapport with clients/families and colleagues.)
- Communication abilities sufficient for interaction with others in verbal and written form
- Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., moves around in client's rooms, work spaces, and treatment areas, administers cardiopulmonary resuscitation procedures; positions themselves in the clinical/laboratory environment so as to render vital care to clients without obstructing the positioning of necessary equipment or other health care workers, etc.)
- Gross and fine motor abilities sufficient to provide safe and effective client care (e.g., calibrates and uses equipment; positions clients, etc.)
- Auditory ability sufficient to monitor and assess health needs (e.g., hears monitor alarm, emergency signals, auscultatory sounds and a range of sounds necessary to assess client status, cries for help.)
- Visual ability sufficient for observation and assessment necessary in client care (e.g., observes client physical condition, etc.)
- Tactile ability sufficient for physical assessment (e.g., performs palpation, functions of physical examination and/or those related to therapeutic interventions, i.e., insertion of a catheter.)
- Possess sufficient stamina to participate in activities requiring large muscle skills including being able to move quickly (e.g., lift clients, equipment, and supplies up to 50 pounds.)
- Demonstrate emotional stability and psychological health in the interaction with clients, families, colleagues, and college personnel.

Note: Examples are not all inclusive.

Student Reimbursement for Clinical/Laboratory Experience

Students are not reimbursed for clinical/laboratory experience while completing the clinical/laboratory component of a program.

Admission Requirements for Health Sciences Programs

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only. Criminal Background Checks and Drug Screens will be reviewed with designated personnel at the clinical facility. All finds must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

- Must meet the general requirements of the College for admission (see College admissions requirements) and specific criteria outlined for each program.
- May not apply to more than one Health Sciences program at one time.
- Must be a graduate of an accredited high school or possess a GED. All official transcripts must be submitted to document program admission requirements have been met.
- Must successfully complete all program curriculum courses with a "C" or higher. Students may retake courses, based on space availability, completed with less than a "C" one time only.
- Must have completed general education math and science courses within the past ten (10) years with a grade of "C" or higher to receive transfer credit. The two-course sequence of Anatomy and Physiology should be taken at the same institution.
- Must have completed general education computer courses within the past five (5) years with a grade of "C" or higher to receive transfer credit.

- Must submit completed physical examination form provided by the Health Sciences Division prior to admission to clinical/laboratory courses by the designated deadline. Physical examination should demonstrate that applicant is free of any physical or emotional health problems to include communicable diseases that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver. Decisions should be made in consultation with a physician, nurse practitioner, or physician's assistant.
- Must have current Cardiopulmonary Resuscitation (CPR) (Health Care Provider) certification prior to admission to clinical/laboratory courses by the designated deadline. Online CPR (Health Care Provider) certification/recertification will not be accepted.
- Must submit information and fees for criminal background checks and toxicology screenings conducted through Verified Credentials by the designated deadline.

Note: Any discrepancy on a criminal background check or toxicology screening may disqualify the student from the program of study.

- Must purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Must purchase the school-approved uniform required by the program.
- Must furnish blood pressure equipment, scissors, etc., as required for specific programs/courses.
- Must provide or arrange own transportation to and from clinical sites.

Note: Enrollment in health sciences programs is limited.

Graduation Requirements for Health Sciences Programs

- Must earn a minimum program GPA of 2.0 to complete a degree, diploma, or certificate.

Note: For all Health Sciences programs, the program GPA includes all required course work attempted at Central Carolina or transferring from other accredited institutions.

Major in Nursing (PN) (NDIP)
Diploma in Applied Science
48 Semester Hours

The Practical Nursing program is designed to provide a sound educational background to those individuals interested in providing direct patient care. The curriculum is planned to prepare competent nurses who are caring and sensitive to diversity, use critical thinking and technology in providing day to day care under supervision in structured settings for individuals and their families/significant others. Throughout the curriculum the student has planned clinical and laboratory experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology. The practical nurse functions under the direction of a registered nurse, licensed physician or licensed dentist.

The nursing curriculum prepares graduates to take the National Council Licensing Examination for Practical Nurses (NCLEX-PN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000. Successful completion of the Practical Nursing program does not guarantee licensure to practice as a licensed practical nurse.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing and/or State Board for Technical and Comprehensive Education and/or the Accreditation Commission for Education in Nursing (ACEN).

Admission Requirements

Application for admission to the Practical Nursing program is based on a COMPETITIVE ADMISSION PROCESS; therefore, meeting the minimum admission criteria does not guarantee an applicant admission to the Practical Nursing program.

Application Deadline

Deadline to apply for fall admission to the Practical Nursing program is MARCH 15th. There is no spring admission for the Practical Nursing program.

An applicant may not apply for fall admission (March 15th) to both the Practical Nursing program and the Associate Degree Nursing program.

NOTE: *If the deadline date falls on a weekend or holiday, the deadline date is the next business day.*

All applicants must meet the general enrollment requirements of Central Carolina Technical College (see College general admissions requirements) as well as all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.

Competitive Admission Process

The Practical Nursing program has a limited enrollment and students must apply for admission. An applicant may obtain an Admission Eligibility Verification and Application form from their advisor and/or Health Sciences Administrative Assistant in the Health Sciences Center. An applicant should carefully read and complete the Admission Eligibility Verification and Application form prior to submitting the form to their assigned advisor. The advisor will verify the information on the Admission Eligibility Verification and Application form and forward the completed/verified form to the Nursing Department Chair. It is the applicant's responsibility to complete the Admission Eligibility Verification and Application form correctly and submit the form to their advisor by the deadline.

Must be satisfied PRIOR to the Practical Nursing program application admission process

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College Registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions) two weeks prior to the admission deadline.

- Completion and grade of “C” or higher in BIO 210 (Anatomy and Physiology I) and MAT 101 (Beginning Algebra) within the past ten (10) years.
- Completion and grade of “C” or higher in ENG 101 (English Composition I).
- Completion of version 5.0 of the Test of Essential Academic Skills (TEAS V) with a score at the Academic Preparedness Level of “Proficient”, “Advanced” or “Exemplary”.
- Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale in Practical Nursing program curriculum courses.

Admission into the Practical Nursing program is competitive and based on a selective point system process. The point system is an objective means for evaluating nursing applicants. Applicants will be numerically ranked according to the following criteria:

- **Test of Essential Academic Skills (TEAS V)**

Thirty-six percent (36%) of an applicant’s total points will come from the TEAS V. An applicant must take the TEAS V as part of the application process and score at the “Proficient”, “Advanced” or “Exemplary” level in the Academic Preparedness Level Category. Combining TEAS V scores will not be allowed. An applicant may take the TEAS V twice in a calendar year (January 1st through December 31st). An applicant must wait thirty days prior to taking the TEAS V a second time. An applicant may take the TEAS V no more than four times. TEAS V scores older than five years will not be accepted.

An Applicant applying to the Practical Nursing program must score at the Academic Preparedness Level of “Proficient”, “Advanced” or “Exemplary” on version 5.0 of the TEAS.

- **Admission Program GPA**

Thirty-four percent (34%) of an applicant’s total points will come from the GPA of all program curriculum courses (general education courses) taken in the Practical Nursing program. However, an applicant must have completed BIO 210 (Anatomy and Physiology I), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) with a grade of “C” or higher to be eligible to submit an admission application. The admission program GPA will be calculated on a 4.0 scale for all completed program curriculum courses (general education courses) in the Practical Nursing program taken at Central Carolina Technical College or transferred into Central Carolina Technical College. Points will be awarded based on the admission program GPA at the time the admission application is submitted.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will NOT be calculated in the admission program GPA.

The program curriculum courses (general education courses) required in the Practical Nursing program curriculum are:

BIO 210 Anatomy & Physiology I (4)
BIO 211 Anatomy & Physiology II (4)
ENG 101 English Composition I (3)
MAT 101 Beginning Algebra (3)
PSY 201 General Psychology (3)

General education courses in the Practical Nursing program curriculum may be retaken one time only.

- **Initial Core Courses**

Eighteen percent (18%) of an applicant’s total points will come from the required initial core courses; BIO 210 (Anatomy and Physiology I), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra). An applicant must have completed BIO 210, ENG 101, and MAT 101 with a grade of “C” or higher to be eligible to submit an admission application. Points will be awarded based on grades achieved in BIO 210, ENG 101, and MAT 101.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will be treated as a grade of “C”.

General education courses in the Practical Nursing program curriculum may be retaken one time only.

- **Service Area, Collegiate Credential, and Certified Nurse Aide**

Twelve percent (12%) of the applicant's total points will come from the following:

1) Service Area, 2) Collegiate Credential, and 3) Certified Nurse Aide.

Service Area – a resident of Clarendon, Kershaw, Lee, and Sumter counties in South Carolina will be awarded points in the competitive admission process. It is the applicant's responsibility to submit proper documentation of residency.

Collegiate Credential (credit only) – an applicant with a regionally accredited post-secondary degree, diploma, or certificate will be awarded points in the competitive admission process. Only post-secondary degrees, diplomas, or certificates accepted by the College Registrar prior to the application deadline will be considered. Points will be awarded based on the highest degree earned. Two or more degrees will not be counted. For example, if an applicant has completed a Baccalaureate Degree as well as an Associate Degree, the applicant will only receive points for the Baccalaureate Degree or if an applicant has two Baccalaureate Degrees, the applicant will only receive points for one of the two Baccalaureate Degrees.

Certified Nurse Aide – an applicant who is currently listed as Active on the South Carolina Nurse Aide Registry will be awarded points in the competitive admission process.

- **Additional Points**

Additional points may be added to an applicant's total points if the applicant completes BIO 211 (Anatomy and Physiology II) and/or PSY 201 (General Psychology) with a grade of "B" or higher prior to submitting their admission application.

Points will be awarded based on the grades achieved in BIO 211 and/or PSY 201. Up to ten additional points may be awarded.

Applicants to the Practical Nursing program will be ranked based upon points awarded, and the applicants with the highest of number of points will be selected to fill the available seats in the Practical Nursing program. If two or more applicants have the identical point count total, the highest TEAS V Adjusted Individual Total Score will be the deciding factor.

Progression Standard - After Program Entry

Failure to meet progression standards results in suspension from the program. After admission, students:

- Must maintain a minimum 2.0 program GPA on program curriculum courses in order to progress.
- Must earn a minimum of a "C" or higher in each required program curriculum course. Based on availability of space, students may retake program curriculum courses completed with less than a "C" one time only.
- Must successfully complete all components of a nursing program course (theory, clinical, and drug calculation proficiency) in order to pass the course. Students who fail a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Must complete all course requirements within two years of the starting date of the first nursing course (PNR 110/PNR 122).
- Are limited to two attempts at successful completion of any nursing program curriculum course. A grade of "F" or a withdrawal ("W" or "WA") in a nursing program curriculum course will count as one attempt to complete the program and result in suspension from the program.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program. Online CPR (Health Care Provider) certification/recertification will not be accepted.

Transfers or Readmissions

- Students who have been suspended once from a nursing program curriculum course at Central Carolina Technical College or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission.
- Students who have been suspended more than once from a nursing program curriculum course will be dismissed from the Practical Nursing program and will be ineligible for admission or readmission for a minimum of three years. However, students may petition the Nursing Admission and Transfer Committee for special consideration.
- Students seeking transfer must meet all nursing admission requirements and submit syllabi, course outlines, and catalogs from the former institution for review.
- Students seeking transfer or readmission are reviewed on an individual basis by the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by the Nursing Admission and Transfer Committee to assure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSES

| | | | Class | Lab | Credit |
|-----|-----|--------------------------|-------|-----|--------|
| BIO | 210 | Anatomy and Physiology I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 101 | Beginning Algebra | 3 | 0 | 3 |
| | | | 9 | 3 | 10 |

FALL SEMESTER I

| | | | | | |
|-----|-----|---------------------------|------|------|----|
| BIO | 211 | Anatomy and Physiology II | 3 | 3 | 4 |
| PNR | 110 | Fundamentals of Nursing | 2.5 | 7.5 | 5 |
| PNR | 122 | Pharmacology | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | 11.5 | 10.5 | 15 |

SPRING SEMESTER II

| | | | | | |
|-----|-----|------------------------------|-----|-----|----|
| PNR | 128 | Medical-Surgical Nursing I* | 4.5 | 7.5 | 7 |
| PNR | 138 | Medical-Surgical Nursing II* | 4.5 | 7.5 | 7 |
| | | | 9 | 15 | 14 |

SUMMER SEMESTER III

| | | | | | |
|-----|-----|-------------------------------------|---|---|---|
| PNR | 155 | Maternal/Infant/Child Nursing | 5 | 6 | 7 |
| PNR | 182 | Special Topics in Practical Nursing | 1 | 3 | 2 |
| | | | 6 | 9 | 9 |

**These courses are offered one-half semester.*

This program is aligned with the following career cluster: Health Science.

**Major in Nursing
Associate Degree in Applied Science
LPN to ADN Option
68 Semester Hours**

The LPN to ADN Option provides qualified Licensed Practical Nurses the opportunity for advanced placement into the Associate Degree in Applied Science Nursing program at Central Carolina Technical College. The Associate Degree Nursing program prepares graduates to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000. Successful completion of the Associate Degree Nursing program does not guarantee licensure to practice as a registered nurse.

The nursing curriculum prepares graduates to function as competent registered nurses who are caring and sensitive to diversity, use critical thinking and technology to provide care in structured settings for individuals and their families/significant others. Throughout the curriculum, students have planned clinical and laboratory experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing and/or South Carolina Technical College System and/or the Accreditation Commission for Education in Nursing (ACEN).

Application Requirements

Licensed Practical Nurses seeking advanced placement into the Associate Degree Nursing program must meet the competitive admission requirements for the Associate Degree Nursing program. The LPN Step Assessment Test is required and replaces the TEAS V in the LPN to ADN Option. Application for admission to the Associate Degree Nursing program is based on a COMPETITIVE ADMISSION PROCESS; therefore, meeting the minimum admission criteria does not guarantee an applicant admission to the Associate Degree Nursing program.

Application Deadline

Deadline to apply for fall admission for advanced placement into the Associate Degree Nursing program is MARCH 15th. Deadline to apply for spring admission for advanced placement into the Associate Degree Nursing program is AUGUST 31st.

NOTE: *If the deadline date falls on a weekend or holiday, the deadline date is the next business day.*

All applicants must meet the general enrollment requirements of Central Carolina Technical College (see College general admissions requirements) as well as all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.

Competitive Admission Process

The Associate Degree Nursing program has a limited enrollment and students must apply for admission. An applicant may obtain an Admission Eligibility Verification and Application form from their advisor and/or Health Sciences Administrative Assistant in the Health Sciences Center. An applicant should carefully read and complete the Admission Eligibility Verification and Application form prior to submitting the form to their assigned advisor. The advisor will verify the information on the Admission Eligibility Verification and Application form and forward the completed/verified form to the Nursing Department Chair. It is the applicant's responsibility to complete the Admission Eligibility Verification and Application form correctly and submit the form to their advisor by the deadline.

Must be satisfied PRIOR to application for the LPN to ADN option.

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions) two weeks prior to the admission deadline.
- Completion and grade of “C” or higher in BIO 210 (Anatomy and Physiology I) BIO 211 (Anatomy and Physiology II), and MAT 101 (Beginning Algebra) or MAT 110 (College Algebra) or MAT 120 (Probability and Statistics) within the past ten (10) years.
- Completion and grade of “C” or higher in ENG 101 (English Composition I) and PSY 201 (General Psychology).
- Completion and grade of “C” or higher in CPT 101 (Introduction to Computers) within the past five (5) years.
- Completion of the LPN STEP Assessment Test with an Adjusted Individual Total Score of 70 or higher in place of the version 5.0 of the Test of Essential Academic Skills (TEAS V).
- Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale in Associate Degree Nursing program curriculum courses.
- Provide proof of graduation from a state approved Practical Nursing program by submitting official transcripts.
- Provide proof of current licensure as an LPN or eligibility for a SC LPN license.

Admission into the Associate Degree Nursing program is competitive and based on a selective point system process. The point system is an objective means for evaluating nursing applicants. Applicants will be numerically ranked according to the following criteria:

- **LPN STEP Assessment Test**

Thirty-six percent (36%) of an applicant’s total points will come from the LPN STEP Assessment Test. An applicant must take the LPN STEP Assessment Test as part of the application process. The highest Adjusted Individual Total Score will be used in the application admission process. Combining scores from major content areas (Pharmacology, Fundamentals, Adult Medical-Surgical, Nursing Care of Children, Mental Health, Maternal Newborn, Management, and Nutrition) from two separate LPN STEP Assessment Tests will not be allowed. An applicant may take the LPN STEP Assessment Test twice in a calendar year (January 1st through December 31st). An applicant must wait thirty days prior to taking the LPN STEP Assessment Test a second time. An applicant may take the LPN STEP Assessment Test no more than four times. LPN STEP Assessment Test scores older than five years will not be accepted.

An applicant applying for advanced placement into the Associate Degree Nursing program must submit an Adjusted Individual Total Score of 70 or higher on the LPN STEP Assessment Test.

- **Admission Program GPA**

Thirty-four percent (34%) of an applicant’s total points will come from the GPA of all program curriculum courses (general education courses) taken in the Associate Degree Nursing program. However, an applicant must have completed BIO 210 (Anatomy and Physiology I), BIO 211 (Anatomy and Physiology II), CPT 101 (Introduction to Computers), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 110 (College Algebra) or MAT 120 (Probability and Statistics), and PSY 201 (General Psychology) with a grade of “C” or higher to be eligible to submit an admission application. The admission program GPA will be calculated on a 4.0 scale for all completed program curriculum courses (general education courses) in the Associate Degree Nursing program taken at Central Carolina Technical College or transferred into Central Carolina Technical College. Points will be awarded based on the admission program GPA at the time the admission application is submitted.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will NOT be calculated in the admission program GPA.

The General Education Core Courses required in the Associate Degree Nursing program curriculum are:

BIO 210 Anatomy & Physiology I (4)
BIO 211 Anatomy & Physiology II (4)
BIO 225 Microbiology (4)
ENG 101 English Composition I (3)
ENG 102 English Composition II (3)
MAT 101 Beginning Algebra (3)
or
MAT 110 College Algebra (3)
or
MAT 120 Probability and Statistics (3)
PSY 201 General Psychology (3)
PSY 203 Human Growth and Development (3)

Other Core Courses – 3 Credit Hours

CPT 101 Introduction to Computers (3)

General education courses in the Associate Degree Nursing program curriculum may be retaken one time only.

- **Initial Core Courses**

Eighteen percent (18%) of an applicant's total points will come from the required initial core courses; BIO 210 (Anatomy and Physiology I), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 110 (College Algebra) or MAT 120 (Probability and Statistics). Points will be awarded based on grades achieved in BIO 210, ENG 101, and MAT 101 or MAT 110 or MAT 120. Higher points will be awarded for MAT 120.

Credit awarded as "E" to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will be treated as a grade of "C".

- **Service Area, Collegiate Credential, and Certified Nurse Aide**

Twelve percent (12%) of the applicant's total points will come from the following:
1) Service Area, 2) Collegiate Credential, and 3) Certified Nurse Aide.

Service Area – a resident of Clarendon, Kershaw, Lee, and Sumter counties in South Carolina will be awarded points in the competitive admission process. It is the applicant's responsibility to submit proper documentation of residency.

Collegiate Credential (credit only) – an applicant with a regionally accredited post-secondary degree, diploma, or certificate will be awarded points in the competitive admission process. Only post-secondary degree, diplomas, or certificates accepted by the College Registrar prior to the application deadline will be considered. Points will be awarded based on the highest degree earned. Two or more degrees will not be counted. For example, if an applicant has completed a Baccalaureate Degree as well as an Associate Degree, the applicant will only receive points for the Baccalaureate Degree or if an applicant has two Baccalaureate Degrees, the applicant will only receive points for one of the two Baccalaureate Degrees.

Certified Nurse Aide – an applicant who is currently listed as Active on the South Carolina Nurse Aide Registry will be awarded points in the competitive admission process.

- **Additional Points**

Additional points may be added to an applicant's total points if the applicant completes BIO 211 (Anatomy and Physiology II) and/or BIO 225 (Microbiology) with a grade of "B" or higher prior to submitting their admission application. Points will be awarded based on grades achieved in BIO 211 and/or BIO 225. Up to ten additional points may be awarded.

Applicants seeking advanced placement into the Associate Degree Nursing program will be ranked based upon points awarded, and the applicants with the highest number of points will be selected to fill the available seats. If two or more applicants seeking advanced placement into the Associate Degree Nursing program have the identical point count total, the LPN STEP Assessment Test Adjusted Individual Total Score will be the deciding factor.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Additional Requirements

- Successfully complete NUR 201, Transition Nursing (3 credit hours) with a “C” or higher before proceeding with any other clinical nursing courses. Nursing 201, Transition Nursing, will be offered for completion via Internet.
- Credit for the following courses will be substituted after successful completion of NUR 201, Transition Nursing:

| | | | Class | Lab | Credit |
|-----|-----|-------------------------|-------|------|--------|
| NUR | 101 | Fundamentals of Nursing | 3.5 | 7.5 | 6 |
| NUR | 120 | Basic Nursing Concepts | 5 | 6 | 7 |
| NUR | 210 | Complex Health Problems | 3 | 6 | 5 |
| | | | 11.5 | 19.5 | 18 |

- Must complete 25 percent of required courses at Central Carolina Technical College to be eligible to receive an associate degree.

Following is a list of courses required to complete this program:

General Education Core Courses - 27 Credit Hours

| | | |
|-----|-----|----------------------------------|
| BIO | 210 | Anatomy & Physiology I (4) |
| BIO | 211 | Anatomy & Physiology II (4) |
| BIO | 225 | Microbiology (4) |
| ENG | 101 | English Composition I (3) |
| ENG | 102 | English Composition II (3) |
| MAT | 101 | Beginning Algebra (3) |
| | | or |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 120 | Probability and Statistics (3) |
| PSY | 201 | General Psychology (3) |
| PSY | 203 | Human Growth and Development (3) |

Other Core Courses - 3 Credit Hours

| | | |
|-----|-----|-------------------------------|
| CPT | 101 | Introduction to Computers (3) |
|-----|-----|-------------------------------|

Note: General education courses should be taken in the sequence outlined in the ADN section of this catalog.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL ADMISSION

SEMESTER I (FALL)

| | | | Class | Lab | Credit |
|-----|-----|--|-------|-----|--------|
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| NUR | 106 | Pharmacologic Basics in Nursing Practice | 2 | 0 | 2 |
| NUR | 201 | Transition Nursing* | 3 | 0 | 3 |
| PSY | 203 | Human Growth and Development | 3 | 0 | 3 |
| | | | 11 | 3 | 12 |

SEMESTER II (SPRING)

| | | | | | |
|-----|-----|-------------------------|-----|------|----|
| NUR | 214 | Mental Health Nursing | 2.5 | 4.5 | 4 |
| NUR | 220 | Family Centered Nursing | 5 | 6 | 7 |
| | | | 7.5 | 10.5 | 11 |

SEMESTER III (SUMMER)

| | | | | | |
|-----|-----|---------------------------|---|---|----|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 217 | Trends and Issues | 2 | 0 | 2 |
| NUR | 221 | Advanced Nursing Concepts | 2 | 9 | 5 |
| | | | 7 | 9 | 10 |

SPRING ADMISSION

SEMESTER I (SPRING)

| | | | | | |
|-----|-----|--|---|---|---|
| NUR | 106 | Pharmacologic Basics in Nursing Practice | 2 | 0 | 2 |
| NUR | 201 | Transition Nursing* | 3 | 0 | 3 |
| | | | 5 | 0 | 5 |

SEMESTER II (SUMMER)

| | | | | | |
|-----|-----|------------------------------|---|---|---|
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| PSY | 203 | Human Growth and Development | 3 | 0 | 3 |
| | | | 6 | 3 | 7 |

SEMESTER III (FALL)

| | | | | | |
|-----|-----|-------------------------|-----|------|----|
| NUR | 214 | Mental Health Nursing | 2.5 | 4.5 | 4 |
| NUR | 220 | Family Centered Nursing | 5 | 6 | 7 |
| | | | 7.5 | 10.5 | 11 |

SEMESTER IV (SPRING)

| | | | | | |
|-----|-----|---------------------------|---|---|----|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 217 | Trends and Issues | 2 | 0 | 2 |
| NUR | 221 | Advanced Nursing Concepts | 2 | 9 | 5 |
| | | | 7 | 9 | 10 |

*Credit for NUR 101 Fundamentals of Nursing, NUR 120 Basic Nursing Concepts, and NUR 210 Complex Health Problems will be substituted after successful completion of NUR 201, Transition Nursing.

This program is aligned with the Health Science Career Cluster.

- May challenge up to 7 semester credit hours from the following Associate Degree Nursing courses:
 NUR 106 Pharmacologic Basics in Nursing Practice (2)
 NUR 214 Mental Health Nursing (4)
 NUR 220 Family Centered Nursing (7)
- All prerequisites for challenge courses must be met prior to approval for challenge.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program. After admission, students:

- Must maintain a minimum 2.0 GPA on program curriculum courses in order to progress.
- Must earn a minimum of a “C” or higher in each required program curriculum course. Based on availability of space, students may retake program curriculum courses completed with less than a “C” one time only.
- Must successfully complete all components of a nursing program course (theory, clinical, drug calculation proficiency, and pharmacology proficiency tests) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Must complete all course requirements within three years of the starting date of the first nursing course (NUR106/NUR201).
- Are limited to two attempts at successful completion of any nursing program curriculum course. A grade of “F” or a withdrawal (“W” or “WA”) in a nursing program curriculum course will count as one attempt to complete the program and result in suspension from the program.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program. Online CPR (Health Care Provider) certification/recertification will not be accepted.

Transfers or Readmissions

- Students who have been suspended once from a nursing program curriculum course at Central Carolina or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission.
- Students who have been suspended more than once from a nursing program curriculum course will be dismissed from the Associate Degree Nursing program and will be ineligible for admission or readmission for a minimum of three years. However, students may petition the Nursing Admission and Transfer Committee for special consideration.
- Students seeking transfer must meet all nursing admission requirements and submit syllabi, course outlines, and catalogs from the former institution for review.
- Students seeking transfer or readmission are reviewed on an individual basis by the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by the Admission and Transfer Committee to assure theoretical knowledge and clinical competencies are current.

Major in Nursing (ADN)(NURS)
Associate Degree in Applied Science
68 Semester Hours

The Associate Degree in Applied Science Nursing program at Central Carolina Technical College prepares graduates to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000. Successful completion of the Associate Degree Nursing program does not guarantee licensure to practice as a registered nurse.

The nursing curriculum prepares graduates to function as competent registered nurses who are caring and sensitive to diversity, use critical thinking and technology to provide care in structured settings for individuals and their families/significant others. Throughout the curriculum, students have planned clinical and laboratory experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing and/or South Carolina Technical College System and/or the Accreditation Commission for Education in Nursing (ACEN).

Admission Requirements

Application for admission to the Associate Degree Nursing program is based on a COMPETITIVE ADMISSION PROCESS; therefore, meeting the minimum admission criteria does not guarantee an applicant admission to the Associate Degree Nursing program.

Application Deadline

Deadline to apply for fall admission to the Associate Degree Nursing program is MARCH 15th.
Deadline to apply for spring admission to the Associate Degree Nursing program is AUGUST 31st.

An applicant may not apply for fall admission (March 15th) to both the Associate Degree Nursing program and the Practical Nursing program. However, an applicant applying for fall admission (March 15th) to the Associate Degree Nursing program may request their application be considered for admission to the Practical Nursing program if not accepted into the Associate Degree Nursing program. If an applicant confirms their acceptance into the Practical Nursing Program, the applicant will be ineligible to apply to the Associate Degree Nursing program until they have completed the Practical Nursing program.

NOTE: If the deadline date falls on a weekend or holiday, the deadline date is the next business day.

All applicants must meet the general enrollment requirements of Central Carolina Technical College (see College general admissions requirements) as well as all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.

Competitive Admission Process

The Associate Degree Nursing program has a limited enrollment and students must apply for admission. An applicant may obtain an Admission Eligibility Verification and Application form from their advisor and/or Health Sciences Administrative Assistant in the Health Sciences Center. An applicant should carefully read and complete the Admission Eligibility Verification and Application form prior to submitting the form to their assigned advisor. The advisor will verify the information on the Admission Eligibility Verification and Application form and forward the completed/verified form to the Nursing Department Chair. It is the applicant's responsibility to complete the Admission Eligibility Verification and Application form correctly and submit the form to their advisor by the deadline.

Must be satisfied PRIOR to the Associate Degree Nursing program application admission process.

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions) two weeks prior to the admission deadline.
- Completion and grade of “C” or higher in BIO 210 (Anatomy and Physiology I) and MAT 101 (Beginning Algebra) or MAT 110 (College Algebra) or MAT 120 (Probability and Statistics) within the past ten (10) years.
- Completion and grade of “C” or higher in ENG 101 (English Composition I).
- Completion of version 5.0 of the Test of Essential Academic Skills (TEAS V) with a score at the Academic Preparedness Level of “Proficient”, “Advanced”, or “Exemplary”.
- Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale in Associate Degree Nursing program curriculum courses.

Admission into the Associate Degree Nursing program is competitive and based on a selective point system process. The point system is an objective means for evaluating nursing applicants. Applicants will be numerically ranked according to the following criteria:

- **Test of Essential Academic Skills (TEAS V)**
Thirty-six percent (36%) of an applicant’s total points will come from the TEAS V. An applicant must take the TEAS V as part of the application process and score at the “Proficient”, “Advanced” or “Exemplary” level in the Academic Preparedness Level Category. Combining TEAS V scores will not be allowed. An applicant may take the TEAS V twice in a calendar year (January 1st through December 31st). An applicant must wait thirty days prior to taking the TEAS V a second time. An applicant may take the TEAS V no more than four times. TEAS V scores older than five years will not be accepted.

An Applicant applying to the Associate Degree Nursing program must score at the Academic Preparedness Level of “Proficient”, “Advanced” or “Exemplary” on version 5.0 of the TEAS.

- **Admission Program GPA**
Thirty-four percent (34%) of an applicant’s total points will come from the GPA of all program curriculum courses (general education courses) taken in the Associate Degree Nursing program. However, an applicant must have completed BIO 210 (Anatomy and Physiology I), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 110 (College Algebra) or MAT 120 (Probability and Statistics) with a grade of “C” or higher to be eligible to submit an admission application. The admission program GPA will be calculated on a 4.0 scale for all completed program curriculum courses (general education courses) in the Associate Degree Nursing program taken at Central Carolina Technical College or transferred into Central Carolina Technical College. Points will be awarded based on the admission program GPA at the time the admission application is submitted.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will NOT be calculated in the admission program GPA.

The General Education Core Courses required in the Associate Degree Nursing program curriculum are:

BIO 210 Anatomy & Physiology I (4)
BIO 211 Anatomy & Physiology II (4)
BIO 225 Microbiology (4)
ENG 101 English Composition I (3)
ENG 102 English Composition II (3)
MAT 101 Beginning Algebra (3)
or
MAT 110 College Algebra (3)
or
MAT 120 Probability and Statistics (3)
PSY 201 General Psychology (3)
PSY 203 Human Growth and Development (3)

Other Core Courses – 3 Credit Hours

CPT 101 Introduction to Computers (3)

General education courses in the Associate Degree Nursing program curriculum may be retaken one time only.

- **Initial Core Courses**

Eighteen percent (18%) of an applicant's total points will come from the required initial core courses; BIO 210 (Anatomy and Physiology I), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 110 (College Algebra) or MAT 120 (Probability and Statistics). An applicant must have completed BIO 210, ENG 101, and MAT 101 or MAT 110 or MAT 120 with a grade of "C" or higher to be eligible to submit an admission application. Points will be awarded based on grades achieved in BIO 210, ENG 101, and MAT 101 or MAT 110 or MAT 120. Higher points will be awarded for MAT 120.

Credit awarded as "E" to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will be treated as a grade of "C".

- **Service Area, Collegiate Credential, and Certified Nurse Aide**

Twelve percent (12%) of the applicant's total points will come from the following:

1) Service Area, 2) Collegiate Credential, and 3) Certified Nurse Aide.

Service Area – a resident of Clarendon, Kershaw, Lee, and Sumter counties in South Carolina will be awarded points in the competitive admission process. It is the applicant's responsibility to submit proper documentation of residency.

Collegiate Credential (credit only) – an applicant with a regionally accredited post-secondary degree, diploma, or certificate will be awarded points in the competitive admission process. Only post-secondary degrees, diplomas, or certificates accepted by the College Registrar prior to the application deadline will be considered. Points will be awarded based on the highest degree earned. Two or more degrees will not be counted. For example, if an applicant has completed a Baccalaureate Degree as well as an Associate Degree, the applicant will only receive points for the Baccalaureate Degree or if an applicant has two Baccalaureate Degrees, the applicant will only receive points for one of the two Baccalaureate Degrees.

Certified Nurse Aide – an applicant who is currently listed as active on the South Carolina Nurse Aide Registry will be awarded points in the competitive admission process.

- **Additional Points**

Additional points may be added to an applicant's total points if the applicant completes BIO 211 (Anatomy and Physiology II) and/or BIO 225 (Microbiology) with a grade of "B" or higher prior to submitting their admission application. Points will be awarded based on grades achieved in BIO 211 and/or BIO 225. Up to ten additional points may be awarded.

Applicants to the Associate Degree Nursing program will be ranked based upon points awarded, and the applicants will the highest of number of points will be selected to fill the available seats in the Associate Degree Nursing program. If two or more applicants have the identical point count total, the highest TEAS V Adjusted Individual Total Score will be the deciding factor.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program. After admission, students:

- Must maintain a minimum 2.0 GPA on program curriculum courses in order to progress.
- Must earn a minimum of a "C" or higher in each required program curriculum course. Based on availability of space, students may retake program curriculum courses completed with less than a "C" one time only.
- Must successfully complete all components of a nursing program course (theory, clinical, drug calculation proficiency, and pharmacology proficiency tests) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Must complete all course requirements within three years of the starting date of the first nursing course (NUR101/NUR106).
- Are limited to two attempts at successful completion of any nursing program curriculum course. A grade of "F" or a withdrawal ("W" or "WA") in a nursing program curriculum course will count as one attempt to complete the program and result in suspension from the program.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD).
Online CPR (Health Care Provider) certification/recertification will not be accepted.

Transfers or Readmissions

- Students who have been suspended once from a nursing program curriculum course at Central Carolina or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission.
- Students who have been suspended more than once from a nursing program curriculum course will be dismissed from the Associate Degree Nursing program and will be ineligible for admission or readmission for a minimum of three years. However, students may petition the Nursing Admission and Transfer Committee for special consideration.
- Students seeking transfer must meet all nursing admission requirements and submit syllabi, course outlines, and catalogs from the former institution for review.
- Students seeking transfer or readmission are reviewed on an individual basis by the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by the Admission and Transfer Committee to assure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSES

| | | |
|-----|-----|--------------------------------|
| BIO | 210 | Anatomy & Physiology I (4) |
| ENG | 101 | English Composition I (3) |
| MAT | 101 | Beginning Algebra (3) |
| | | or |
| MAT | 110 | College Algebra (3) |
| | | or |
| MAT | 120 | Probability and Statistics (3) |

FALL ADMISSION

SEMESTER I (FALL)

| | | | Class | Lab | Credit |
|-----|-----|--|-------|------|--------|
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| NUR | 101 | Fundamentals of Nursing | 3.5 | 7.5 | 6 |
| NUR | 106 | Pharmacologic Basics in Nursing Practice | 2 | 0 | 2 |
| | | | 8.5 | 10.5 | 12 |

SEMESTER II (SPRING)

| | | | | | |
|-----|-----|---------------------------|----|---|----|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| NUR | 120 | Basic Nursing Concepts | 5 | 6 | 7 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | 11 | 6 | 13 |

SEMESTER III (SUMMER)

| | | | | | |
|-----|-----|------------------------------|---|---|----|
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| NUR | 210 | Complex Health Problems | 3 | 6 | 5 |
| PSY | 203 | Human Growth and Development | 3 | 0 | 3 |
| | | | 9 | 9 | 12 |

SEMESTER IV (FALL)

| | | | | | |
|-----|-----|-------------------------|-----|------|----|
| NUR | 214 | Mental Health Nursing | 2.5 | 4.5 | 4 |
| NUR | 220 | Family Centered Nursing | 5 | 6 | 7 |
| | | | 7.5 | 10.5 | 11 |

NURSING (ADN) (NURS)**PROGRAMS OF STUDY****SEMESTER V (SPRING)**

| | | | | | |
|-----|-----|---------------------------|---|---|----|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 217 | Trends and Issues | 2 | 0 | 2 |
| NUR | 221 | Advanced Nursing Concepts | 2 | 9 | 5 |
| | | | 7 | 9 | 10 |

SPRING ADMISSION**SEMESTER I (SPRING)**

| | | | Class | Lab | Credit |
|-----|-----|--|--------------|------------|---------------|
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| NUR | 101 | Fundamentals of Nursing | 3.5 | 7.5 | 6 |
| NUR | 106 | Pharmacologic Basics in Nursing Practice | 2 | 0 | 2 |
| | | | 8.5 | 10.5 | 12 |

SEMESTER II (SUMMER)

| | | | | | |
|-----|-----|---------------------------|----|---|----|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| NUR | 120 | Basic Nursing Concepts | 5 | 6 | 7 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | 11 | 6 | 13 |

SEMESTER III (FALL)

| | | | | | |
|-----|-----|------------------------------|---|---|----|
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| NUR | 210 | Complex Health Problems | 3 | 6 | 5 |
| PSY | 203 | Human Growth and Development | 3 | 0 | 3 |
| | | | 9 | 9 | 12 |

SEMESTER IV (SPRING)

| | | | | | |
|-----|-----|-------------------------|-----|------|----|
| NUR | 214 | Mental Health Nursing | 2.5 | 4.5 | 4 |
| NUR | 220 | Family Centered Nursing | 5 | 6 | 7 |
| | | | 7.5 | 10.5 | 11 |

SEMESTER V (SUMMER)

| | | | | | |
|-----|-----|---------------------------|---|---|----|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 217 | Trends and Issues | 2 | 0 | 2 |
| NUR | 221 | Advanced Nursing Concepts | 2 | 9 | 5 |
| | | | 7 | 9 | 10 |

This program is aligned with the following career cluster: Health Science.

Massage Therapy Certificate (MTHC) 36 Semester Hours

The Massage Therapy Program is an entry-level training program for students interested in becoming a massage therapist or for health care providers wishing to expand their range of clinical skills and knowledge. The Massage Therapy program prepares graduates to work in direct client care settings to provide manipulation (massage) of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness.

Employment opportunities may be found in health care facilities, rehabilitation centers, medical offices, nursing homes, spas, health and sports clubs, hotels/resorts, cruise ships, and private practice.

Upon successful completion of the Massage Therapy Certificate, students are eligible to apply to take the National Certification Examination (NCE), or the Federation of States Examination (MBLEx) before applying for a South Carolina license. Note: South Carolina licensure eligibility may be denied to applicants with criminal convictions.

Admission Requirements

- Students must meet the general admission requirements to the College as well as requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- The Massage Therapy Program has limited enrollment and students are admitted annually in the fall semester for the day program and spring for evening program
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must have completed all developmental and prerequisite courses (BIO 100) prior to acceptance into the massage therapy courses (MTH).
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline..
- Qualified applicants must submit results of annual tuberculin skin test (PPD), and current CPR (Health Care Provider). Online (Health Care Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks toxicology screenings by the designated deadline conducted through Verified Credentials.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake program curriculum courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (MTH 120).
- Students are limited to two attempts at successful completion of any massage therapy program (including Central Carolina Technical College). A withdrawal "W" or "WA" constitutes an attempt in a massage therapy (MTH) course and will count as one attempt to complete the program.
- Students must maintain annual tuberculin skin test (PPD), and current CPR (Health Care Provider) to remain in the program. Online CPR (Health Care Provider) certification/recertification will not be accepted.
- Students must purchase and maintain professional liability insurance with the College.
- Students must obtain one sixty-minute professional massage therapy session from a licensed massage therapist.
- Students may be required to purchase a portable massage table during the first semester. Prices vary starting at approximately \$450.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

DAY PROGRAMS

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|--|----------|----------|----------|
| MTH | 120 | Introduction to Massage | 2 | 6 | 4 |
| MTH | 121 | Principles of Massage I | 2 | 6 | 4 |
| MTH | 136 | Kinesiology for Massage | 1.5 | 1.5 | 2 |
| MTH | 137 | Anatomy and Physiology for Massage Therapy I | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | 7.5 | 13.5 | 12 |

SPRING SEMESTER

| | | | | | |
|-----|-----|--|----------|----------|----------|
| MTH | 122 | Principles of Massage II | 2 | 6 | 4 |
| MTH | 123 | Massage Clinical I | 1 | 6 | 3 |
| MTH | 126 | Pathology for Massage Therapy | 2 | 0 | 2 |
| MTH | 139 | Anatomy and Physiology for Massage Therapy III | 2 | 0 | 2 |
| MTH | 141 | Pharmacology for Massage Therapy | <u>1</u> | <u>0</u> | <u>1</u> |
| | | | 8 | 12 | 12 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|---|----------|----------|----------|
| MTH | 124 | Massage Business Applications | 3 | 0 | 3 |
| MTH | 127 | Principles of Massage III | 1 | 6 | 3 |
| MTH | 128 | Clinical Applications of Massage | 2 | 6 | 4 |
| MTH | 138 | Anatomy and Physiology for Massage Therapy II | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | 8 | 12 | 12 |

EVENING PROGRAMS

SPRING SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|--|----------|----------|----------|
| MTH | 120 | Introduction to Massage | 2 | 6 | 4 |
| MTH | 121 | Principles of Massage I | 2 | 6 | 4 |
| MTH | 136 | Kinesiology for Massage | 1.5 | 1.5 | 2 |
| MTH | 137 | Anatomy and Physiology for Massage Therapy I | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | 7.5 | 13.5 | 12 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|--|----------|----------|----------|
| MTH | 122 | Principles of Massage II | 2 | 6 | 4 |
| MTH | 123 | Massage Clinical I | 1 | 6 | 3 |
| MTH | 126 | Pathology for Massage Therapy | 2 | 0 | 2 |
| MTH | 139 | Anatomy and Physiology for Massage Therapy III | 2 | 0 | 2 |
| MTH | 141 | Pharmacology for Massage Therapy | <u>1</u> | <u>0</u> | <u>1</u> |
| | | | 8 | 12 | 12 |

FALL SEMESTER

| | | | | | |
|-----|-----|---|----------|----------|----------|
| MTH | 124 | Massage Business Applications | 3 | 0 | 3 |
| MTH | 127 | Principles of Massage III | 1 | 6 | 3 |
| MTH | 128 | Clinical Applications of Massage | 2 | 6 | 4 |
| MTH | 138 | Anatomy and Physiology for Massage Therapy II | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | 8 | 12 | 12 |

This program is aligned with the following career cluster: Health Science.

**Major in Medical Assisting (MASG)
Diploma in Applied Science
50 Semester Hours**

The Medical Assisting Diploma in Applied Science program prepares graduates to assist other health care professionals in offices and/or other medical settings and perform delegated administrative and clinical duties in accordance with respective state laws governing such actions and activities.

Upon successful completion of the Medical Assisting program, the graduate is eligible to take the Certification exam as a RMA (Registered Medical Assistant-American Medical Technologists) and/or as a CMA (AAMA), (Certified Medical Assistant-American Association of Medical Assistants). Note: Certification examination eligibility may be denied to applicants with criminal convictions.

The Central Carolina Technical College Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Medical Assisting courses have a limited enrollment and students are admitted annually. For entrance into the Medical Assisting courses, students must complete the Medical Assisting Diploma program Admission Eligibility Verification and Application form with the Medical Assisting Program Manager.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance.
- Applications will be accepted into the Medical Assisting courses until the Friday before classes begin.

Must be satisfied PRIOR to the Medical Assisting program application admission process.

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Completion and grade of "C" or higher in BIO 100 (Introductory Biology) within the past ten (10) years or placement score.
- Completion and grade of "C" or higher in AHS 102 (Medical Terminology).
- Completion and grade of "C" or higher in MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics) within the past ten (10) years.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (MED 114).
- Students are limited to two attempts at successful completion of any medical assistant program (including Central Carolina Technical College). A withdrawal "W" or "WA" constitutes an attempt at a MED course and will count as one attempt to complete the program.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program.

Transfers or Readmissions

- Students who have withdrawn or have been suspended once from the Medical Assisting Diploma program at Central Carolina Technical College or any other educational institution must request admission/readmission to the program with the Medical Assisting Program Manager.
- Students who have withdrawn or have been suspended more than once will be dismissed from the Medical Assisting program and will be ineligible for admission or readmission. However, students may petition the Dean of Health Sciences for special consideration if they have extenuating circumstances. The final decision for an exception rests with the Dean of Health Sciences.
- Students seeking transfer must meet all admission requirements and submit syllabi, course outlines, and catalog from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| INITIAL CORE COURSES | | | Class | Lab | Credit |
|----------------------|-----|---------------------------------------|-------|-----|--------|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| BIO | 112 | Basic Anatomy and Physiology* | 3 | 3 | 4 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MAT | 101 | Beginning Algebra | | | |
| | | or | | | |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| | | | 12 | 3 | 13 |
| FALL SEMESTER | | | | | |
| MED | 103 | Medical Assisting Introduction | 3 | 0 | 3 |
| MED | 105 | Medical Assisting Office Skills I | 3.5 | 4.5 | 5 |
| MED | 112 | Medical Assisting Pharmacology | 1.5 | 1.5 | 2 |
| MED | 114 | Medical Assisting Clinical Procedures | 2 | 6 | 4 |
| | | | 10 | 12 | 14 |
| SPRING SEMESTER | | | | | |
| ENG | 101 | English Composition I | | | |
| | | or | | | |
| ENG | 165 | Professional Communications | 3 | 0 | 3 |
| MED | 107 | Medical Office Management | 3 | 3 | 4 |
| MED | 108 | Common Diseases of the Medical Office | 2 | 3 | 3 |
| MED | 115 | Medical Office Laboratory Procedures | 2 | 6 | 4 |
| | | | 10 | 12 | 14 |
| SUMMER SEMESTER | | | | | |
| MED | 156 | Clinical Experience I | 1 | 15 | 6 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | 4 | 15 | 9 |

*BIO 210 and BIO 211 may take the place of BIO 112.

This program is aligned with the following career cluster: Health Science.

Medical Record Coding Certificate (MRCO) 38 Semester Hours

The Medical Record Coding Certificate program is designed to prepare health information professionals who focus on medical record management with an emphasis on procedural and diagnostic coding for reimbursement of professional services performed in healthcare facilities. The program includes medical terminology, human disease process, pharmacology, medical billing, procedural and diagnostic coding and medical records regulations. Upon successful completion of the Medical Record Coding Certificate program, the student may be eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

Admission Requirements

- Must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Must meet computer competency required for placement in online courses.
- The Medical Record Coding Program has limited enrollment and students are admitted annually in the fall semester.
- Acceptance into the health information management courses is contingent upon students completing the MRCO application form and submitting it to the Medical Record Coding Program Manager.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the health information management courses (HIM).

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, practicum) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students are limited to two attempts at successful completion of any medical coding program (including Central Carolina Technical College). A withdrawal "W" or "WA" constitutes an attempt at a HIM course and will count as one attempt to complete the program.
- Students must complete all course requirements within two years of starting date of first HIM course (HIM 103).

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

MEDICAL RECORD CODING**PROGRAMS OF STUDY**

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|------------------------|-----|---|--------------|------------|---------------|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| HIM | 104 | Anatomy and Physiology for Medical Record Coding* | 3 | 0 | 3 |
| HIM | 103 | Introduction to Health Information and Coding | 3 | 0 | 3 |
| HIM | 140 | Current Procedural Terminology | 3 | 0 | 3 |
| HIM | 266 | Computers in Health Care | 3 | 0 | 3 |
| | | | 15 | 0 | 15 |
| SPRING SEMESTER | | | | | |
| 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 | 137 | Pharmacology for Coders | 1 | 0 | 1 |
| HIM | 216 | Coding and Classification I | 3 | 0 | 3 |
| | | | 13 | 0 | 13 |
| SUMMER SEMESTER | | | | | |
| HIM | 105 | Medical Office Communication and Practices | 3 | 0 | 3 |
| HIM | 115 | Medical Records and the Law | 2 | 0 | 2 |
| HIM | 150 | Coding Practicum I | 3 | 0 | 3 |
| HIM | 228 | Coding Seminar | 2 | 0 | 2 |
| | | | 10 | 0 | 10 |

**BIO 112 or BIO 210 and BIO 211 may take the place of HIM 104.*

This program is aligned with the following career cluster: Health Science.

Pharmacy Technician Certificate (PHMT)

36 Semester Hours

The Pharmacy Technician Certificate Curriculum is a formal academic training program that prepares individuals to become pharmacy technicians. These allied health professionals assist and support licensed pharmacists in preparing and dispensing medications and other health care products to patients. Under the direction of a pharmacist, the pharmacy technician performs pharmacy-related functions, in compliance with specific policies and procedures that provide optimal pharmaceutical care for their patients.

Pharmacy technicians are in high demand in health care and in the pharmaceutical industry. Job opportunities for pharmacy technicians are good, especially for those with previous experience, formal training, or certification, according to the U.S. Department of Labor. Possible career opportunities for pharmacy technicians include a variety of practice environments including hospital, infusion, and long term care, and mail-order, chain and community pharmacy services. Pharmacy technicians work in computerized, clean, organized, well-lighted, and well-ventilated areas. Most of their workday is spent on their feet. They may be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves.

Pharmacy technicians often have varying work schedules that include nights, weekends, and holidays. In facilities that are open twenty-four hours a day, such as hospital and mail order pharmacies, technicians may be required to work nights. Many technicians work part time.

The South Carolina Pharmacy Practice Act (administered by the S.C. Board of Pharmacy) requires all pharmacy technicians desiring state certification to (1) pass the Pharmacy Technician Certification Board (PTCB)- a national exam, (2) complete 1000 hours of practice (up to 400 clinical training hours in an educational program are recognized) under the supervision of a licensed pharmacist, and (3) provide proof of completion of a formal academic pharmacy technician training program that is nationally accredited.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences Program section of this catalog.
- The Pharmacy Technician Certificate Program has limited enrollment. Students are admitted in the fall and spring semester.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance.
- Qualified Applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline.
- Qualified applicants must submit results of annual tuberculin skin test (PPD) and current CPR (Health Care Provider). Online CPR (Health Care Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through Verified Credentials.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation (S.C. Board of Pharmacy) prior to beginning clinical rotations. This involves completing a registration application and paying a fee. The application includes the following two questions:

- 1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?
- 2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam includes the statement you must “have never been convicted of a felony”.

Therefore, students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and cannot complete the program. Note: SC Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to a controlled substance.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake program curriculum courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (PHM).
- Students are limited to two attempts at successful completion of any pharmacy technician course (including Central Carolina Technical College). A withdrawal "W" or "WA" constitutes an attempt at a PHM course and will count as one attempt to complete the program.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program. Online CPR (Health Care Provider) certification/recertification will not be accepted.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| INITIAL CORE COURSE | | | Class | Lab | Credit |
|---------------------|-----|-------------------------------|-------|-----|--------|
| MAT | 101 | Beginning Algebra | 3 | 0 | 3 |
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| BIO | 112 | Basic Anatomy and Physiology* | 4 | 0 | 4 |
| | | | 10 | 0 | 10 |

FALL ADMISSION

FALL SEMESTER

| | | | | | |
|-----|-----|------------------------------------|----|---|----|
| AOT | 104 | Keyboarding and Input Technologies | 3 | 0 | 3 |
| PHM | 101 | Introduction to Pharmacy | 3 | 0 | 3 |
| PHM | 113 | Pharmacy Technician Math | 3 | 0 | 3 |
| PHM | 114 | Therapeutic Agents I | 3 | 0 | 3 |
| PHM | 152 | Pharmacy Technician Practicum I | 0 | 6 | 2 |
| | | | 12 | 6 | 14 |

SPRING SEMESTER

| | | | | | |
|-----|-----|----------------------------------|---|----|----|
| PHM | 110 | Pharmacy Practice | 3 | 3 | 4 |
| PHM | 118 | Pharmacy Seminar | 1 | 0 | 1 |
| PHM | 124 | Therapeutic Agents II | 3 | 0 | 3 |
| PHM | 164 | Pharmacy Technician Practicum II | 0 | 12 | 4 |
| | | | 7 | 15 | 12 |

PROGRAMS OF STUDY

PHARMACY TECHNICIAN

SPRING ADMISSION

FALL SEMESTER

| | | | | | |
|-----|-----|------------------------------------|----|---|----|
| AOT | 104 | Keyboarding and Input Technologies | 3 | 0 | 3 |
| PHM | 101 | Introduction to Pharmacy | 3 | 0 | 3 |
| PHM | 113 | Pharmacy Technician Math | 3 | 0 | 3 |
| PHM | 114 | Therapeutic Agents I | 3 | 0 | 3 |
| PHM | 152 | Pharmacy Technician Practicum I | 0 | 6 | 2 |
| | | | 12 | 6 | 14 |

SPRING SEMESTER

| | | | | | |
|-----|-----|----------------------------------|---|----|----|
| PHM | 110 | Pharmacy Practice | 3 | 3 | 4 |
| PHM | 118 | Pharmacy Seminar | 1 | 0 | 1 |
| PHM | 124 | Therapeutic Agents II | 3 | 0 | 3 |
| PHM | 164 | Pharmacy Technician Practicum II | 0 | 12 | 4 |
| | | | 7 | 15 | 12 |

**BIO 210 and BIO 211 may take the place of BIO 112*

This program is aligned with the following career cluster: Health Science.

**Major in Surgical Technology (SURT)
Diploma in Applied Science
52 Semester Hours**

The Surgical Technology Diploma in Applied Science program is designed to prepare individuals for employment as surgical technologists. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The primary responsibility of the surgical technologist is to maintain the sterile field while ensuring that all other members of the surgical team adhere to aseptic technique.

The qualified candidate will have excellent eye-hand coordination, effective communication skills, an affinity for detail, and the ability to function well in stressful situations. Knowledge of human anatomy, surgical instrumentation, supplies and procedures allows the surgical technologist to function as an integral member of the surgical team. Program graduates will be eligible to take the national certifying examination and will be qualified for employment in many diverse areas of the health care system, such as the following: operating rooms, emergency rooms, labor and delivery, GI and cardiac catheterization labs, ambulatory surgery centers, sterile supply, cell saver technologist, private physician's scrub surgical technologists, instrument sales representatives and veterinary assistants.

The Surgical Technology Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 (727-210-2350), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Admission Requirements

Application for admission to the Surgical Technology program is based on a COMPETITIVE ADMISSION PROCESS; therefore, meeting the minimum admission criteria does not guarantee an applicant admission to the Surgical Technology program.

Application Deadline

Students are admitted to the Surgical Technology program annually in the fall semester.

Deadline to apply for fall admission to the Surgical Technology program is July 15th.

NOTE: *If the deadline date falls on a weekend or holiday, the deadline date becomes the next business day.*

All applicants must meet the general enrollment requirements of Central Carolina Technical College (see general College admissions requirements) as well as all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.

Competitive Admission Process

The Surgical Technology program has a limited enrollment and students must apply for admission. An applicant may obtain an Admission Eligibility Verification and Application form from their advisor and/or Health Sciences Administrative Assistant in the Health Sciences Center. An applicant should carefully read and complete the Admission Eligibility Verification and Application form prior to submitting the form to their assigned advisor. The advisor will verify the information on the Admission Eligibility Verification and Application form and forward the completed/verified form to the Surgical Technology Program Manager. It is the applicant's responsibility to complete the Admission Eligibility Verification and Application form correctly and submit the form to their advisor by the deadline.

Must be satisfied PRIOR to the Surgical Technology program application admission process.

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions).

- Completion and grade of “C” or higher in BIO 112 (Basic Anatomy and Physiology) and MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics) within the past ten (10) years. BIO 210 and BIO 211 may be used to replace BIO 112 if both of these courses have been completed within the past ten (10) years with a grade of “C” or better.
- Completion and grade of “C” or higher in ENG 101 (English Composition I) and AHS 102 (Medical Terminology).
- Completion of version 5.0 of the Test of Essential Academic Skills (TEAS V) with a score at the Academic Preparedness Level of “Basic” (with a score of 55 or higher), “Proficient”, “Advanced” or “Exemplary”.
- Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale in Surgical Technology program curriculum courses.

Admission into the Surgical Technology program is competitive and based on a selective point system process. The point system process is an objective means for evaluating applicants. Applicants will be numerically ranked according to the following criteria.

- **Test of Essential Academic Skills (TEAS V)**

Thirty-six percent (36%) of an applicant’s total points will come from the TEAS V. An applicant must take the TEAS as part of the application process and score at the “Basic” (with a score of 55 or higher), “Proficient”, “Advanced” or “Exemplary” level in the Academic Preparedness Level Category. Combining TEAS V scores from separate tests will not be allowed. An applicant may take the TEAS V twice in a calendar year (January 1st thru December 31st). An applicant must wait thirty days prior to taking the TEAS V a second time. An applicant may take the TEAS V no more than four times. TEAS V scores that are older than five years will not be accepted.

An Applicant applying to the Surgical Technology program must score at the Academic Preparedness Level of “Basic” (with a score of 55 or higher), “Proficient”, “Advanced” or “Exemplary” on version V of the TEAS.

- **Admission Program GPA**

Thirty-four percent (34%) of an applicant’s total points will come from the GPA of all program curriculum courses (general education courses) taken in the Surgical Technology program. However, an applicant must have completed *BIO 112 (Basic Anatomy and Physiology), ENG 101(English Composition I), AHS 102 (Medical Terminology) and MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics) with a grade of “C” or higher to be eligible to submit an admission application. The admission program GPA will be calculated on a 4.0 scale for all completed program curriculum courses (general education courses) in the Surgical Technology program taken at Central Carolina Technical College or transferred into Central Carolina Technical College. Points will be awarded based on the admission program GPA at the time the admission application is submitted.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will NOT be calculated in the admission program GPA.

The program curriculum courses (general education courses) required in the Surgical Technology program curriculum are:

BIO 112 Basic Anatomy & Physiology (4)
BIO 115 Basic Microbiology (3)
ENG 101 English Composition I (3)
AHS 102 Medical Terminology (3)
PSY 201 General Psychology (3)
MAT 101 Beginning Algebra (3)
or
MAT 155 Contemporary Mathematics (3)

General education courses in the Surgical Technology curriculum may be retaken one time only.

*BIO 210/BIO 211 may be used to replace BIO 112

*BIO 225 may be used to replace BIO 115

- **Initial Core Courses**

Eighteen percent (18 %) of an applicant's total points will come from the required initial core courses; *BIO 112 (Basic Anatomy and Physiology), ENG 101 (English Composition I), MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics) and AHS 102 (Medical Terminology). An applicant must have completed BIO 112, ENG 101, and AHS 102 with a grade of "C" or higher to be eligible to submit an admission application. Points will be awarded based on grades achieved in BIO 112, ENG 101, MAT 101 or MAT 155, and AHS 102.

*Completion of BIO 210 and BIO 211 with a grade of "C" or better on each may be substituted for BIO 112. However, the grade received in BIO 210 will be used to award the points for the initial core course.

*Completion of BIO 225 with a grade of "C" or better may be substituted for BIO 115.

Credit awarded as "E" to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will be treated as a grade of "C".

- **Service Area, Collegiate Credential, and Certified Nursing Aide**

Twelve percent (12%) of the applicant's total points will come from the following:

1) Service Area, 2) Collegiate Credential, and 3) Certified Nurse Aide.

Service Area – a resident of Clarendon, Kershaw, Lee, and Sumter counties in South Carolina will be awarded points in the competitive admission process. The Central Carolina Technical College Admissions and Counseling Services Office will be responsible for making all residency determinations. It is the applicant's responsibility to submit proper documentation of residency.

Collegiate Credential (credit only) – an applicant with a regionally accredited post-secondary degree, diploma, or certificate will be awarded points in the competitive admission process. Only post-secondary degrees, diplomas, or certificates accepted by the College Registrar prior to the application deadline will be considered. Points will be awarded based on the highest degree earned. Two or more degrees will not be counted. For example, if an applicant has completed a Baccalaureate Degree as well as an Associate Degree, the applicant will only receive points for the Baccalaureate Degree or if an applicant has two Baccalaureate Degrees, the applicant will only receive points for one of the two Baccalaureate Degrees.

Certified Nursing Aide – an applicant who is currently listed as Active on the South Carolina Nurse Aide Registry will be awarded points in the competitive admission process.

Additional Points

Additional points may be added to an applicant's total points if the applicant completes PSY 201 (General Psychology) or has taken the second of the Anatomy and Physiology course series (BIO 211) and achieved a grade of "B" or higher prior to submitting their admission application. Points will be awarded based on the grades achieved in BIO 211 and/or PSY 201. Up to nine additional points may be awarded.

Applicants to the Surgical Technology program will be ranked based upon points awarded, and the applicants with the highest number of points will be selected to fill the available seats in the Surgical Technology program. If two or more applicants have the identical point count total, the highest TEAS V Adjusted Individual Total Score will be the deciding factor.

Progression Standards-After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA in program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Based on availability of space students may retake program curriculum courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, clinical, lab skills proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (SUR 101).

- Students are limited to two attempts at successful completion of any surgical technology program (including Central Carolina Technical College). A withdrawal “W” or “WA” constitutes an attempt at a Health Sciences (SUR) course and will count as one attempt to complete the program.
- Students must maintain annual CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program. Online CPR (Health Care Provider) certification/recertification will not be accepted.

Transfers or Readmissions

- Students who have withdrawn or have been suspended once from the Surgical Technology Diploma program at CCTC or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission or transfer.
- Students who have been suspended more than once will be dismissed from the Surgical Technology program and will be ineligible for admission or readmission. However, students may petition the Dean of Health Sciences for special consideration if they have experienced extenuating circumstances. The final decision for an exception rests with the Dean.
- Students seeking transfer must meet all admission requirements and submit syllabi, course outlines, and catalogs from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - 16 hours

| | | |
|-----|-----|---------------------------------|
| BIO | 112 | Basic Anatomy & Physiology* (4) |
| BIO | 115 | Basic Microbiology** (3) |
| ENG | 101 | English Composition I (3) |
| PSY | 201 | Introduction to Psychology (3) |
| MAT | 101 | Beginning Algebra (3) |
| or | | |
| MAT | 155 | Contemporary Mathematics (3) |

*BIO 210 and BIO 211 may take the place of BIO 112.

**BIO 225 may take the place of BIO 115.

INITIAL CORE COURSES

| | | | Class | Lab | Credit |
|-----|-----|-------------------------------|-------|-----|--------|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| BIO | 112 | Basic Anatomy and Physiology* | 3 | 3 | 4 |
| MAT | 101 | Beginning Algebra | | | |
| or | | | | | |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | 12 | 3 | 13 |

To complete this program, courses should be taken in the following sequence:

FALL SEMESTER

| | | | | | |
|-----|-----|-------------------------------------|----|----|----|
| SUR | 101 | Introduction to Surgical Tech | 4 | 3 | 5 |
| SUR | 102 | Applied Surgical Technology | 2 | 9 | 5 |
| SUR | 104 | Surgical Procedures II | 4 | 0 | 4 |
| SUR | 126 | Principles of Surgical Pharmacology | 1 | 0 | 1 |
| | | | 11 | 12 | 15 |

SURGICAL TECHNOLOGY**PROGRAMS OF STUDY****SPRING SEMESTER**

| | | | | | |
|-----|-----|------------------------------------|---|----|----|
| BIO | 115 | Basic Microbiology | 3 | 0 | 3 |
| SUR | 105 | Surgical Procedures III | 4 | 0 | 4 |
| SUR | 110 | Introduction to Surgical Practicum | 0 | 15 | 5 |
| | | | 7 | 15 | 12 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|--------------------------|---|----|----|
| SUR | 111 | Basic Surgical Practicum | 2 | 15 | 7 |
| SUR | 120 | Surgical Seminar | 2 | 0 | 2 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | 7 | 15 | 12 |

**BIO 210 and BIO 211 may take the place of BIO 112.*

***BIO 225 may take the place of BIO 115.*

This program is aligned with the following career cluster: Health Science.

Sterile Processing Technician (SPTC)

28 Semester Hours

Sterile Processing Technicians are responsible for the sanitation and packaging of surgical instruments in hospitals, surgical centers and clinics. The program covers infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments. Instructional methods are varied and include classroom, online. Online/hybrid, laboratory experiences, simulations/virtual reality, and clinical rotations to the Central Sterile Processing Department.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, Mat 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline. Physical examination should demonstrate that applicant is free of any physical or emotional health problems that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the Clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver.
- Qualified applicants must submit results of annual tuberculin skin test (PPD), and current CPR (Health Care Provider). Online (Health Care Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through Verified Credentials

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| SEMESTER I | | | Class | Lab | Credit |
|------------|-----|----------------------------|-------|-----|--------|
| AHS | 180 | Health Careers Preparation | 2 | 3 | 3 |
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| RDG | 101 | College Reading | 3 | 0 | 3 |
| | | | 11 | 3 | 12 |

SURGICAL PROCESSING TECHNICIAN**PROGRAMS OF STUDY****SEMESTER II**

| | | | Class | Lab | Credit |
|-----|-----|--------------------------------|--------------|------------|---------------|
| BIO | 110 | General Anatomy and Physiology | 3 | 0 | 3 |
| AHS | 105 | Medical Ethics and Law | 2 | 0 | 2 |
| AHS | 131 | Computers in Healthcare | 3 | 0 | 3 |
| SUR | 123 | Sterile Processing Technology | 2 | 3 | 3 |
| SUR | 125 | Sterile Processing Practicum | <u>2</u> | <u>9</u> | <u>5</u> |
| | | | 12 | 12 | 16 |

This program is aligned with the following career cluster: Health Science.

Specialization in Patient Care Technician (PCT)

The Patient Care Technician is a multi-disciplinary technical healthcare provider trained to provide basic nursing assistant care as well as other skilled functions. The Patient Care Technician works and collaborates with doctors, nurses and other healthcare professionals to provide direct patient care in a variety of healthcare settings. The Patient Care Technician plays a primary role in the healthcare delivery setting often having more patient contact than any other member on the healthcare team. The role of the Patient Care Technician includes duties traditionally performed by the staff from several different departments such as nursing, phlebotomy, and electrocardiography (ECG).

The Specialization in Patient Care Technician at Central Carolina Technical College builds upon basic nursing assistant skills to create a caregiver with a greater variety of skills including advanced skills. There is an increasing need for cross-trained health care workers in all types of health care facilities. This is the latest trend in healthcare.

To specialize in Patient Care Technician you must first successfully complete the Nursing Assistant Certificate and become certified through the S.C. Department of Health and Human Services, earning the title of Certified Nursing Assistant (CNA). Students may then proceed to the following certificate programs and complete one or more advanced certificates:

- Phlebotomy Technician
- Cardiac Care Technician

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only. Criminal Background Checks and Drug Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

After completing Phlebotomy and Cardiac Care the student will be able to attempt national certification in Phlebotomy Technician, ECG Technician, and Patient Care Technician (PCT).

**Patient Care Technician
Nursing Assistant Certificate (NSGA)
24 Semester Hours**

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

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, Mat 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline. Physical examination should demonstrate that applicant is free of any physical or emotional health problems that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the Clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver.
- Qualified applicants must submit results of annual tuberculin skin test (PPD), and current CPR (Health Care Provider). Online (Health Care Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through Verified Credentials.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program.

PROGRAMS OF STUDY

NURSING ASSISTANT

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

SEMESTER I

| | | | Class | Lab | Credit |
|-----|-----|----------------------------|--------------|------------|---------------|
| AHS | 180 | Health Careers Preparation | 2 | 3 | 3 |
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| RDG | 101 | College Reading | 3 | 0 | 3 |
| | | | 11 | 3 | 12 |

SEMESTER II

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

This program is aligned with the following career cluster: Health Science.

Patient Care Technician
Cardiac Care Technician Certificate (CARC)
27 Semester Hours

Persons making application for the Cardiac Care Monitor Technician must have successfully completed the National Nurse Aide Assessment Program (NNAAP) Examination and be registered as a Certified Nursing Aide as verified on the South Carolina Nurse Aide Registry.

This certificate will provide a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop the basic skills necessary to perform ECGs and to monitor patients for any type of cardiac involvement in a health care setting. The student will be able to interpret basic ECGs and recognize cardiac dysrhythmias. Instructional methods will be varied including classroom, lab, online/hybrid, simulation/virtual reality, and clinical rotations.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, Mat 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline. Physical examination should demonstrate that applicant is free of any physical or emotional health problems that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the Clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver.
- Qualified applicants must submit results of annual tuberculin skin test (PPD), and current CPR (Health Care Provider). Online (Health Care Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through Verified Credentials.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program.

PROGRAMS OF STUDY

CARDIAC CARE TECHNICIAN

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

SEMESTER I

| | | | Class | Lab | Credit |
|-----|-----|----------------------------|--------------|------------|---------------|
| AHS | 180 | Health Careers Preparation | 2 | 3 | 3 |
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| RDG | 101 | College Reading | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 11 | 3 | 12 |

SEMESTER II

| | | | Class | Lab | Credit |
|-----|-----|---------------------------------|--------------|------------|---------------|
| BIO | 110 | General Anatomy and Physiology | 3 | 0 | 3 |
| AHS | 105 | Medical Ethics and Law | 2 | 0 | 2 |
| AHS | 131 | Computers in Healthcare | 3 | 0 | 3 |
| AHS | 145 | Electrocardiography | 2 | 0 | 2 |
| AHS | 156 | Electrocardiography Practicum | 0 | 1 | 1 |
| AHS | 177 | Cardiac Monitoring Applications | <u>2</u> | <u>6</u> | <u>4</u> |
| | | | 12 | 7 | 15 |

This program is aligned with the following career cluster: Health Science.

**Patient Care Technician
Phlebotomy Certificate (PHBO)
25 Semester Hours**

Persons applying to the Phlebotomy program must have successfully completed the National Nurse Aide Assessment Program (NNAAP) Examination and be registered as a Certified Nursing Aide as verified on the South Carolina Nurse Aide Registry.

This certificate will provide a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop the basic skills necessary to perform phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices. Instructional methods will be varied including classroom, lab, online/hybrid, simulation/virtual reality, and clinical rotations, during which students will have comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, Mat 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline. Physical examination should demonstrate that applicant is free of any physical or emotional health problems that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the Clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver.
- Qualified applicants must submit results of annual tuberculin skin test (PPD), and current CPR (Health Care Provider). Online (Health Care Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through Verified Credentials.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must maintain current CPR (Health Care Provider) and annual tuberculin skin test (PPD) to remain in the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program.

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

SEMESTER I

| | | | Class | Lab | Credit |
|-----|-----|----------------------------|--------------|------------|---------------|
| AHS | 180 | Health Careers Preparation | 2 | 3 | 3 |
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| RDG | 101 | College Reading | 3 | 0 | 3 |
| | | | 11 | 3 | 12 |

SEMESTER II

| | | | Class | Lab | Credit |
|-----|-----|---|--------------|------------|---------------|
| BIO | 110 | General Anatomy and Physiology | 3 | 0 | 3 |
| AHS | 105 | Medical Ethics and Law | 2 | 0 | 2 |
| AHS | 131 | Computers in Healthcare | 3 | 0 | 3 |
| AHS | 141 | Phlebotomy for the Health Care Provider | 2 | 3 | 3 |
| AHS | 142 | Phlebotomy | 0 | 6 | 2 |
| | | | 10 | 9 | 13 |

This program is aligned with the following career cluster: Health Science.

Major in Human Services (HUSV)
Associate Degree in Applied Science
65 Semester Hours

The Associate Degree in Applied Science with a Major in Human Services targets those individuals who have a strong desire to help others within their community. The Human Services professional is an important link to helping others fulfill their potential. The Associate Degree provides students with the necessary core knowledge to maximize their success in providing a positive impact for clients. The program requires all graduates to complete two semesters of field placement where students will experience on-the-job training in a community facility. Course work includes topics that will prepare graduates for employment opportunities in federal, state, and local service organizations.

The Associate Degree in Applied Science with a Major in Human Services prepares graduates to work in environments that provide assistance to various populations, such as the elderly, people with disabilities or mental illness, victims of domestic violence, the homeless, people with chemical dependencies, and many others.

Prior to HUS 250 and HUS 251 students must submit information and fees for criminal background checks. A criminal record could make you ineligible to complete field placement and graduate from the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|-----------------------------------|
| ENG | 101 | English Composition I (3) |
| MAT | 155 | Contemporary Mathematics |
| | | or |
| MAT | 101 | Beginning Algebra (3) |
| PSY | 201 | General Psychology (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|-----------------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HUS | 101 | Introduction to Human Services | 3 | 0 | 3 |
| HUS | 225 | Personal/Interpersonal Adjustment | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|--------------------------------|----|---|----|
| HUS | 209 | Case Management | 3 | 0 | 3 |
| HUS | 230 | Interviewing Techniques | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

PROGRAMS OF STUDY

HUMAN SERVICES

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|---------------------|---|---|---|
| HUS | 235 | Group Dynamics | 3 | 0 | 3 |
| HUS | 237 | Crisis Intervention | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

FALL SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|---------------------------------------|----|---|----|
| HUS | 250 | Supervised Field Placement I | 1 | 9 | 4 |
| HUS | 221 | Professional Ethics in Human Services | 3 | 0 | 3 |
| MAT | 155 | Contemporary Mathematics | | | |
| | | or | | | |
| MAT | 101 | Beginning Algebra | 3 | 0 | 3 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| — | — | Departmental Approved Elective | 3 | 0 | 3 |
| | | | 13 | 9 | 16 |

SPRING SEMESTER - SECOND YEAR

| | | | | | |
|-----|-----|-------------------------------|----|---|----|
| HUS | 251 | Supervised Field Placement II | 1 | 9 | 4 |
| HUS | 216 | Behavior Change Techniques | 3 | 0 | 3 |
| HUS | 260 | Human Services Special Topics | 3 | 0 | 3 |
| SPA | 105 | Conversational Spanish | 3 | 0 | 3 |
| — | — | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| | | | 13 | 9 | 16 |

Departmental Approved Electives

| | | |
|-----|-----|--|
| AOT | 104 | Keyboarding and Input Technologies (3) |
| COL | 103 | College Skills (3) |
| CRJ | 101 | Introduction to Criminal Justice (3) |
| CRJ | 145 | Juvenile Delinquency (3) |
| ECD | 105 | Guidance-Classroom Management (3) |
| ECD | 108 | Family and Community Relations (3) |
| HUS | 112 | Services for the Elderly (2) |
| HUS | 205 | Gerontology (3) |
| HUS | 206 | Death and Dying (3) |
| HUS | 208 | Alcohol and Drug Abuse (3) |
| HUS | 212 | Survey of Disabilities and Disorders (3) |
| PSY | 208 | Human Sexuality (3) |
| PSY | 212 | Abnormal Psychology (3) |
| SOC | 101 | Introduction to Sociology (3) |

Human Services Certificate (HUSR) 34 Semester Hours

The Human Services Certificate is designed to prepare graduates to become service providers in a variety of human services areas, particularly in the health, wellness, and recovery fields. The program will teach the skills necessary to make a positive impact on the lives of clients in a variety of settings and expose students to intervention techniques for working with individuals and groups. Students will complete a semester of field placement at a human service agency in the area.

Prior to HUS 250 students must submit information and fees for criminal background checks. A criminal record could make you ineligible to complete field placement and graduate from the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|------------------------------------|--------------|------------|---------------|
| AOT | 104 | Keyboarding and Input Technologies | 3 | 0 | 3 |
| HUS | 101 | Introduction to Human Services | 3 | 0 | 3 |
| HUS | 225 | Personal/Interpersonal Adjustment | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SPRING SEMESTER

| | | | | | |
|-----|-----|----------------------------|----|---|----|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| HUS | 209 | Case Management | 3 | 0 | 3 |
| HUS | 216 | Behavior Change Techniques | 3 | 0 | 3 |
| HUS | 230 | Interviewing Techniques | 3 | 0 | 3 |
| | | | 12 | 0 | 12 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|------------------------------|---|---|----|
| HUS | 250 | Supervised Field Placement I | 1 | 9 | 4 |
| HUS | 235 | Group Dynamics | 3 | 0 | 3 |
| HUS | 237 | Crisis Intervention | 3 | 0 | 3 |
| | | | 7 | 9 | 10 |

The program is aligned with the following career cluster: Human Services.

**Human Services
Certificate in Gerontology (HUSG)
20 Semester Hours**

The Human Services Certificate in Gerontology is designed to prepare graduates with the knowledge necessary to support the needs of older adults. As the population of older adults continues to grow, there will be the need for qualified individuals in the field of gerontology. The program will teach the skills necessary to make a positive impact on the lives of older adults by understanding their special needs and requirements.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|------------------------------------|--------------|------------|---------------|
| AOT | 104 | Keyboarding and Input Technologies | 3 | 0 | 3 |
| HUS | 101 | Introduction to Human Services | 3 | 0 | 3 |
| HUS | 112 | Services for the Elderly | 2 | 0 | 2 |
| HUS | 205 | Gerontology | 3 | 0 | 3 |
| | | | 11 | 0 | 11 |

SPRING SEMESTER

| | | | | | |
|-----|-----|-------------------------|---|---|---|
| HUS | 206 | Death and Dying | 3 | 0 | 3 |
| HUS | 209 | Case Management | 3 | 0 | 3 |
| HUS | 230 | Interviewing Techniques | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |

The program is aligned with the following career cluster: Human Services.

Automotive Technology Certificate (AUTC) 39 Semester Hours

The Automotive Technology Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the field of automotive engine repair; drive train repair; and brake, suspension, and steering diagnosis. Job opportunities include apprentice technician, auto technician, parts specialist, specialty technician, and service manager. Job placement opportunities are excellent.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

FALL SEMESTER (Engine Repair)

| | | | Class | Lab | Credit |
|-----|-----|----------------------------|--------------|------------|---------------|
| AUT | 105 | Beginning Engine Repair | 2 | 6 | 4 |
| AUT | 106 | Intermediate Engine Repair | 2 | 6 | 4 |
| AUT | 107 | Advanced Engine Repair | <u>2</u> | <u>6</u> | <u>4</u> |
| | | | 6 | 18 | 12 |

SPRING SEMESTER (Brakes, Suspension, Steering Repair)

| | | | | | |
|-----|-----|-----------------------------------|----------|----------|----------|
| AUT | 111 | Brakes | 2 | 3 | 3 |
| AUT | 112 | Brake Systems | 2 | 6 | 4 |
| AUT | 122 | Suspension and Alignment | 2 | 6 | 4 |
| AUT | 221 | Suspension and Steering Diagnosis | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 8 | 18 | 14 |

SUMMER SEMESTER (Drive Train Repair)

| | | | | | |
|-----|-----|-----------------------------------|----------|----------|----------|
| AUT | 115 | Manual Drive Train and Axle | 2 | 3 | 3 |
| AUT | 116 | Manual Transmission & Axle | 3 | 3 | 4 |
| AUT | 151 | Automotive Transmission/Transaxle | 2 | 3 | 3 |
| AUT | 153 | Automotive Transmission Diagnosis | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 9 | 12 | 13 |

This program is aligned with the following career cluster: Transportation, Distribution & Logistics.

Automotive Diagnostic Technology Certificate (ADTC)

36 Semester Hours

The Automotive Diagnostic Technology Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the field of automotive electrical systems repair, heating and air conditioning repair, and engine performance, apprentice technician, auto technician, and specialty technician. Job placement opportunities are excellent.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

| FALL SEMESTER (Electrical Systems Repair) | | | Class | Lab | Credit |
|---|-----|--|--------------|------------|---------------|
| AUT | 131 | Electrical Systems | 2 | 3 | 3 |
| AUT | 132 | Automotive Electricity | 2 | 6 | 4 |
| AUT | 133 | Electrical Fundamentals | 2 | 3 | 3 |
| AUT | 232 | Automotive Accessories | <u>1</u> | <u>3</u> | <u>2</u> |
| | | | 7 | 15 | 12 |
| SPRING SEMESTER (Heating and Air Conditioning) | | | | | |
| AUT | 141 | Intro to Heating & Air Conditioning | 2 | 6 | 4 |
| AUT | 241 | Automotive Air Conditioning | 2 | 6 | 4 |
| AUT | 242 | Electronic Climate Controls | <u>2</u> | <u>6</u> | <u>4</u> |
| | | | 6 | 18 | 12 |
| SUMMER SEMESTER (Engine Performance) | | | | | |
| AUT | 145 | Engine Performance | 2 | 3 | 3 |
| AUT | 245 | Advanced Engine Performance | 3 | 6 | 5 |
| AUT | 262 | Advanced Automotive Diagnosis and Repair | <u>3</u> | <u>3</u> | <u>4</u> |
| | | | 8 | 12 | 12 |

This program is aligned with the following career cluster: Transportation, Distribution & Logistics.

Basic Air Conditioning and Heating Certificate (BACH)

36 Semester Hours

The Basic Air Conditioning and Heating Certificate program prepares graduates for numerous careers in the HVAC/R field. Job opportunities in heating, air conditioning, and refrigeration include these fields: sales, installation, service technician, maintenance and repair, and operations. Instruction includes both theory and practical work in refrigeration and air conditioning principles, calculations, the study of electrical machinery, and various related service courses, including domestic refrigeration and refrigeration piping installation.

The heating and air conditioning industry is rapidly becoming one of the largest in the country. Air conditioning is a must for homes, offices, hotels, theaters, and industrial plants. New applications of air conditioning and refrigeration theory are announced daily.

This program is available during the day and evening; however, a different course sequence and additional time may be required to complete this program in the evening.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

DAY PROGRAM

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|---------------------------------|--------------|------------|---------------|
| ACR | 106 | Basic Electricity for HVAC/R | 3 | 3 | 4 |
| ACR | 109 | Tools and Service Techniques II | 2 | 0 | 2 |
| ACR | 110 | Heating Fundamentals | 3 | 3 | 4 |
| CPT | 102 | Basic Computer Concepts | 3 | 0 | 3 |
| | | | <u>11</u> | <u>6</u> | <u>13</u> |

SPRING SEMESTER

| | | | | | |
|-----|-----|-----------------------------------|-----------|----------|-----------|
| ACR | 120 | Basic Air Conditioning | 3 | 3 | 4 |
| ACR | 140 | Automatic Controls | 3 | 0 | 3 |
| ACR | 175 | EPA 608 Certification Preparation | 1 | 0 | 1 |
| ACR | 224 | Codes and Ordinances | 2 | 0 | 2 |
| ACR | 250 | Duct Fabrication | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | <u>11</u> | <u>6</u> | <u>13</u> |

SUMMER SEMESTER

| | | | | | |
|-----|-----|--|----------|----------|-----------|
| ACR | 130 | Domestic Refrigeration | 3 | 3 | 4 |
| ACR | 210 | Heat Pumps | 3 | 3 | 4 |
| ACR | 252 | Special Topics in Air Conditioning and Heating | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | <u>8</u> | <u>6</u> | <u>10</u> |

PROGRAMS OF STUDY

BASIC AIR CONDITIONING AND HEATING

EVENING PROGRAM

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|------------------------------|--------------|------------|---------------|
| ACR | 106 | Basic Electricity for HVAC/R | 3 | 3 | 4 |
| CPT | 102 | Basic Computer Concepts | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 6 | 3 | 7 |

SPRING SEMESTER

| | | | | | |
|-----|-----|---------------------------------|----------|----------|----------|
| ACR | 109 | Tools and Service Techniques II | 2 | 0 | 2 |
| ACR | 120 | Basic Air Conditioning | 3 | 3 | 4 |
| ACR | 140 | Automatic Controls | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 8 | 3 | 9 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|------------------|----------|----------|----------|
| ACR | 210 | Heat Pumps | 3 | 3 | 4 |
| ACR | 250 | Duct Fabrication | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 5 | 6 | 7 |

FALL SEMESTER

| | | | | | |
|-----|-----|-----------------------------------|----------|----------|----------|
| ACR | 110 | Heating Fundamentals | 3 | 3 | 4 |
| ACR | 175 | EPA 608 Certification Preparation | 1 | 0 | 1 |
| ACR | 224 | Codes and Ordinances | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | 6 | 3 | 7 |

SPRING SEMESTER

| | | | | | |
|-----|-----|--|----------|----------|----------|
| ACR | 130 | Domestic Refrigeration | 3 | 3 | 4 |
| ACR | 252 | Special Topics in Air Conditioning and Heating | <u>2</u> | <u>0</u> | <u>2</u> |
| | | | 5 | 3 | 6 |

This program is aligned with the following career cluster: Architecture and Construction.

Advanced Air Conditioning and Heating Certificate (AACH)

20 Semester Hours

Graduates of the Basic Air Conditioning and Heating Certificate program may enroll in the Advanced Air Conditioning and Heating Certificate to further develop their skills. The advanced program includes both theory and practical work in commercial refrigeration and air conditioning principles, calculations, the study of electrical components and programmable controls.

Students must successfully complete the Basic Air Conditioning and Heating Certificate or have departmental approval prior to being admitted into the Advanced Air Conditioning and Heating Certificate.

This program is available during the day and evening classes. However, a different course sequence and additional time may be required of students who attend only at night.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|---------------------------|--------------|------------|---------------|
| ACR | 111 | Gas Heating Principles | 2 | 3 | 3 |
| CPT | 101 | Introduction to Computers | <u>3</u> | <u>0</u> | <u>3</u> |
| | | | 5 | 3 | 6 |

SPRING SEMESTER

| | | | | | |
|-----|-----|-----------------------------|----------|----------|----------|
| ACR | 225 | Industrial Air Conditioning | 2 | 3 | 3 |
| IMT | 214 | Industrial Wiring | <u>1</u> | <u>6</u> | <u>3</u> |
| | | | 3 | 9 | 6 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|---------------------------|----------|----------|----------|
| ACR | 131 | Commercial Refrigeration | 3 | 3 | 4 |
| ACR | 220 | Advanced Air Conditioning | <u>4</u> | <u>0</u> | <u>4</u> |
| | | | 7 | 3 | 8 |

This program is aligned with the following career cluster: Architecture and Construction.

Basic Machining and CNC Fundamentals Certificate (BCNC)

36 Semester Hours

The Basic Machining and CNC Fundamentals Certificate develops skills in basic machining and computer numerical control (CNC) operations. Because of the fast-growing nature of industrial technology, those who have developed skills in CNC operations are always in demand. CNC operators usually enjoy security as well as good wages. This program teaches the student to take metal and cut, drill, and shape it into useful components. CNC opportunities abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

This program is available during the day and evening.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|-----------------------------|--------------|------------|---------------|
| CPT | 102 | Basic Computer Concepts | 3 | 0 | 3 |
| EGT | 106 | Print Reading and Sketching | 3 | 0 | 3 |
| MTT | 121 | Machine Tool Theory I | 3 | 0 | 3 |
| MTT | 122 | Machine Tool Practice I | 0 | 12 | 4 |
| | | | 9 | 12 | 13 |

SPRING SEMESTER

| | | | | | |
|-----|-----|--------------------------|---|----|----|
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| MTT | 123 | Machine Tool Theory II | 3 | 0 | 3 |
| MTT | 124 | Machine Tool Practice II | 0 | 12 | 4 |
| MTT | 252 | CNC Setup and Operations | 3 | 3 | 4 |
| | | | 9 | 15 | 14 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|-----------------------------------|---|----|---|
| MTT | 248 | Manual Programming and Operations | 4 | 3 | 5 |
| MTT | 285 | NIMS Level I Capstone | 1 | 9 | 4 |
| | | | 5 | 12 | 9 |

This program is aligned with the following career cluster: Manufacturing.

Advanced CNC Programming Certificate (ACNC) 18 Semester Hours

The Advanced CNC Programming Certificate develops skills in advanced machining and computer numerical control (CNC) operations. Because of the fast-growing nature of industrial technology, those who have developed skills in CNC operations are always in demand. CNC operators usually enjoy security as well as good wages. This program teaches the student to take metal and cut, drill, and shape it into useful components. CNC opportunities abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

This program is available during the day and evening.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|--------------------------------|--------------|------------|---------------|
| EGT | 151 | Introduction to CAD | 2 | 3 | 3 |
| MTT | 258 | Machine Tool CAM | 2 | 3 | 3 |
| MTT | 253 | CNC Programming and Operations | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 6 | 9 | 9 |

SPRING SEMESTER

| | | | | | |
|-----|-----|-------------------------------|----------|----------|----------|
| EGT | 156 | Intermediate CAD Applications | 2 | 3 | 3 |
| MTT | 254 | CNC Programming I | 1 | 6 | 3 |
| MTT | 255 | CNC Programming II | <u>1</u> | <u>6</u> | <u>3</u> |
| | | | 4 | 15 | 9 |

This program is aligned with the following career cluster: Manufacturing.

Major in Engineering Graphics Technology (ENGR)
Associate Degree in Applied Science
64 Semester Hours

The Engineering Graphics Technology Associate Degree in Applied Science program is designed to give students the skills essential for success in the rapidly changing field of engineering graphics technology. Hands-on experience familiarizes students with computer-aided drafting (CAD) technology. Students learn to develop technical drawings with an emphasis on working drawings and three dimensional solid modeling as they are applied in industrial, manufacturing, engineering and architectural environments.

Excellent employment opportunities are available for graduates, including positions as engineering technicians, junior draftsmen, and CAD technicians.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

| | | |
|-----|-----|--|
| ENG | 165 | Professional Communications (3) |
| MAT | 155 | Contemporary Mathematics (3) |
| SPC | 205 | Public Speaking (3) |
| — | — | Humanities/Fine Arts Elective (3) |
| — | — | Social/Behavioral Science Elective (3) |

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

| | | | Class | Lab | Credit |
|-----|-----|-----------------------------|--------------|------------|---------------|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| EGT | 106 | Print Reading and Sketching | 3 | 0 | 3 |
| EGT | 151 | Introduction to CAD | 2 | 3 | 3 |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| ENG | 165 | Professional Communications | 3 | 0 | 3 |
| | | | 14 | 3 | 15 |

SPRING SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|-------------------------------|----|---|----|
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| EGT | 152 | Fundamentals of CAD | 2 | 3 | 3 |
| — | — | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| — | — | Social Sciences Elective | 3 | 0 | 3 |
| | | | 11 | 3 | 12 |

SUMMER SEMESTER - FIRST YEAR

| | | | | | |
|-----|-----|---|---|---|----|
| EGR | 170 | Engineering Materials | 2 | 3 | 3 |
| EGT | 156 | Intermediate CAD Applications | 2 | 3 | 3 |
| EGR | 175 | Manufacturing Processes | 3 | 0 | 3 |
| EGT | 130 | Geometric Dimensioning & Tolerancing Applications | 2 | 3 | 3 |
| | | | 9 | 9 | 12 |

ENGINEERING GRAPHICS**PROGRAMS OF STUDY****FALL SEMESTER – SECOND YEAR**

| | | | | | |
|-----|-----|------------------------------------|----------|----------|----------|
| EGT | 225 | Architectural Drawing Applications | 3 | 3 | 4 |
| EGR | 106 | Science and Technology I | 4 | 0 | 4 |
| EGT | 252 | Advanced CAD | 2 | 3 | 3 |
| EGT | 172 | Electronic Drafting | <u>1</u> | <u>3</u> | <u>2</u> |
| | | | 10 | 9 | 13 |

SPRING SEMESTER – SECOND YEAR

| | | | | | |
|-----|-----|------------------------------------|----------|----------|----------|
| EGT | 220 | Structural and Piping Applications | 3 | 3 | 4 |
| EGR | 194 | Statics and Strength of Materials | 4 | 0 | 4 |
| EGT | 255 | Applications of Advanced CAD | 1 | 3 | 2 |
| EGT | 105 | Basic Civil Drafting | <u>1</u> | <u>3</u> | <u>2</u> |
| | | | 9 | 9 | 12 |

This program is aligned with the following career clusters: Science, Technology, and Engineering & Mathematics.

Basic Mechatronics Technology Certificate (BMEC) 39 Semester Hours

The Basic Mechatronics Technology Certificate program is designed to provide graduates with the necessary skills and knowledge to perform basic maintenance and repair of industrial equipment with both mechanical and electrical components.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|-----------------------------|--------------|------------|---------------|
| EEM | 142 | Commercial/Industrial Codes | 2 | 3 | 3 |
| IMT | 104 | Schematics | 2 | 0 | 2 |
| IMT | 210 | Industrial Skills I | 3 | 0 | 3 |
| IMT | 211 | Industrial Skills II | 2 | 3 | 3 |
| MAT | 155 | Contemporary Mathematics | 3 | 0 | 3 |
| | | | 12 | 6 | 14 |

SPRING SEMESTER

| | | | | | |
|-----|-----|---------------------------|---|----|----|
| EEM | 117 | AC/DC Circuits I | 3 | 3 | 4 |
| IMT | 121 | Drive Systems | 1 | 3 | 2 |
| IMT | 131 | Hydraulics and Pneumatics | 3 | 3 | 4 |
| IMT | 214 | Industrial Wiring | 1 | 6 | 3 |
| | | | 8 | 15 | 13 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|---------------------------|---|---|----|
| EEM | 251 | Programmable Controllers | 2 | 3 | 3 |
| ELT | 108 | Electrical Machines | 2 | 3 | 3 |
| IMT | 151 | Piping Systems | 2 | 3 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| | | | 9 | 9 | 12 |

This program is aligned with the following career cluster: Manufacturing.

Advanced Mechatronics Technology Certificate (AMEC) 32 Semester Hours

The Advanced Mechatronics Technology Certificate is designed to provide graduates with the necessary skills and knowledge to perform technical troubleshooting of industrial equipment with mechanical, electrical, and electronic components.

Students must successfully complete the Basic Mechatronics Certificate prior to being admitted into the Advanced Mechatronics Certificate.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|--------------------------------|--------------|------------|---------------|
| EEM | 250 | Programmable Logic Controllers | 3 | 3 | 4 |
| EEM | 271 | Sensors and System Interfacing | 1 | 3 | 2 |
| IMT | 110 | Industrial Instrumentation | 2 | 3 | 3 |
| IMT | 161 | Mechanical Power Applications | <u>3</u> | <u>3</u> | <u>4</u> |
| | | | 9 | 12 | 13 |

SPRING SEMESTER

| | | | | | |
|-----|-----|---|----------|----------|----------|
| IMT | 126 | Introduction to Mechanical Installation | 1 | 3 | 2 |
| EEM | 252 | Programmable Controller Applications | 2 | 3 | 3 |
| ELT | 208 | Introduction to Robotics | 2 | 3 | 3 |
| IMT | 163 | Problem-Solving for Mechanical Applications | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 7 | 12 | 11 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|----------------------------|----------|----------|----------|
| IMT | 202 | Electrical Troubleshooting | 3 | 3 | 4 |
| IMT | 203 | Mechanical Troubleshooting | <u>3</u> | <u>3</u> | <u>4</u> |
| | | | 6 | 6 | 8 |

This program is aligned with the following career cluster: Manufacturing.

Welding Certificate (WELD) 36 Semester Hours

The Welding Certificate program is designed to provide knowledge and skills in the techniques of inert gas, oxyacetylene, electric arc welding, and plasma cutting. Job opportunities include erection welders, shipyard welders, welding shop fabrication, maintenance welders, construction welders, and structural steel welders.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

| | | | Class | Lab | Credit |
|-----|-----|----------------------|----------|----------|----------|
| IMT | 210 | Industrial Skills I | 3 | 0 | 3 |
| WLD | 106 | Gas and Arc Welding | 3 | 3 | 4 |
| WLD | 111 | Arc Welding I | 2 | 6 | 4 |
| IMT | 211 | Industrial Skills II | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 10 | 12 | 14 |

SPRING SEMESTER

| | | | | | |
|-----|-----|---------------------------|----------|----------|----------|
| WLD | 103 | Print Reading I | 1 | 0 | 1 |
| WLD | 113 | Arc Welding II | 3 | 3 | 4 |
| WLD | 132 | Inert Gas Welding-Ferrous | 3 | 3 | 4 |
| WLD | 160 | Fabrication Welding | <u>2</u> | <u>3</u> | <u>3</u> |
| | | | 9 | 9 | 12 |

SUMMER SEMESTER

| | | | | | |
|-----|-----|------------------------------|----------|----------|----------|
| WLD | 109 | Gas Metal Arc Welding I | 2 | 3 | 3 |
| WLD | 142 | Maintenance Welding | 2 | 3 | 3 |
| WLD | 222 | Advanced Fabrication Welding | <u>3</u> | <u>3</u> | <u>4</u> |
| | | | 7 | 9 | 10 |

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

Advanced Certificate in Pipe Welding (AWLD)

35 Semester Hours

The Advanced Certificate in Pipe Welding program is designed to take the student who is qualified in structural welding to the next step in the welding industry. Pipe welders are in high demand and require a higher level of expertise to meet industry demands. The Advanced Certificate in Pipe Welding is designed for the student to become proficient in pipe welding using multiple processes. This program will allow the successful student the ability to qualify for more welding jobs and higher paying welding jobs. The successful student will be able to pass welding tests using the shielded metal arc, gas tungsten arc, gas metal arc, flux cored, and combination pipe welds processes.

Students must successfully complete the Welding Certificate prior to being admitted into the Advanced Certificate in Pipe Welding program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

| FALL SEMESTER | | | Class | Lab | Credit |
|-----------------|-----|--|-------|-----|--------|
| WLD | 172 | Print Reading and Sketching for Pipe Welding | 4 | 0 | 4 |
| WLD | 225 | Arc Welding – Pipe I | 2 | 6 | 4 |
| WLD | 228 | Inert Gas Welding – Pipe I | 3 | 3 | 4 |
| | | | 9 | 9 | 12 |
| SPRING SEMESTER | | | | | |
| WLD | 231 | Gas Metal Arc/Flux Cored Arc Welding Pipe I | 3 | 3 | 4 |
| WLD | 152 | Tungsten Arc Welding | 3 | 3 | 4 |
| WLD | 170 | Qualification Welding | 3 | 3 | 4 |
| | | | 9 | 9 | 12 |
| SUMMER SEMESTER | | | | | |
| WLD | 117 | Specialized Arc Welding | 3 | 3 | 4 |
| WLD | 154 | Pipe Fitting and Welding | 3 | 3 | 4 |
| WLD | 208 | Advanced Pipe Welding | 2 | 3 | 3 |
| | | | 8 | 9 | 11 |

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

PROGRAMS OF STUDY



COURSE DESCRIPTIONS

WWW.CCTECH.EDU



EXCELLENCE . INTEGRITY . INNOVATION

COURSE DESCRIPTIONS

ACCOUNTING

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. Pre-requisites with a grade of "XC" or higher: MAT 032 or placement into MAT 101, MAT 110 or MAT 155; RDG 032 or no reading required.

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 with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring and summer semesters.

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. This course is typically taught only in the spring semester.

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 with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring semester.

ACC 201 Intermediate Accounting I (3-0-3)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Prerequisite with a grade of "C" or higher: ACC 102. This course is typically taught only in the fall semester.

ACC 230 Cost Accounting I (3-0-3)

This course is a study of the accounting principles involved in job order cost systems. Prerequisite with a grade of "C" or higher: ACC 102. This course is typically taught only in the fall semester.

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 with a grade of "C" or higher: ACC 101. This course is typically taught only in the summer semester.

ACC 245 Accounting Applications (3-0-3)

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisites with a grade of "C" or higher: CPT 174 and ACC 102. This course is typically taught only in the spring semester.

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 with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring semester.

AIR CONDITIONING AND HEATING

ACR 106 Basic Electricity for HVAC/R (3-3-4)

This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating ventilating, air conditioning, and/or refrigeration systems.

ACR 109 Tools and Service Techniques II (2-0-2)

This course is an advanced study of uses of tools and service equipment used in the installation and repair of HVAC equipment. This course includes soldering and welding techniques.

ACR 110 Heating Fundamentals (3-3-4)

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. Course of study includes steam and hot water boiler piping and controls. Prerequisite with a grade of "C" or higher: ACR 252 or departmental approval.

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. Prerequisite with a grade of "C" or higher: ACR 106.

ACR 130 Domestic Refrigeration (3-3-4)

This course is a study of domestic refrigeration equipment. Prerequisites with a grade of "C" or higher: ACR 120, ACR 106, and ACR 140.

ACR 131 Commercial Refrigeration (3-3-4)

This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140 Automatic Controls (3-0-3)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. Prerequisite with a grade of "C" or higher: ACR 106.

COURSE DESCRIPTIONS

ACR 175 EPA 608 Certification Preparation (1-0-1)

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 Heat Pumps (3-3-4)

This course is a study of theory and operational principles of the heat pump. Prerequisites with a grade of "C" or higher: ACR 106, ACR 140 and ACR 120.

ACR 220 Advanced Air Conditioning (4-0-4)

This course is a study of air conditioning systems with an emphasis of energy efficiency. This also covers the principles of blower door testing and duct pressure testing. Prerequisite with a grade of "C" or higher: ACR 120. This course is typically taught only in the summer semester.

ACR 224 Codes and Ordinances (2-0-2)

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 225 Industrial Air Conditioning (2-3-3)

This course is a study of compressors, motors, drives, controls, heat exchangers, and other components involved in the operation and maintenance of industrial air conditioning equipment.

ACR 250 Duct Fabrication (2-3-3)

This course covers the design, fabrication, and installation of air duct systems.

ACR 252 Special Topics in Air Conditioning and Heating (2-0-2)

This course includes program capstone competency testing, customer service problems, selling techniques and correct record keeping. Prerequisite: to be taken the last semester of the BACH Program.

ALLIED HEALTH SCIENCE

AHS 102 Medical Terminology (3-0-3)

This course covers medial terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. Prerequisites with a grade of "XC" or higher: ENG 032, RDG 032, and CPT 102 or placement score.

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

This course provides a study of ethical conduct and legal responsibility related to health care. Prerequisites with a grade of "XC" or higher: ENG 032 and RDG 032 or placement score.

AHS 131 Computers in Healthcare (3-0-3)

This course is the study of hardware and software used in various healthcare settings including information systems, computerized medical interfaces, telemedicine, networking, as well as other basic computer applications. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

AHS 141 Phlebotomy for the Health Care Provider (2-3-3)

This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

AHS 142 Phlebotomy (0-6-2)

This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices. Prerequisite with a grade of "C" or higher: AHS 141.

AHS 145 Electrocardiography (2-0-2)

This course provides the basic skills necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

AHS 156 Electrocardiography Practicum (0-1-1)

This course provides a detailed study and practice necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs. Prerequisite with a grade of "C" or higher: AHS 145.

AHS 177 Cardiac Monitoring Applications (3-3-4)

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition, and equipment maintenance. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

AHS 180 Health Careers Preparation (2-3-3)

This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success. Prerequisites with a grade of "XC" or higher: ENG 032, RDG 032, and a grade of "C" or higher: CPT 102 or placement score.

COURSE DESCRIPTIONS

ANTHROPOLOGY

ANT 101 General Anthropology (3-0-3)
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 104 Keyboarding and Input Technologies (3-0-3)
This course focuses on the mastery of touch keyboarding and introduces new input technologies such as voice, pen and scanner.

AOT 110 Document Formatting (3-0-3)
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. Prerequisites with a grade of "C" or higher: AOT 104 and CPT 101. This course is usually taught only in the spring semester.

AOT 137 Office Accounting (3-0-3)
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records in a typical office. Prerequisites with a grade of "XC" or higher: MAT 032 and a grade of "C" or higher: CPT 101. This course is typically taught only in the summer semester.

AOT 143 Office Systems and Procedures (3-0-3)
This course emphasizes procedures and applications used in the office environment. Prerequisites with a grade of "C" or higher: AOT 110, AOT 180, BUS 130, and CPT 101. This course is typically taught only in the summer semester.

AOT 180 Customer Service (3-0-3)
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and non-verbal communication skills, effective telephone techniques, and cultural diversity in the workplace. Prerequisite with a grade of "C" or higher: ENG 100 or placement in ENG 101.

AOT 210 Document Production (3-0-3)
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Emphasis will also be placed on speed and accuracy development. Prerequisite with a grade of "C" or higher: AOT 110. This course is typically taught only in the fall semester.

AOT 251 Administrative Systems and Procedures (3-0-3)
This course covers processing information in the electronic

office. Emphasis is on increasing proficiency in performing a variety of office tasks. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisite with a grade of "C" or higher: AOT 143. This course is typically taught only in the fall semester.

AOT 254 Office Simulation (3-0-3)
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisites with a grade of "C" or higher: AOT 251, CPT 172, CPT 174, and CPT 179. This course is typically taught only in the spring semester.

AOT 256 Office Management Skills (3-0-3)
This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills. Prerequisite with a grade of "C" or higher: CPT 101 and ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

AOT 265 Office Desktop Publishing (3-0-3)
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisites with a grade of "C" or higher: AOT 104 and CPT 179 or departmental approval. This course is typically taught only in the spring semester.

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

ART 105 Film as Art (3-0-3)
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

ASTRONOMY

AST 101 Solar System Astronomy (3-3-4)
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in

the course. Prerequisite with a grade of “C” or higher: MAT 101 or placement score into MAT 102. This course is typically taught only in the fall semester.

AST 102 Stellar Astronomy (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. Prerequisite with a grade of “C” or higher: MAT 101 or placement score into MAT 102. This course is typically taught only in the spring semester.

AUTOMOTIVE TECHNOLOGY

AUT 105 Beginning Engine Repair (2-6-4)

This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

AUT 106 Intermediate Engine Repair (2-6-4)

This course includes an application of the fundamentals of engine diagnosis and repair, including engine removal and installation procedures. Prerequisite with a grade of “C” or higher: AUT 105.

AUT 107 Advanced Engine Repair (2-6-4)

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures. Prerequisite with a grade of “C” or higher: AUT 106.

AUT 111 Brakes (2-3-3)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

AUT 112 Brake Systems (2-6-4)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. Prerequisite with a grade of “C” or higher: AUT 111.

AUT 115 Manual Drive Train and Axle (2-3-3)

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

AUT 116 Manual Transmission & Axle (3-3-4)

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles

and manual transmissions and transaxles. Prerequisite with a grade of “C” or higher: AUT 115.

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. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

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. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

AUT 132 Automotive Electricity (2-6-4)

This course is a study of electricity as used in automotive applications. This course includes dc and ac principles and their various uses in the automobile. The relationship between Ohm’s Law and actual automotive circuits is demonstrated. Prerequisite with a grade of “C” or higher: AUT 131.

AUT 133 Electrical Fundamentals (2-3-3)

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm’s Law and an introduction to the use of various electrical test equipment. Prerequisite with a grade of “C” or higher: AUT 132.

AUT 141 Intro to Heating & Air Conditioning (2-6-4)

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

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 the course. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

AUT 151 Automotive Transmission/Transaxle (2-3-3)

This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement procedures. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 and a grade or “C” or higher: CPT 102.

AUT 153 Automotive Transmission Diagnosis (2-3-3)

This course is a basic study of power flow charts and their

COURSE DESCRIPTIONS

use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns. Prerequisite with a grade of "C" or higher: AUT 151.

AUT 221 Suspension and Steering Diagnosis (2-3-3)
This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment. Prerequisite with a grade of "C" or higher: AUT 122.

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 with a grade of "C" or higher: AUT 132.

AUT 241 Automotive Air Conditioning (2-6-4)
This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures. Prerequisite with a grade of "C" or higher: AUT 141.

AUT 242 Electronic Climate Controls (2-6-4)
This course covers vacuum and electrical electronic controls for air delivery and compressor operation. Comfort data line and scan tool diagnosis are introduced. Circuit components are identified and service manual diagnosis is practiced. Prerequisite with a grade of "C" or higher: AUT 241.

AUT 245 Advanced Engine Performance (3-6-5)
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite with a grade of "C" or higher: AUT 145.

AUT 262 Advanced Automotive Diagnosis and Repair (3-3-4)
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation. Co-requisite: AUT 145.

BANKING AND FINANCE

BAF 201 Principles of Finance (3-0-3)
This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Prerequisite with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring semester.

BIOLOGY

BIO 100 Introductory Biology (3-3-4)
This is a course in general biology designed to introduce principles of biology. Topics include cell structure and function, bioenergetics, cellular reproduction and genetics, classification of organisms. It also includes basics of biological chemistry and basic body systems. (This course does not count for credit in any program of study.) Prerequisites with a grade of "XC" or higher: RDG 032 and MAT 032.

BIO 101 Biological Science I (3-3-4)
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Prerequisites with an "XC" or higher: ENG 032, MAT 032, RDG 032 and a grade of "C" or higher: BIO 100 or BIO 210 or BIO 211 or BIO 225 or a passing score on the Biology Placement Test.

BIO 102 Biological Science II (3-3-4)
This is a continuation of introductory biology which includes classification of organisms and structural and functional consideration of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prerequisite with a grade of "C" or higher: 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. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032.

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. It is designed for students entering into Allied Health programs. Topics include an overview of basic human anatomy and physiology principles, basic biochemistry concepts, cells and tissues, and the essential concepts for each of the human body systems. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032, and a grade of "C" or higher: BIO 100 or BIO 101 or a passing score on the Biology Placement Test.

BIO 115 Basic Microbiology (3-0-3)
This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032, and a grade of "C" or higher: BIO 100 or a passing score on the Biology Placement Test.

BIO 202 Botany (3-3-4)
This course is a study of cells, tissues, structure, growth, development, organization, energetics, and physiology of

COURSE DESCRIPTIONS

plants. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032, and a grade of "C" or higher: BIO 100 or BIO 101 or BIO 210 or BIO 225 or a passing score on the Biology Placement Test. This course is typically taught only in the fall semester.

BIO 203 General Genetics (3-3-4)

This course introduces major concepts in genetics at the cellular, molecular and population levels. It also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation, and gene frequencies in populations. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032, and a grade of "C" or higher: BIO 100 or BIO 101 or BIO 210 or BIO 225 or a passing score on the Biology Placement Test.

BIO 205 Ecology (3-0-3)

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere. Prerequisite with a grade of "C" or higher: BIO 101 or NRM 101 or EVT 201. Corequisite: BIO 206.

BIO 206 Ecology Lab (0-3-1)

This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact. Corequisite: BIO 205.

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 with emphasis on organ system interactions to maintain homeostasis. The course includes general chemistry principles, biochemistry, cells and tissues as well as extensive coverage of the following organ systems: integumentary, skeletal, muscular, nervous and special senses. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032, and a grade of "C" or higher: BIO 100 or BIO 101 or a passing score on the Biology Placement Test.

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 with emphasis on physiological interactions to maintain homeostasis. The course includes extensive coverage of the following systems: endocrine, lymphatic, immune, circulatory, respiratory, digestive, urinary and reproductive. Prerequisite with a grade of "C" or higher: 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.

Also included is prokaryotic form and function. Prerequisite with a grade of "C" or higher: BIO 101 or BIO 210.

BUSINESS

BUS 110 Entrepreneurship (3-0-3)

This course is an introduction to the process of starting a small business, including forms of ownership and management. This course is typically taught only in the summer semester.

BUS 121 Business Law I (3-0-3)

This course is a study of legal procedures, law and society; classifications and systems of law; the tribunals administering justice and their actions; contracts; sales; transfer of titles; rights and duties of the parties; conditions; and warranties. This course is typically taught only in the fall and spring semesters.

BUS 130 Business Communications (3-0-3)

This course covers the application of communication skills to situations routinely encountered in business environments. Prerequisites with a grade of "C" or higher: CPT 101 or CPT 102; ENG 100 or placement in ENG 101.

BUS 240 Business Statistics (3-0-3)

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing. Prerequisite with a grade of "C" or higher: MAT 101, MAT 155 or MAT 110. This course is typically taught only in the spring semester.

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. Prerequisite with a grade of "C" or higher: MGT 101. This course is typically taught only in the fall semester.

CHEMISTRY

CHM 100 Introductory Chemistry (3-3-4)

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Prerequisites with a grade of "XC" or higher: MAT 032 or placement score into MAT 101 or MAT 155. (This course does not count for credit in any program of study.)

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

COURSE DESCRIPTIONS

equilibria. Prerequisites with a grade of "C" or higher: MAT 102 or placement into MAT 110. High school chemistry recommended.

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, electrochemistry, and nuclear chemistry. Prerequisite with a grade of "C" or higher: CHM 110. This course is typically taught only in the spring semester.

COLLEGE SKILLS

COL 103 College Skills (3-0-3)

This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Highly recommended for new students to complete in their first semester.

COMPUTER TECHNOLOGY

CPT 101 Introduction to Computers (3-0-3)

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, data bases, and the operating system. Presentation graphics and the Internet will also be covered. Prerequisites with a grade of "XC" or higher: RDG 032 or No Reading Required; CPT 102 or placement score.

CPT 102 Basic Computer Concepts (3-0-3)

This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software.

CPT 115 COBOL Programming I (3-0-3)

This course introduces the nature and use of the Common Business Oriented Language - COBOL. Prerequisites with a grade of "C" or higher: MAT 101 or MAT 102 or MAT 110; CPT 168 or departmental approval. This course is typically taught only in the spring semester.

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 a means of solution presentation. Prerequisites with a grade of "XC" or higher: RDG 032 or No Reading Required; CPT 102 or placement score. This course is typically taught only in the fall and spring semesters.

CPT 172 Microcomputer Database (3-0-3)

This course introduces microcomputer database concepts, including generating reports from data base, creating,

maintaining, and modifying data bases. Prerequisite with a grade of "C" or higher: CPT 101. This course is typically taught only in the summer semester.

CPT 174 Microcomputer Spreadsheets (3-0-3)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Prerequisites with a grade of "XC" or higher: MAT 032 and a grade of "C" or higher: CPT 101.

CPT 176 Microcomputer Operating Systems (3-0-3)

This course covers operating system concepts of microcomputers including file maintenance, disk organization, batch files, and subdirectory concepts. Prerequisite with a grade of "C" or higher: CPT 209. This course is typically taught only in the spring semester.

CPT 179 Microcomputer Word Processing (3-0-3)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. In addition, the theory and implementation of current operating system will be covered. Prerequisites with a grade of "C" or higher: CPT 101; AOT 104 or equivalent knowledge of the keyboard. This course is typically taught only in the spring semester.

CPT 188 Mobile App Development (3-0-3)

This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator. Prerequisite with a grade of "C" or higher: CPT 237 or departmental approval. This course is typically taught only in the fall semester.

CPT 208 Special Topics in Computer Technology (3-0-3)

This course focuses on changes in computer technology.

CPT 209 Computer Systems Management (3-0-3)

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. Authorized A+ certification courseware will be used. Prerequisites with a grade of "XC" or higher: RDG 032 or No Reading Required; CPT 102 or placement score.

CPT 212 Visual Basic Programming (3-0-3)

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling. Prerequisites with a grade of "C" or higher: CPT 168 and MAT 102 or MAT 110. This course is typically taught only in the fall semester.

COURSE DESCRIPTIONS

CPT 213 Advanced Visual Basic Programming (3-0-3)

This course is a study of the object oriented features of Visual Basic and their use in accessing databases. It includes classes, collection and web access. Prerequisite with a grade of "C" or higher: CPT 212. This course is typically taught only in the spring semester.

CPT 236 Introduction to Java Programming (3-0-3)

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in development of JAVA applications and applets. Prerequisites with a grade of "C" or higher: CPT 168; MAT 101, MAT 102, or MAT 110; or departmental approval. This course is typically taught only in the spring semester.

CPT 237 Advanced Java Programming (3-0-3)

This course is a study in advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the Javabeen component model, network programming and server-side programming. Prerequisites with a grade of "C" or higher: CPT 236; and MAT 102 or MAT 110; or departmental approval. This course is typically taught only in the summer semester.

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. Prerequisites with a grade of "C" or higher: IST 272 and IST 237. This course is typically taught only in the spring semester.

CPT 242 Database (3-0-3)

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base. Prerequisites with a grade of "XC" or higher: MAT 032 and a grade of "C" or higher: CPT 101. This course is typically taught only in the spring semester.

CPT 244 Data Structures (3-0-3)

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Prerequisite with a grade of "C" or higher: CPT 237 or departmental approval. This course is typically taught only in the fall semester.

CPT 264 Systems and Procedures (3-0-3)

This course covers the techniques of system analysis, design, development, and implementation. The course uses a case study to show the design, development and implementation of a business system. This course is a capstone course for the Computer Technology program and must be taken through

Central Carolina Technical College. Prerequisites with a grade of "C" or higher: IST 202 or CPT 244; CPT 242 and SPC 205 or departmental approval. This course is typically taught only in the spring semester.

CPT 268 Computer End User Support (3-0-3)

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users). Prerequisite with a grade of "C" or higher: CPT 101. This course is typically taught only in the spring semester.

CPT 280 SCWE in Computer Technology (0-9-3)

This course integrates computer technology skills within an approved worksite related to the computer industry (with advisor's permission).

CPT 283 PHP Programming I (3-0-3)

This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages. Prerequisites with a grade of "C" or higher: IST 272 and IST 237. This course is typically taught only in the spring semester.

CPT 288 Computer Game Development I (3-0-3)

This course introduces computer game design and development using the Windows API model. Topics include creating 3D models using matrices, transformation, rotation, texture mapping, 3D lighting, meshes, sprites, particles, special effects, and the application of game math and physics techniques. Prerequisites with a grade of "C" or higher: CPT 244 and CPT 188. This course is typically taught only in the spring semester.

CRIMINAL JUSTICE TECHNOLOGY

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. This course is typically taught only in the fall semester.

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. This course is typically taught only in the fall semester.

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

COURSE DESCRIPTIONS

contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined, as are recent constitutional law decisions of the United States Supreme Court using the case method of study. This course is typically taught only in the spring semester.

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. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 145 Juvenile Delinquency (3-0-3)

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. This course is typically taught only in the summer semester.

CRJ 202 Criminalistics (3-0-3)

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the summer semester.

CRJ 220 Judicial Process (3-0-3)

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases and the question of reform for the administration of justice. Prerequisite with a grade of "C" or higher: CRJ 101 or LEG 135. This course is typically taught only in the fall semester.

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. This course is typically taught only in the fall semester.

CRJ 224 Police Community Relations (3-0-3)

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations. This course is typically taught only in the fall semester.

CRJ 236 Criminal Evidence (3-0-3)

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite with a grade of "C" or higher: CRJ 101 or LEG 135. This course is typically taught only in the spring semester.

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. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

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. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 250 Criminal Justice Internship I (0-9-3)

This course includes practical experience in a criminal justice or private security setting. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of "C" or higher, and approval of the CRJ Internship Coordinator.

CRJ 260 Seminar in Criminal Justice (3-0-3)

This course includes a study of new trends in criminal justice. CRJ 260 is a capstone course and must be taken in the last semester of the program. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

COOPERATIVE WORK EXPERIENCE

CWE 112 Cooperative Work Experience I (0-10-2)

This course includes cooperative work experience in an approved setting (with faculty advisor permission).

CWE 113 Cooperative Work Experience I (0-15-3)

This course includes cooperative work experience in an approved setting (with faculty advisor permission).

EARLY CARE AND EDUCATION

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 (2-3-3)

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus

COURSE DESCRIPTIONS

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. Prerequisites with a grade of “XC” or higher: RDG 032 or no reading required and ENG 032 or placement into ENG 100. Student must contact Early Care and Education Program advisor prior to registration to complete required paperwork.

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 with a grade of “XC” or higher: ENG 032 or placement into ENG 100. This course is typically taught only in the summer semester.

ECD 107 Exceptional Children (2-3-3)

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, and community resources serving exceptional children; the teacher’s role in mainstreaming and early identification; and federal legislation affecting exceptional children. Prerequisite with a grade of “XC” or higher: RDG 032; completion of ECD 102 or concurrent enrollment in ECD 102.

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 with a grade of “C” or higher: ENG 100 or placement into 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 with a grade of “C” or higher: ENG 100 or placement into ENG 101; Completion of or concurrent enrollment in ECD 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, prereading, and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children’s literature are included. Prerequisites with a grade of “XC” or higher: ENG 032 or placement score into ENG 100; RDG 032 or no reading required. This course is typically taught only in the spring semester.

ECD 132 Creative Experiences (3-0-3)

In this course the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques, and equipment is utilized. Students plan, implement, and evaluate instructional activities. This course is typically taught only in the fall semester.

ECD 133 Science and Math Concepts (2-3-3)

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials. Prerequisite with a grade of “XC” or higher: MAT 032 or placement into MAT 101; completion of ECD 102 or concurrent enrollment in ECD 102.

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. This course is typically taught only in the spring semester.

ECD 200 Curriculum Issues in Infant and Toddler Development (3-0-3)

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Successful completion with a grade of “C” or higher: ECD 102.

ECD 201 Principles of Ethics and Leadership (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 with a grade of “C” or higher: ENG 100 or placement into ENG 101.

ECD 203 Growth and Development II (2-3-3)

This course is an in-depth study of preschool children growing and developing in today’s world. Focus is on “total” development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisite with a grade of “XC” or higher: RDG 032 or no reading required; completion of ECD 102 or concurrent enrollment in ECD 102. This course is typically taught only in the spring semester.

COURSE DESCRIPTIONS

ECD 205 Socialization and Group Care of Infants and Toddlers(3-0-3)

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. Prerequisite with a grade of "XC" or higher: ENG 032 or placement into ENG 100. Successful completion with a grade of "C" or higher: ECD 102.

ECD 207 Inclusive Care for Infants and Toddlers (2-3-3)

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion etiology, federal legislation, family partnerships, multicultural considerations, and optimal development. Prerequisite with a grade of "XC" or higher: RDG 032 or no reading required; completion of or concurrent enrollment in ECD 102.

ECD 237 Methods and Materials (2-3-3)

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisites with a grade of "C" or higher: ECD 131 and ECD 133, completion of 18 semester hours of Early Childhood Development courses.

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. Prerequisite with a grade of "C" or higher: ECD 237, completion of 21 semester hours of Early Childhood Development courses.

ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers. Prerequisite with a grade of "C" or higher: ECD 102, completion of 9 semester hours of Early Childhood Development courses.

ECD 270 Foundations in Early Care and Education (3-0-3)

This course includes an overview of the history, theories, program models, and trends in Early Care and Education. Teaching as a profession will be explored with an emphasis on characteristics of the early childhood teacher.

ECONOMICS

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. Prerequisites with a grade of "XC" or higher: RDG 032 or no reading required; MAT 032 or placement into MAT 101, MAT 110 or MAT 155.

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. Prerequisites with a grade of "XC" or higher: RDG 032 or no reading required; MAT 032 or placement into MAT 101, MAT 110 or MAT 155. This course is typically taught only in the summer semester.

ELECTRICITY (MECHATRONICS)

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. Prerequisite with a grade of "XC" or higher: MAT 032 or placement into MAT 101 or MAT 155. This course is typically offered in the Spring Semester.

EEM 142 Commercial/Industrial Codes (2-3-3)

This course covers National Electrical Code, including ordinances pertaining to commercial and industrial wiring. This course is typically offered in the Fall Semester.

EEM 250 Programmable Logic Controllers (3-3-4)

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the fall semester.

EEM 251 Programmable Controllers (2-3-3)

This course is an introduction to programmable controls systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Prerequisite with a grade of "C" or higher: EEM 117. This course is typically taught only in the summer semester.

EEM 252 Programmable Controllers Applications (2-3-3)

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the spring semester.

EEM 271 Sensors and System Interfacing (1-3-2)

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic

controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the fall semester.

ENGINEERING TECHNOLOGY

EGR 106 Science and Technology I (4-0-4)

This course will cover the relationship of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal systems. Prerequisite with a grade of "C" or higher: EGR 170. This course is typically offered in the fall semester.

EGR 170 Engineering Materials (2-3-3)

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. Basic principles of material behavior and selection, metallurgy and heat treating will be covered as well as major types of plastics and their properties. Prerequisite with a grade of "C" or higher: MAT 155. This course is typically offered in the summer semester.

EGR 175 Manufacturing Processes (3-0-3)

This course includes the processes, alternatives, and operations in the manufacturing environment. The student is taught the advantages, disadvantages, and conditions under which process would be used. This course is typically offered in the summer semester.

EGR 194 Statics and Strength of Materials (4-0-4)

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 with a grade of "C" or higher: EGR 106. This course is typically offered in the spring semester.

ENGINEERING GRAPHICS TECHNOLOGY

EGT 105 Basic Civil Drafting (1-3-2)

This course covers the application of drawing techniques of structures, map topography, and other civil applications. Prerequisite with a grade of "C" or higher: EGT 156. This course is typically offered in the spring semester.

EGT 106 Print Reading and Sketching (3-0-3)

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations. This course is typically offered in the fall semester.

EGT 130 Geometric Dimensioning & Tolerancing Applications (2-3-3)

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. Prerequisite with a grade of "C" or higher: EGT 156. This course is typically offered in the summer semester.

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. Prerequisite with a grade of "XC" or higher: MAT 032. This course is typically offered in the fall semester.

EGT 152 Fundamentals of CAD (2-3-3)

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Prerequisite with a grade of "C" or higher: EGT 151. This course is typically taught only in the spring semester.

EGT 156 Intermediate CAD Applications (2-3-3)

This course builds on the fundamentals of computer-aided drafting and includes such concepts as 3D modeling and user interface customization. This course also provides the foundation for advanced computer-aided drafting concepts and applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the summer semester.

EGT 172 Electronic Drafting (1-3-2)

This course provides familiarization with a system to create electronic schematics and wiring diagrams. Prerequisite with a grade of "C" or higher: EGT 156. This course is typically offered in the fall semester.

EGT 220 Structural and Piping Applications (3-3-4)

This advanced drawing course covers structural steel and process piping applications. Prerequisite with a grade of "C" or higher: EGT 156. This course is typically offered in the spring semester.

EGT 225 Architectural Drawing Applications (3-3-4)

This is an advanced drawing course for architectural applications. Prerequisite with a grade of "C" or higher: EGT 156. This course is typically taught only in the fall semester.

EGT 252 Advanced CAD (2-3-3)

This course covers advanced concepts of CAD software and applications. Prerequisite with a grade of "C" or higher: EGT 156. This course is typically offered in the fall semester.

EGT 255 Applications of Advanced CAD (1-3-2)

This course includes the skills of solid modeling instruction in an appropriate programming language. Prerequisite with a grade of "C" or higher: EGT 252. This course is typically taught only in the spring semester.

COURSE DESCRIPTIONS

ELECTRONICS (MECHATRONICS)

ELT 108 Electrical Machines (2-3-3)

This course covers electrical machines and motors (AC and DC), along with generators and transformers. Prerequisites with a grade of "C" or higher: EEM 117 and EEM 142. This course is typically offered in the Summer Semester.

ELT 208 Introduction to Robotics (2-3-3)

This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, methods of controlling robots, and interfacing. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically offered in the Fall Semester.

ENGLISH

ENG 032 Developmental English (3-0-3)

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

ENG 100 Introduction to Composition (3-0-3)

This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite with a grade of "XC" or higher: ENG 032 or placement into ENG 100. (This course does not count for credit in any program of study.)

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 with a grade of "XC" or higher: RDG 032 and a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with a grade of "C" or higher: ENG 101.

ENG 165 Professional Communications (3-0-3)

This course develops practical written and oral professional communication skills. Prerequisite with a grade of "XC" or higher: ENG 032 or placement into ENG 165.

ENG 203 American Literature Survey (3-0-3)

This (college transfer) course is a survey of American Literature: major authors, genres, and periods. Prerequisite with a grade of "C" or higher: 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 with a grade of "C" or higher: 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 with a grade of "C" or higher: ENG 102.

ENG 208 World Literature I (3-0-3)

This (college transfer) course is a study of masterpieces of world literature in translation from the ancient world through the sixteenth century. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 209 World Literature II (3-0-3)

This (college transfer) course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 220 20th and 21st Century Literature (3-0-3)

This course is a study of literature, primarily American and British, since World War II. Emphasis will be on contemporary literature. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 236 African American Literature (3-0-3)

This (college transfer) course is a critical study of African American literature examined from historical, social, and psychological perspectives. Prerequisite with a grade of "C" or higher: ENG 102.

ENVIRONMENTAL ENGINEERING TECHNOLOGY

EVT 102 Basic Water Treatment (3-0-3)

This course will enable the student to have a general concept of groundwater and surface water treatment techniques as well as the physical and chemical unit processes applied to drinking water treatment and the daily routine tasks associated with the operation of potable water supply systems. This course is typically taught only in the spring semester.

COURSE DESCRIPTIONS

EVT 103 Basic Water Distribution (3-0-3)

This course is the study of the water distribution system, which stores and delivers potable water to the customer. Storage, pipes, safety, and the general overview of typical distribution systems will be included. This course is typically taught only in the summer semester.

EVT 108 Basic Physical Chemical Wastewater (3-0-3)

This course is the study of the major types of physical and chemical treatment processes and routine operational control tasks associated with industrial wastewater treatment systems. This course is typically taught only in the spring semester.

EVT 109 Basic Biological Wastewater (3-0-3)

This course encompasses the biological treatment processes with respect to preliminary, primary, and secondary treatment and surrounding operational tasks associated with fixed media and suspended media in biological wastewater treatment systems. This course is typically taught only in the summer semester.

EVT 110 Introduction to Treatment Facilities (3-0-3)

This course covers the physical, chemical, and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem-solving related to collection systems, treatment facilities, and distribution systems are introduced. This course is typically taught only in the summer semester.

EVT 201 Environmental Science (3-0-3)

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution. This course is typically taught only in the fall semester.

EVT 206 Introduction to Environmental Compliance(3-0-3)

This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities. This course is typically taught only in the fall semester.

EVT 220 Environmental Biology II (3-0-3)

This course is a study of environmental biology, including ecological systems and toxicology. This course is typically taught only in the fall semester.

EVT 224 Environmental Chemistry Analysis (3-3-4)

Analytical techniques are studied and demonstrated in the laboratory. Labs generally meet one Friday per month all day during the semester. This course is typically taught only hybrid in the fall semester.

EVT 225 Best Management Practices (BMP) Applications (3-0-3)

This course will enable students to identify best management practices in the fields of resource conservation and pollution prevention. This course is typically taught only in the spring semester.

EVT 251 Health Effects/Hazardous Materials (3-0-3)

This course covers the means by which chemicals in the environment or the workplace may enter the human body and cause detrimental effects. Types of protective clothing and equipment used to reduce the hazard of exposure to such materials are included. This course is typically taught only in the spring semester.

EVT 253 Occupational Environmental, Safety, and Health Concepts (3-0-3)

This course is designed to explain how various occupational environmental, safety, and health regulations and practices apply to the workplace setting. This course is typically taught only in the summer semester.

EVT 254 Industrial Safety and Emergency Response (3-0-3)

This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials and hazard prevention. This course is typically taught only in the fall semester.

EVT 255 Solid and Hazardous Waste (3-0-3)

This course will enable students to identify the hierarchy of solid and hazardous waste, the waste stream, pollution prevention and disposal strategies. Students will explain the requirements of federal, state, and local regulations related to solid and hazardous waste. This course is typically taught only in the spring semester.

EVT 257 Environmental, Health, and Safety Management Systems (3-0-3)

This course investigates environmental, safety, and health management systems. Topics will include six sigma, root cause analysis, and accident investigation. Coursework will also introduce students to environmental and safety sampling and analysis using basic biostatistics. This course is typically taught only in the summer semester.

EVT 260 Air Pollution Control Systems (3-0-3)

This course covers air quality problems, federal and state regulatory mechanisms, and the types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed. This course is typically taught only in the spring semester.

EVT 261 Special Topics in EVT (1-0-1)

This course is designed to provide current topics to keep students abreast of state-of-the-art concepts and applications in the EVT field. Students should have completed 30 hours (minimum) of their experiential learning program prior to enrollment in this capstone class. Prerequisite: Departmental approval.

FORESTRY

FOR 156 Timber Cruising and Marketing (3-3-4)

This course is a study of the three systems of estimating

COURSE DESCRIPTIONS

volumes and values of standing timber – strip, plot, and prism. Stand analysis, dominant tree data, and statistical data are also collected and analyzed. Prerequisites with a grade of “C” or higher: HRT 103; MAT 101 or MAT 155. This course is typically taught only in the fall semester.

FOR 210 Forest Utilization and Care (3-0-3)

This course is a study of the utilization and care of forests as related to forestry, recreation, wildlife, and watershed management. Prerequisites with a grade of “C” or higher: NRM 205 and NRM 230. This course is typically taught only in the spring semester.

GEOGRAPHY

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 with a grade of “C” or higher: ENG 100 or placement into ENG 101.

HEALTH INFORMATION MANAGEMENT

HIM 103 Introduction to Health Information and Coding (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. Prerequisites with a grade of “XC” or higher or placement score: ENG 032, MAT 032, RDG 032, and a grade of “C” or higher: BIO 100 or placement score on the Biology Placement Test into BIO 112. This course is typically taught only in the fall semester.

HIM 104 Anatomy and Physiology for Medical Record Coding (3-0-3)

This course is a study of the structure and functions of the human body in order to prepare coders to extract clinical information from medical records. Emphasis is placed on the proper use of anatomical terms in the medical coding environment. Prerequisite with a grade of “XC” or higher or placement score: ENG 032, MAT 032, RDG 032, and a grade of “C” or higher: BIO 100 or placement score on the Biology Placement Test into BIO 112. BIO 112 or BIO 211 can be substituted for this course. This course is typically taught only in the fall semester.

HIM 105 Medical Office Communication and Practices (3-0-3)

This course is the study of the principles of effective medical office communication with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry. Prerequisite with a

grade of “C” or higher: HIM 110, HIM 130, HIM 135, HIM 137, and HIM 216. This course is typically taught only in the summer semester.

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. Prerequisites with a grade of “C” or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 140, and HIM 266. This course is typically taught only in the spring semester.

HIM 115 Medical Records 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. Prerequisites with a grade “C” or higher: HIM 110, HIM 130, HIM 135, HIM 137, and HIM 216. This course is typically taught only in the summer semester.

HIM 130 Billing and Reimbursement (3-0-3)

This course provides an introduction to medical insurance billing and practices with emphasis on the primary payers such as Medicare and Medicaid. Prerequisites with a grade of “C” or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 140, and HIM 266. This course is typically taught only in the spring semester.

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 with a grade of “C” or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 140, and HIM 266. This course is typically taught only in the spring semester.

HIM 137 Pharmacology for Coders (1-0-1)

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues. Prerequisites with a grade of “C” or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 140, and HIM 266. This course is typically taught only in the spring semester.

HIM 140 Current Procedural Terminology (3-0-3)

This course provides a basic study of the CPT and HCPCS coding and classification system particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided. Prerequisite with a grade of “XC” or higher or placement score: ENG 032, MAT 032, RDG 032, and a grade of “C” or higher: BIO 100 or placement score on the Biology Placement Test into BIO 112. This course is typically taught only in the fall semester.

COURSE DESCRIPTIONS

HIM 150 Coding Practicum I (3-0-3)

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 135, HIM 137, and HIM 216. This course is typically taught only in the summer semester.

HIM 216 Coding and Classification I (3-0-3)

This course includes a study of disease and procedural coding and classification systems. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 140, and HIM 266. This course is typically taught only in the spring semester.

HIM 228 Coding Seminar (2-0-2)

This course is a study of specific assigned coding projects. The focus is on resume preparation, interviewing skills, HIM job searching, and certification examination preparation. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 135, HIM 137, and HIM 216. This course is typically taught only in the summer semester.

HIM 266 Computers in Health Care (3-0-3)

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts. Prerequisite with a grade of "XC" or higher or placement score: ENG 032, MAT 032, RDG 032, and a grade of "C" or higher: BIO 100 or placement score on the Biology Placement Test into BIO 112. This course is typically taught only in the fall semester.

HISTORY

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 105 World History II (3-0-3)

This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and the economic, social, political, and cultural aspects of each era. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

HORTICULTURE

HRT 103 Native Plant Identification (2-3-3)

This course is the study and identification of native plants as related to forestry, wildlife, agriculture, and outdoor recreation. This course is typically taught only in the fall semester.

HUMANITIES

HSS 110 History of Ideas (3-0-3)

This course is a history of human ideas and values as they have been transformed across time through an interdisciplinary examination of a culture's arts, literatures, philosophies and beliefs. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HSS 299 Special Topics in Humanities (3-0-3)

This course provides an interdisciplinary focus on a theme in humanities including art, architecture, film, literature, theater, philosophy, religion, and music. Prerequisites with a grade of "C" or better: ENG 102; one history from HIS 101, HIS 102, HIS 201, or HIS 202; one social sciences course from PSY 201, SOC 101, ECO 210, or ECO 211; one science course numbered 101 or higher; one humanities course from ART 101, MUS 105, PHI 101, PHI 110, SPA 102 or THE 101; and MAT 102.

HUMAN SERVICES

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. Prerequisite with a grade

COURSE DESCRIPTIONS

of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 112 Services for the Elderly (2-0-2)

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial, and educational services. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 205 Gerontology (3-0-3)

This course is a survey of the physical, social, and mental changes that occurs as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 206 Death and Dying (3-0-3)

This course is the study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 208 Alcohol and Drug Abuse (3-0-3)

This course is the 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. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

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. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101, and MAT 032 or placement into MAT 101. This course is typically taught only in the spring semester.

HUS 212 Survey of Disabilities and Disorders (3-0-3)

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101.

HUS 216 Behavior Change Techniques (3-0-3)

This course is a study of major theories associated with individual and group psychotherapy, family therapy and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change. Prerequisite with a

grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 221 Professional Ethics in Human Services Practice (3-0-3)

This course is an in-depth analysis of human services ethics, application of NOHSE codes of ethics, and concepts and dilemmas specific to helping relationships. Prerequisites with a grade of “C” or higher: ENG 101 and HUS 101. This course is typically taught only in the fall semester.

HUS 225 Personal/Interpersonal Adjustment (3-0-3)

This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 230 Interviewing Techniques (3-0-3)

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on their supervised field placements. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the spring semester.

HUS 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 process in specialized settings related to human services. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the summer semester.

HUS 237 Crisis Intervention (3-0-3)

This course is a study of the effects of crisis on people, the methods of intervention and other uses of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the summer semester.

HUS 250 Supervised Field Placement I (1-9-4)

This course includes work experience assignments by students in selected human services agencies. Prerequisites with a grade of “C” or higher: HUS 101, HUS 209, and HUS 230, and MAT 032 or placement into MAT 101 and Program Manager approval.

HUS 251 Supervised Field Placement II (1-9-4)

This course includes work assignments in selected human services agencies. Prerequisite with a grade of “C” or higher: HUS 250 and Program Manager approval.

HUS 260 Human Services Special Topics (3-0-3)

This course is a study of special topics of interest to particular populations and locations. Prerequisites with grades of “C” or

COURSE DESCRIPTIONS

higher: ENG 101 and HUS 101. This course is typically taught only in the spring semester.

LEADERSHIP

IDS 201 Leadership Development (3-0-3)

This course focuses on the development of leadership, including philosophy, moral/ethics, and individual ability/style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. Prerequisite with a grade of "C" or higher: MGT 101. This course is typically taught only in the spring semester.

INDUSTRIAL MAINTENANCE TECHNOLOGY (MECHATRONICS)

IMT 104 Schematics (2-0-2)

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. This course is typically offered in the Fall Semester.

IMT 110 Industrial Instrumentation (2-3-3)

This course covers fundamentals of pressure, flow, level, and temperature instrumentation. Prerequisites with a grade of "C" or higher: IMT 151, IMT 214, and EEM 117. This course is typically offered in the Fall Semester.

IMT 121 Drive Systems (1-3-2)

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power. Prerequisite with a grade of "C" or higher: IMT 211. This course is typically offered in the Spring Semester.

IMT 126 Introduction to Mechanical Installation (1-3-2)

This course is an introduction to rigging, installing, and repairing machinery. Prerequisites with a grade of "C" or higher: MAT 155, IMT 211, and IMT 121. This course is typically offered in the Spring Semester.

IMT 131 Hydraulics and Pneumatics (3-3-4)

This course covers the basic technology and principles of hydraulics and pneumatics. Prerequisites with a grade of "C" or higher: IMT 211 and IMT 104. This course is typically offered in the Spring Semester.

IMT 151 Piping Systems (2-3-3)

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping

systems. Prerequisites with a grade of "C" or higher: IMT 104 and IMT 211. This course is typically offered in the Summer Semester.

IMT 161 Mechanical Power Applications (3-3-4)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. Prerequisites with a grade of "C" or higher: MAT 155, IMT 121, and IMT 211. This course is typically offered in the Fall Semester.

IMT 163 Problem-Solving for Mechanical Applications (2-3-3)

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. Prerequisite with a grade of "C" or higher: IMT 161. This course is typically taught only in the spring semester.

IMT 202 Electrical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and electrical troubleshooting techniques. Prerequisites with a grade of "C" or higher: EEM 117, IMT 104, IMT 214, and ELT 108. This course is typically offered in the Summer Semester.

IMT 203 Mechanical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and mechanical troubleshooting techniques. Prerequisites with a grade of "C" or higher: IMT 121 and IMT 161. This course is typically offered in the Summer Semester.

IMT 210 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). This course is typically offered in the Fall Semester.

IMT 211 Industrial Skills II (2-3-3)

This course is designed to give students an introduction to power tools, blueprints, & rigging. Students will learn basic communication & employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04, & 00108-04). Prerequisite with a "C" or higher: IMT 210. This course is typically offered in the Fall Semester.

IMT 214 Industrial Wiring (1-6-3)

This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application. (Note: Course is aligned with NCCER modules 32201, 32202, and 32203). Prerequisites with a grade of "C" or higher: Either ACR 106 or both of the following courses: EEM 142 and IMT 104. This course is typically offered in the Spring Semester.

COURSE DESCRIPTIONS

INTERNETWORKING

IST 201 Cisco Internetworking Concepts (2.5-1.5-3)

This course is the 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 with a grade of "C" or higher: IST 220 or departmental approval. This course is typically taught only in the fall semester.

IST 202 Cisco Router Configuration (2.5-1.5-3)

This course is a study of LANS, WANS, OSI Models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, and the network administrator's role and function. Prerequisite with a grade of "C" or higher: IST 201. This course is typically taught only in the fall semester.

IST 203 Advanced Cisco Router Configuration (2.5-1.5-3)

This course is a study of configuring Cisco routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IPX, and the use of numerous case studies. Prerequisite with a grade of "C" or higher: IST 202. This course is typically taught only in the spring semester.

IST 204 Cisco Troubleshooting (2.5-1.5-3)

This course is a study of troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay, and the use of numerous case studies. Prerequisite with a grade of "C" or higher: IST 203. This course is typically taught only in the spring semester.

IST 215 Health Information Networking (2.5-1.5-3)

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 with a grade of "C" or higher: IST 204 or departmental approval. This course is typically taught only in the summer semester.

IST 220 Data Communications (3-0-3)

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisite with a grade of "C" or higher: CPT 101 or departmental approval. This course is typically taught only in the summer semester.

IST 222 Introduction to Webpage Production (3-0-3)

This course is designed to develop skills in using common office and web development software to produce webpage content. Prerequisite with a grade of "C" or higher: CPT 101. This course is typically taught in the summer and fall semesters.

IST 226 Internet Programming (3-0-3)

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications. Prerequisite with a grade of "C" or higher: CPT 101 or departmental approval. This course is typically taught only in the summer semester.

IST 237 Intermediate Website Design (3-0-3)

This course is a study of server-side (CGI; dynamic html) and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages. Prerequisite with a grade of "C" or higher: IST 226 or departmental approval. This course is typically taught only in the fall semester.

IST 245 Local Area Networks (3-0-3)

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimiles, and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches. This course provides experience installing, maintaining and troubleshooting Local Area Networks in a lab environment. Authorized certification courseware will be used. Prerequisite with a grade of "C" or higher: IST 220 or departmental approval. This course is typically taught only in the fall semester.

IST 253 LAN Service and Support (3-0-3)

This course focuses on installing, maintaining, and troubleshooting Local Area Networks in a lab environment. It covers Windows NT and 2000 operating systems, network diagnostics, optimizing, service administration, and troubleshooting. Authorized certification courseware will be used. Prerequisite with a grade of "C" or higher: IST 245 or departmental approval. This course is typically taught only in the spring semester.

IST 272 Relational Database (3-0-3)

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Prerequisites with a grade of "C" or higher: CPT 242 and CPT 168. This course is typically taught only in the summer semester.

IST 281 Presentation Graphics (3-0-3)

This course covers the state-of-the-art presentation graphics software packages with a focus on communication situations typically encountered in business environments. Prerequisite with a grade of "C" or higher: CPT 101. This course is typically taught only in the fall semester.

IST 290 Special Topics in Information Science (3-0-3)

This course covers special topics information sciences technologies.

COURSE DESCRIPTIONS

IST 291 Fundamentals of Network Security I (2.5-1.5-3)

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 with a grade of "C" or higher: IST 204 or departmental approval.) This course is typically taught only in the summer semester.

LEGAL ASSISTANT/PARALEGAL

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. The study of strict liability, product liability and current tort developments are exposed. This course is typically taught only in the spring semester.

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. Both traditional and online legal research techniques are included. This course is typically taught only in the spring semester.

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. This course is typically taught only in the fall semester.

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. Prerequisites with grades of "C" or higher: LEG 132 and CPT 179. This course is typically taught only in the spring semester.

LEG 212 Workers' Compensation (3-0-3)

This course is a study of the history of workers' compensation case laws, statutes and regulation, and procedures in handling claims. Emphasis is on the South Carolina Workers' Compensation system. This course is typically taught only in the summer semester.

LEG 213 Family Law (3-0-3)

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, juveniles, and procreative rights. Prerequisites with grades of "C" or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the fall semester.

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. Rights of land, water, minerals, crops, space, planning, zoning, and preservation are reviewed. Prerequisites with grades of "C" or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the fall semester.

LEG 230 Legal Writing (3-0-3)

This course includes methods, techniques, and procedures for the proper research and preparation of legal memorandum, trial and appellate briefs, and trial notebooks. Prerequisite with grades of "C" or higher: ENG 101, LEG 132, and CPT 179. This course is typically taught only in the spring semester.

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. Emphasis is on increasing proficiency in performing a variety of law office related tasks. This course is a capstone course for the Paralegal Program and should be completed at Central Carolina Technical College. Prerequisite: Successful completion of 45 hours of curriculum and ENG 101 with a grade of "C" or higher. This course is typically taught only in the spring semester.

LEG 233 Wills, Trusts, and Probate (3-0-3)

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, the fundamentals of trusts and probate administration. Prerequisites with grades of "C" or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the fall semester.

LEG 250 Internship for Legal Assistant/Paralegal (0-9-3)

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of "C" or higher, and approval of the Internship Coordinator.

MATHEMATICS

MAT 031 Developmental Mathematics Basics (3-0-3)

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

MAT 032 Developmental Mathematics (3-0-3)

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

COURSE DESCRIPTIONS

Prerequisite with a grade of “XC” or higher: MAT 031 or placement score for MAT 032.

MAT 101 Beginning Algebra (3-0-3)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite with a grade of “XC” or higher: MAT 032 or placement into MAT 101.

MAT 102 Intermediate Algebra (3-0-3)

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. Prerequisite with a grade of “C” or higher: MAT 101 or placement into MAT 102.

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 with a grade of “C” or higher: MAT 102 or placement into MAT 110.

MAT 111 College Trigonometry (3-0-3)

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solutions of trigonometric equations; polar coordinates; complex numbers, including DeMoivre’s Theorem; vectors; conic sections; and parametric equations. Prerequisite with a grade of “C” or higher: MAT 110 or placement into MAT 111.

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 with a grade of “C” or higher: MAT 102 or placement into MAT 120.

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 with a grade of “C” or higher: MAT 111.

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 with a grade of “C” or higher: MAT 140.

MAT 155 Contemporary Mathematics (3-0-3)

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. Prerequisite with a grade of “XC” or higher: MAT 032 or placement into MAT 155.

MAT 180 Problem Solving Lab (0-3-1)

This course includes problem solving strategies and analysis of graphs. MAT 180 is a capstone course. It will include the completion and presentation of a professional portfolio or the results of action research. The student will present the completed work near the end of MAT 180 to students enrolled in the course, the instructor, and selected members of the faculty. Prerequisites with a grade of “C” or higher: ENG 102, CPT 101, MAT 110, MAT 120, and any two of the following: AST 102, BIO 102, BIO 211, BIO 225, CHM 111, and SPC 205.

MEDICAL ASSISTING

MED 103 Medical Assisting Introduction (3-0-3)

This course provides an introduction to the profession of medical assisting including qualifications, duties, and the role of the medical assistant. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112, CPT 101, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 105 Medical Assisting Office Skills I (3.5-4.5-5)

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112, CPT 101, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 107 Medical Office Management (3-3-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. Prerequisites with a grade of “C” or higher: MED 103, MED 105, MED 112 and MED 114. This course is typically taught only in the spring semester.

MED 108 Common Diseases of the Medical Office (2-3-3)

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. Prerequisites with a grade of “C” or higher: MED 103, MED 105, MED 112 and MED 114. This course is typically taught only in the spring semester.

MED 112 Medical Assisting Pharmacology (1.5-1.5-2)

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication.

COURSE DESCRIPTIONS

Prerequisites with a grade of “C” or higher: AHS 102, BIO 112, CPT 101, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 114 Medical Assisting Clinical Procedures (2-6-4)
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112, CPT 101, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 115 Medical Office Lab Procedures I (2-6-4)
This course provides a study of laboratory techniques commonly used in physician’s offices and other facilities. Prerequisites with a grade of “C” or higher: MED 103, MED 105, MED 112 and MED 114. This course is typically taught only in the spring semester.

MED 156 Clinical Experience I (1-15-6)
This course provides direct experience in a physician’s office or other selected medical facilities. Prerequisites with a grade of “C” or higher: ENG 101 or ENG 165, MED 107, MED 108 and MED 115. This course is typically taught only in the summer semester.

MANAGEMENT

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. Prerequisite with a grade of “XC” or higher: RDG 032.

MGT 121 Small Business Operations (3-0-3)
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. Prerequisite with a grade of “C” or higher: BUS 110. This course is typically taught only in the fall semester.

MGT 150 Fundamentals of Supervision (3-0-3)
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. This course is typically taught only in the fall and spring semesters.

MGT 201 Human Resource Management (3-0-3)
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration. Prerequisite with a grade of “C” or higher: MGT 101. This course is typically taught only in the fall semester.

MGT 240 Management Decision Making (3-0-3)
This course is a study of various structured approaches to managerial decision making. Prerequisites with a grade of “C” or higher: ACC 101 and MGT 101. This course is typically taught only in the spring semester.

MARKETING

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. Prerequisite with grade of “C” or higher: ENG 100 or placement into ENG 101.

MASSAGE THERAPY

MTH 120 Introduction to Massage (2-6-4)
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, RDG 032 or placement score. Corequisites: MTH 121, MTH 136, and MTH 137. This course is typically taught only in the fall and spring semesters.

MTH 121 Principles of Massage I (2-6-4)
This course is an in-depth study of Swedish massage techniques and applications to a complete body massage. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, RDG 032 or placement score. Corequisites: MTH 120, MTH 136, and MTH 137. This course is typically taught only in the fall and spring semesters.

MTH 122 Principles of Massage II (2-6-4)
This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures. Prerequisites with a grade of “C” or higher: MTH 120, MTH 121, MTH 136, and MTH 137. Corequisites: MTH 123, MTH 126, MTH 139, and MTH 141. This course is typically taught only in the spring and summer semesters.

MTH 123 Massage Clinical I (1-6-3)
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage. Prerequisites with a grade of “C” or higher: MTH 120, MTH 121, MTH 136, and MTH 137. Corequisites: MTH 122, MTH 126, MTH 139, and MTH 141. This course is typically taught only in the spring and summer semesters.

MTH 124 Massage Business Applications (3-0-3)
This course addresses the basic business skills necessary to operate a massage business including writing resumes,

COURSE DESCRIPTIONS

marketing, bookkeeping, taxes, and record keeping. Prerequisites with a grade of "C" or higher: MTH 122, MTH 123, MTH 126, MTH 139, and MTH 141. Corequisites: MTH 127, MTH 128, MTH 138. This course is typically taught only in the fall and summer semesters.

MTH 126 Pathology for Massage Therapy (2-0-2)

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy. Prerequisites with a grade of "C" or higher: MTH 120, MTH 121, MTH 136, and MTH 137. Corequisites: MTH 122, MTH 123, MTH 139, and MTH 141. This course is typically taught only in the spring and summer semesters.

MTH 127 Principles of Massage III (1-6-3)

This course continues the applications of basic assessment skills and therapeutic techniques to additional regions of the body. Prerequisites with a grade of "C" or higher: MTH 122, MTH 123, MTH 126, MTH 139, and MTH 141. Corequisites: MTH 124, MTH 128, and MTH 138. This course is typically taught only in the fall and summer semesters.

MTH 128 Clinical Applications of Massage (2-6-4)

Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage. Prerequisites with a grade of "C" or higher: MTH 122, MTH 123, MTH 126, and MTH 139, and MTH 141. Corequisites: MTH 124, MTH 127, and MTH 138. This course is typically taught only in the fall and summer semesters.

MTH 136 Kinesiology for Massage Therapy (2-0-2)

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the affects of massage therapy on the way the body reacts during various activities. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032 or placement score. Corequisites: MTH 120, MTH 121, and MTH 137. This course is typically taught only in the fall and spring semesters.

MTH 137 Anatomy and Physiology for Massage Therapy I(2-0-2)

This course will focus on the anatomy and physiology of the human body and effects of massage on the body as a whole with emphasis on the skeletal, muscular and circulatory systems, including indications/contraindications for massage and relevant pathologies. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032 or placement score. Corequisites: MTH 120, MTH 121, and MTH 136. This course is typically taught only in the fall and spring semesters.

MTH 138 Anatomy and Physiology for Massage Therapy II(2-0-2)

This course is a continuation of Anatomy for Massage Therapy I with focus on the Immune/lymphatic, respiratory, digestive,

urinary and reproductive systems with emphasis on the effects of clinical massage modalities on these body systems. Prerequisites with a grade of "C" or higher: MTH 122, MTH 123, MTH 126, MTH 139, and MTH 141. Corequisites: MTH 124, MTH 127, and MTH 128. This course is typically taught only in the fall and summer semesters.

MTH 139 Anatomy and Physiology for Massage Therapy III (2-0-2)

This course is a continuation of Anatomy for Massage Therapy I and II and includes the nervous, endocrine and integumentary systems. Specific focus is on the effects of massage on the sympathetic/parasympathetic divisions and the effect of massage on the release of neurotransmitters and hormones. Prerequisites with a grade of "C" or higher: MTH, 120, MTH 121, MTH 136, and MTH 137. Corequisites: MTH 122, MTH 123, MTH 126, and MTH 141. This course is typically taught only in the spring and summer semesters.

MTH 141 Pharmacology for Massage Therapy (1-0-1)

This course is a brief overview of the effects of medications commonly reported on health intake forms by massage clients. The main focus is on common over the counter pain relievers, NSAIDS, cardiovascular disease medications and those used for diabetes with emphasis on recognizing possible contraindications for massage and referral guidelines. Prerequisites with a grade of "C" or higher: MTH 120, MTH 121, MTH 136, and MTH 137. Corequisites: MTH 122, MTH 123, MTH 126, and MTH 139. This course is typically taught only in the spring and summer semesters.

MACHINE TOOL TECHNOLOGY

MTT 121 Machine Tool Theory I (3-0-3)

This course covers the principles involved in the production of precision metal parts. Co-requisite: MTT 122. This course is typically offered in the Fall Semester

MTT 122 Machine Tool Practice I (0-12-4)

This course covers practical experiences using the principles in Machine Tool Theory I. Co-requisite: MTT 121. This course is typically offered in the Fall Semester.

MTT 123 Machine Tool Theory II (3-0-3)

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Prerequisites with a grade of "C" or higher: MTT 121 and MTT 122. Co-requisite: MTT 124. This course is typically offered in the Spring Semester.

MTT 124 Machine Tool Practice II (0-12-4)

This course covers the practical application of the principles in Machine Tool Theory II. Prerequisites with a grade of "C" or higher: MTT 121 and MTT 122. Co-requisite: MTT 123. This course is typically offered in the Spring Semester.

COURSE DESCRIPTIONS

MTT 248 Manual Programming and Operations(4-3-5)

This course covers the basic programming and operations of CNC machines such as lathes, milling machines, and wire electrical discharge software. Prerequisite with a grade of "C" or higher: MTT 252. This course is typically offered in the Summer Semester.

MTT 252 CNC Setup and Operations (3-3-4)

This is a comprehensive course which covers basic setup, operations, and classification of CNC turning and machining centers. This course is typically offered in the Spring Semester.

MTT 253 CNC Programming and Operations (2-3-3)

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. Prerequisite with a grade of "C" or higher: MTT 252. This course is typically offered in the Fall Semester.

MTT 254 CNC Programming I (1-6-3)

This course is a study of CNC programming, including machine language and computer assisted programming. Prerequisites with a grade of "C" or higher: MTT 258 and MTT 253. This course is typically offered in the Spring Semester.

MTT 255 CNC Programming II (1-6-3)

This course includes CNC programming with simulated production conditions. Prerequisites with a grade of "C" or higher: MTT 258, MTT 253, and MTT 254. This course is typically offered in the Spring Semester.

MTT 258 CNC Machine Tool CAM (2-3-3)

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs. Prerequisite with a grade of "C" or higher: MTT 252 or departmental approval. This course is typically offered in the Fall Semester.

MTT 285 NIMS Level I Capstone (1-9-4)

This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS. Prerequisites with a grade of "C" or higher: MTT 123 and MTT 124. This course is typically offered in the Summer Semester.

MUSIC

MUS 101 Chorus I (1-0-1)

The course includes the study and performance of selected choral music. This course is typically taught only in the fall semester.

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 with grades of "C" or higher: ENG 100 or placement into ENG 101.

MUS 106 Introduction to Guitar (1-0-1)

This course introduces the student to basic principles of guitar playing. This course is typically taught only in the spring semester.

MUS 110 Music Fundamentals (3-0-3)

This course is an introduction to the elements of music notation with keyboard applications. Information covered includes note names, major/minor tonality, simple sight-reading, rhythm, tempo, simple scales, basic chords, and basic symbols. Students will have the opportunity to perform in groups on a variety of easy instruments (recorder, keyboard, percussion, or guitar) in order to grasp fundamental concepts.

NATURAL RESOURCES MANAGEMENT

NRM 101 Soil Management (3-0-3)

This course is a study of soil science emphasizing its physical and chemical properties relating to the management of natural resources. This course is typically taught only in the fall semester.

NRM 102 Introduction to the Natural Resources Management Profession (3-0-3)

This course is an introduction to the natural resources management profession. This course is typically taught only in the fall semester.

NRM 130 Outdoor Recreation Management (3-0-3)

This course examines the management of natural resources for outdoor recreational purposes. This course is typically taught only in the spring semester.

NRM 131 Natural Resources Equipment Repair and Maintenance (3-0-3)

This course is the study of troubleshooting skills to include the repair and maintenance of equipment commonly used for farms, parks, and other outdoor environments. This course is typically taught only in the spring semester.

NRM 151 Vertebrate Natural History (3-0-3)

This course includes the taxonomic classification, identification, geographic range, and biology of fish, amphibians, reptiles, birds, and mammals native to South Carolina and the Southeast. This course is typically taught only in the fall semester.

NRM 205 Global Positioning Systems I (GPS) (2-3-3)

This course is the study of Global Positioning Systems (GPS) concepts, including project planning and development, data integration into a Geographic Information System, mapping,

COURSE DESCRIPTIONS

navigation, and aerial photo interpretation. Emphasis is on applications within the NRM and EVT fields. Prerequisites with a grade of "C" or higher: MAT 155 or MAT 101 and CPT 101. This course is typically taught only in the spring semester.

NRM 207 Geographic Information Systems I (GIS) (3-0-3)

This course is the study of Geographic Information Systems (GIS) concepts, including coordinate systems, projections, datums, data models and sources, spatial statistics, queries and analyses, and basic cartographic principles. Emphasis is on applications within the NRM field. Prerequisite with a grade of "C" or higher: NRM 205. This course is typically taught only in the spring semester.

NRM 230 Wildlife Management I (2-3-3)

This course is a basic study and application of management practices which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, and improving wetlands are included. This course covers the forest lands as a habitat for wildlife, with emphasis on Southern woodland management. Prerequisites with a grade of "C" or higher: NRM 101 and NRM 102. This course is typically taught only in the spring semester.

NRM 235 Techniques Wildlife Management (2-3-3)

This course includes a survey of applied techniques of wildlife management. The course includes "hands on" instruction in the outdoors. Prerequisite with a grade of "C" or higher: NRM 230. This course is typically taught only in the fall semester.

NRM 251 Introduction to Fishery Science (3-0-3)

This course is a study of the identification, taxonomy, and life histories of freshwater fish. Management implications for various species of fish with commercial, sport, and ecological value are included. This course is typically taught only in the fall semester.

NRM 260 Special Topics (2-3-3)

This course includes special topics in the area of natural resources management. This is the program capstone course and will be used for assessment of final program outcomes, a final program project, student preparation for employment, research and presentations on current topics, and network with invited outside speakers and agencies.

NURSING

NUR 101 Fundamentals of Nursing (3.5-7.5-6)

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Prerequisites with a grade of "C" or higher: BIO 210, ENG 101, MAT 101 or MAT 110 or MAT 120. Corequisites: BIO 211 and NUR 106. This course is typically taught only in the fall and spring semesters.

NUR 102 Basic Nursing Care Skills (2-6-4)

This course introduces basic nursing care skills which are

applied in long term care. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

NUR 106 Pharmacologic Basics in Nursing Practice (2-0-2)

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Prerequisites with a grade of "C" or higher: BIO 210, ENG 101, MAT 101 or MAT 110 or MAT 120. Corequisites: BIO 211 and NUR 101 or NUR 201. This course is typically taught only in the fall and spring semesters.

NUR 120 Basic Nursing Concepts (5-6-7)

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems. Prerequisites with a grade of "C" or higher: BIO 211, NUR 101, NUR 106. Corequisites: CPT 101 and PSY 201. This course is typically taught only in the spring and summer semesters.

NUR 201 Transition Nursing (3-0-3)

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Prerequisites with a grade of "C" or higher: BIO 210, BIO 211, CPT 101, ENG 101, MAT 101 or MAT 110 or MAT 120, and PSY 201. Corequisite: NUR 106. This course is typically taught only in the fall and spring semesters.

NUR 210 Complex Health Problems (3-6-5)

This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites with a grade of "C" or higher: CPT 101, NUR 120, and PSY 201. Corequisites: BIO 225 and PSY 203. This course is typically taught only in the fall and summer semesters.

NUR 214 Mental Health Nursing (2.5-4.5-4)

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Prerequisites with a grade of "C" or higher: BIO 225, NUR 201 or NUR 210, and PSY 203. Corequisite: NUR 220. This course is typically taught only in the fall and spring semesters.

NUR 217 Trends and Issues in Nursing (2-0-2)

This course is an exploration of health care trends and issues. Emphasis will be on the transition from student to graduate nurse. Prerequisites with a grade of "C" or higher: NUR 214 and NUR 220. Corequisites: ENG 102 and NUR 221. This course is typically taught only in the spring and summer semesters.

NUR 220 Family Centered Nursing (5-6-7)

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from

COURSE DESCRIPTIONS

birth through adolescence to promote optimal individual health and development at any stage of the health continuum. Prerequisites with grades of "C" or higher: BIO 225, NUR 201 or NUR 210, and PSY 203. Corequisite: NUR 214. This course is typically taught only in the fall and spring semesters.

NUR 221 Advanced Nursing Concepts (2-9-5)

This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems. Prerequisites with grades of "C" or higher: NUR 214 and NUR 220. Corequisites: ENG 102 and NUR 217. This course is typically taught only in the spring and summer semesters.

PHILOSOPHY

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

PHI 110 Ethics (3-0-3)

This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

PHARMACY TECHNICIAN

PHM 101 Introduction to Pharmacy (3-0-3)

This course provides a study of and introduction to pharmacy and its role in providing patient care services. Prerequisites with a grade of "C" or higher: AHS 102, MAT 101 or placement into MAT 102. This course is typically taught only in the fall and spring semesters.

PHM 110 Pharmacy Practice (3-3-4)

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing. Prerequisites with a grade of "C" or higher: AOT 104, PHM 101, PHM 113, PHM 114, and PHM 152. This course is typically taught only in the spring and summer semesters.

PHM 113 Pharmacy Technician Math (3-0-3)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Prerequisites with a grade of "C" or higher: AHS 102, MAT 101 or placement into MAT 102. This course is typically taught only in the fall and spring semesters.

PHM 114 Therapeutic Agents I (3-0-3)

This course provides an introductory study of therapeutic drug categories. Prerequisites with a grade of "C" or higher:

AHS 102, MAT 101 or placement into MAT 102. This course is typically taught only in the fall and spring semesters.

PHM 118 Community Pharmacy Seminar (1-0-1)

This course is a study of the pharmacy issues related to the community pharmacy practice. Prerequisites with a grade of "C" or higher: AOT 104, PHM 101, PHM 113, PHM 114 and PHM 152. This course is typically taught only in the spring and summer semesters.

PHM 124 Therapeutic Agents II (3-0-3)

This course includes a study of therapeutic drug categories. Prerequisites with a grade of "C" or higher: AOT 104, PHM 101, PHM 113, PHM 114, and PHM 152. This course is typically taught only in the spring and summer semesters.

PHM 152 Pharmacy Technician Practicum I (0-6-2)

This course provides a practical introduction to the pharmacy environment. Prerequisites with a grade of "C" or higher: AHS 102, MAT 101 or placement into MAT 102. This course is typically taught only in the fall and spring semesters.

PHM 164 Pharmacy Technician Practicum II (0-12-4)

This course provides practical application of pharmacy skills in pharmacy environments. Prerequisites with a grade of "C" or higher: AOT 104, PHM 110, PHM 113, PHM 114, and PHM 152, and registration with the South Carolina Board of Pharmacy. This course is typically taught only in the spring and summer semesters.

PRACTICAL NURSING

PNR 110 Fundamentals of Nursing (2.5-7.5-5)

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisites with a grade of "C" or higher: BIO 210, ENG 101, and MAT 101. Corequisites: BIO 211, PNR 122 and PSY 201. This course is typically taught only in the fall semester.

PNR 122 Pharmacology (3-0-3)

This 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. Prerequisites with a grade of "C" or higher: BIO 210, ENG 101, and MAT 101. Corequisites: BIO 211, PNR 110, and PSY 201. This course is typically taught only in the fall semester.

PNR 128 Medical/Surgical Nursing I (4.5-7.5-7)

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, and health

COURSE DESCRIPTIONS

and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites with a grade of "C" or higher: BIO 211, PNR 110, PNR 122, and PSY 201. This course is typically taught only in the spring semester.

PNR 138 Medical/Surgical Nursing II (4.5-7.5-7)

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 with a grade of "C" or higher: PNR 128. This course is typically taught only in the spring semester.

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 with a grade of "C" or higher: PNR 138. Corequisite: PNR 182. This course is typically taught only in the summer semester.

PNR 182 Special Topics in Practical Nursing (1-3-2)

This course covers special topics in practical nursing. Prerequisite with a grade of "C" or higher: PNR 138. Corequisite: PNR 155. This course is typically taught only in the summer semester.

POLITICAL SCIENCE

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

PSYCHOLOGY

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

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 with grades of "C" or higher: 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 with grades of "C" or higher: 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, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems. Prerequisite with grades of "C" or higher: PSY 201.

QUALITY

QAT 103 Quality Management (3-0-3)

The total quality concept, including organization, planning, organizational budgeting, product liability, and the jobs of quality are covered in this course. Statistics required to construct attribute control charts are also included. Prerequisite with a grade of "C" or higher: MGT 101. This course typically taught only in the summer semester.

READING

RDG 032 Developmental Reading (3-0-3)

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 101 College Reading (3-0-3)

This course is designed to enhance reading efficiency by effectively processing and analyzing information. Prerequisite with a grade of "XC" or higher: RDG 032 or placement score.

RELIGION

REL 101 Introduction to Religion (3-0-3)

This course provides a study of religion and the nature of religious belief and practice. Included is a survey of the major religions of the world. Both their historical development and their contemporary expression are considered. Attention is

COURSE DESCRIPTIONS

given to contemporary religious issues. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

SCHOOL-AGE CARE

SAC 101 Best Practices in School-Age and Youth Care Skills (3-0-3)
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SOCIOLOGY

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101

SOC 102 Marriage and the Family (3-0-3)
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

SOC 206 Social Psychology (3-0-3)
This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world). Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall and spring semesters.

SOC 210 Juvenile Delinquency (3-0-3)
This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall and spring semesters.

SPANISH

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 culture. Note: SPA 101 does not count as a humanities elective. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

SPA 102 Elementary Spanish II (4-0-4)
This course continues development of the basic language skills and the study of the Hispanic culture. Prerequisite with a grade of "C" or higher: SPA 101.

SPA 105 Conversational Spanish (3-0-3)
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.

SPEECH

SPC 205 Public Speaking (3-0-3)
This course is an introduction to principles of public speaking with application of speaking skills. This course is designed to give the student confidence and poise in various speaking situations through awareness of the processes involved in public speaking and interpersonal communication by providing him or her with opportunities to express himself in informal speeches, group discussion and conversations. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

SPC 210 Oral Interpretation of Literature (3-0-3)
This course presents the principles and practices in oral interpretation of literary works. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

SURGICAL TECHNOLOGY

SUR 101 Introduction to Surgical Technology (4-3-5)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), MAT 101 or MAT 155, and ENG 101. Corequisites: SUR 102, SUR 104, and SUR 126. This course is typically taught only in the fall semester.

SUR 102 Applied Surgical Technology (2-9-5)
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), MAT 101 or MAT 155, and ENG 101. Corequisites: SUR 101, SUR 104, and SUR 126. This course is typically taught only in the fall semester.

SUR 104 Surgical Procedures II (4-0-4)
This course is a study of the various specialties of surgical procedures. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), BIO 115 (or BIO

COURSE DESCRIPTIONS

225). Corequisites: SUR 101, SUR 102, and SUR 126. This course is typically taught only in the fall semester.

SUR 105 Surgical Procedures III (4-0-4)

This course is a study of the advanced specialties of surgical procedures. Prerequisites with a grade of "C" or higher: SUR 101, SUR 102, SUR 104, and SUR 126. Corequisites: BIO 115 and SUR 110. This course is typically taught only in the spring semester.

SUR 110 Introduction to Surgical Practicum (0-15-5)

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations. Prerequisites with a grade of "C" or higher: SUR 101, SUR 102, SUR 104, and SUR 126. Corequisites: BIO 115 and SUR 105. This course is typically taught only in the spring semester.

SUR 111 Basic Surgical Practicum (2-15-7)

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Prerequisites with a grade of "C" or higher: SUR 105, SUR 110, and BIO 115. Corequisites: SUR 120 and PSY 201. This course is typically taught only in the summer semester.

SUR 120 Surgical Seminar (2-0-2)

This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisites with a grade of "C" or higher: SUR 110, SUR 105, and BIO 115. Corequisites: SUR 111 and PSY 201. This course is typically taught only in the summer semester.

SUR 123 Sterile Processing Technology (2-3-3)

This course provides detailed study of the preparation and processing procedures of surgical instruments. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

SUR 125 Sterile Processing Practicum (2-9-5)

This course presents the applications of sterile processing theory in the clinical setting. Prerequisites with a grade of "C" or higher: AHS 102, AHS 180, CPT 101, and RDG 101.

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. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), MAT 101 or MAT 155. Corequisites: SUR 101, SUR 102, and SUR 104. This course is typically taught only in the fall semester.

THEATRE

THE 101 Introduction to Theatre (3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production. It will involve field trips and attendance at and critiques of theatrical performances. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101.

THE 105 Fundamentals of Acting (3-0-3)

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

WELDING

WLD 103 Print Reading I (1-0-1)

This is a basic course that 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. Prerequisites with a grade of "C" or higher: IMT 210 and IMT 211. This course is typically offered in the spring semester.

WLD 106 Gas and Arc Welding (3-3-4)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. Students will demonstrate proper set up, use, handling, and storage of compressed gas cylinders. Students will demonstrate skills in the use of hand torch and automatic cutting equipment and the ability to cut straight lines, circles, and shapes and the proper use of a scarfing tip. Students will demonstrate the skills to cut and bevel plate with hand torch and automatic equipment, use plasma cutting equipment, and set up and use the SMAW equipment. This course is typically offered in the fall semester.

WLD 109 Gas Metal Arc Welding II (2-3-3)

This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals. Prerequisite with a "C" or higher: WLD 113. This course is typically offered in the summer semester.

WLD 111 Arc Welding I (2-6-4)

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. Students will demonstrate knowledge of proper setup of equipment, polarity, AWS electrode classification numbering system, different joint configurations and designs and the proper welding symbol, joint type and position numbering system. Student will

COURSE DESCRIPTIONS

demonstrate the ability to run continuous beads using E6010 and E 7018 in all positions and multi-pass beads in the 2F, 3G, 4F and 4G positions. This course is typically offered in the fall semester.

WLD 113 Arc Welding II (3-3-4)

This course is a study of arc welding of ferrous and/or non-ferrous metals. It is a continuation of Arc Welding I. Students will continue to demonstrate safe working practices while advancing their skills in the Shield Metal Arc Welding (SMAW) process open rod and the ability to prepare test coupons using oxy-fuel cutting equipment and complete a 3/8 plate test using backing in the 2G, 3G, and 4G positions using E7018 electrodes using the AWS D1.1 as code. Prerequisite with a "C" or higher: WLD 106. This course is typically offered in the spring semester.

WLD 117 Specialized Arc Welding (3-3-4)

This course covers arc welding processes for industrial purposes. Prerequisites with a grade of "C" or higher: WLD 231, WLD 152, and WLD 170. This course is typically offered in the summer semester.

WLD 132 Inert Gas Welding Ferrous (3-3-4)

This course covers set up and adjustments of equipment and fundamental techniques for welding ferrous metals. Students will demonstrate the ability to properly identify all parts of the GTAW (TIG) equipment, walk the cup while adding filler metal making T-joints in the 2F, 3F, and 4 F positions, run root passes on plate in the 2G, and 3G positions, and fill and cap test welds on plate in the 2G, and 3G positions. Prerequisite with a grade of "C" or higher: WLD 111. This course is typically offered in the spring semester.

WLD 142 Maintenance Welding (2-3-3)

This course covers gas and arc welding processes used in maintenance shops. Prerequisites with a grade of "C" or higher: WLD 113 and WLD 106. This course is typically offered in the summer semester.

WLD 152 Tungsten Arc Welding - Pipe (3-3-4)

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals. Weld test in accordance to ASME Section 9. Prerequisites with a grade of "C" or higher: WLD 172, WLD 225, and WLD 228. This course is typically offered in the spring semester.

WLD 154 Pipe Fitting and Welding (3-3-4)

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. Prerequisites with a grade of "C" or higher: WLD 231, WLD 152, and WLD 170. This course is typically offered in the summer semester.

WLD 160 Fabrication Welding (2-3-3)

This course covers 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. Prerequisite with a grade of "C" or higher: WLD 106. This course is typically offered in the spring semester.

WLD 170 Qualification Welding (3-3-4)

This course covers the procedures and practices used in taking welder qualification tests. Prerequisites with a grade of "C" or higher: WLD 172, WLD 225, and WLD 228. This course is typically offered in the spring semester.

WLD 172 Print Reading and Sketching for Pipe Welding (4-0-4)

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. This course is typically offered in the fall semester.

WLD 208 Advanced Pipe Welding (2-3-3)

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. Weld test in accordance to AMSE Section 9. Prerequisites with a grade of "C" or higher: WLD 231, WLD 152, and WLD 170. This course is typically offered in the summer semester.

WLD 222 Advanced Fabrication Welding (3-3-4)

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment. Prerequisite with a "C" or higher: WLD 160 and WLD 111. This course is typically offered in the summer semester.

WLD 225 Arc Pipe Welding I (2-6-4)

This course covers the techniques used in shielded metal arc welding of groove welds on pipe. Students will demonstrate the ability to cut and prepare coupons for making test welds in accordance to ASME Section 9 welding code standards, successfully complete test bends taken from their welds. This course is typically offered in the fall semester.

WLD 228 Inert Gas Welding – Pipe I (3-3-4)

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe. Weld test in accordance to ASME Section 9. This course is typically offered in the fall semester.

WLD 231 Gas Metal Arc/Flux Cored Arc Welding Pipe I (3-3-4)

This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe. Weld test in accordance to ASME Section 9. Prerequisites with a grade of "C" or higher: WLD 172, WLD 225, and WLD 228. This course is typically offered in the spring semester.



PERSONNEL

WWW.CCTECH.EDU



EXCELLENCE . INTEGRITY . INNOVATION

PERSONNEL

COLLEGE PERSONNEL PRESIDENT'S OFFICE

Tim Hardee, President
Emma Lee Rickard, Administrative Assistant

Workforce Development & the South Carolina Environmental Training Center

Elizabeth Williams, Director of Workforce Development &
the SC Environmental Training Center
Joyce Wilson, Administrative Specialist
Deborah Richardson, Program Manager, Allied Health

Central Carolina Technical College Foundation

Meree McAlister, Director of the Central Carolina Technical
College Foundation

Public Relations

Becky Rickenbaker, Director of Public Relations
Brenda Choice, Administrative Specialist II
Valentin Petrus, Information Resource Consultant
Vacant, Media Resources Specialist II

ACADEMIC AFFAIRS

David Watson, Vice President for Academic Affairs
Willodine James, Administrative Specialist
Jennifer Black, Dual Enrollment Coordinator
Britney Chandler, Dual Enrollment Coordinator

Assist Program

Wes Pelletier, ASSIST Program Director
Rebecca Curry, Administrative Specialist
Lynda Marshall, Industrial Workforce Readiness
Center Manager
Coley Summerlin, Industrial Workforce Readiness
Counselor
David Trask II, Industrial Workforce Readiness
Center Recruiter

Business and Public Services Division

Nancy Bishop, Dean, Business and Public Service
Christi McElveen, Administrative Specialist

Accounting and Management

John Watson, Department Chair, Accounting and
Management
Gary Hinkle, Instructor, Accounting
Leonard Hopkins, Instructor, Management

Administrative Office Technology

Elizabeth Bastedo, Department Chair, Administrative Office
Technology

Shauna Boyer-Parker, Instructor, Administrative
Office Technology
Larry Foote, Instructor, Administrative
Office Technology
Gwen Stewart, Instructor, Administrative
Office Technology

Criminal Justice Technology

Christopher Hall, Academic Program Manager,
Criminal Justice Technology

Distance Education

Jenny Szupka, Distance Education Coordinator
Cynthia Presson, Instructional Technologist

Early Care and Education

Pam Dinkins, Academic Program Manager,
Early Care and Education
Judy Lachance, Instructor, Early Care and Education

Environmental and Natural Resources

Joshua Castleberry, Department Chair, Environmental and
Natural Resources
John Martin, Instructor, Natural Resources
Management

Human Services

Lisa Nelligan, Academic Program Manager, Human Services

Information Technology

Barbara Wells, Department Chair, Information Technology
Marion Busbee, Instructor, Information Technology
Heath Carroll, Instructor, Information Technology
Mike McLaughlin, Instructor, Information Technology
Tiffani McGainey, Instructor, Information Technology
Richard Pritchard, Instructor, Information Technology

Library

Denise Robinson, Head Librarian
Johnette Brewer, Library Specialist
Vacant, Library Specialist

Paralegal

Gary Johnson, Academic Program Manager, Paralegal

General Education Division

Myles Williams, Dean, General Education
Diana Reardon, Administrative Specialist

English/Reading

Melissa McFarland, Department Chair, English, and
Academic Program Manager, Associate in Arts University
Transfer
Louise Brown, Instructor, English
John Ellen, Instructor, English
Cortney Green, Instructor, English

Nancy Hoefer, Instructor, Reading/College Skills
 Anita Jones, Instructor, English
 Deborah Ketterer, Instructor, Reading/College Skills
 Timothy Midgette, Instructor, English
 Patricia Moseley, Instructor, English
 Jackson Nichols, Instructor, English
 Joey Poole, Instructor, English

Math

Jason Tisdell, Department Chair, Mathematics, and Academic Program Manager, Associate in Science University Transfer
 Amy Bell, Instructor, Mathematics
 Sharhonda Elmore-Rivers, Instructor, Mathematics
 Alexis Hurst, Instructor, Mathematics
 Ann Johnson, Instructor, Mathematics
 Lynn McElveen, Instructor, Mathematics
 Wendell Robinson, Instructor, Mathematics
 Scott Sims, Instructor, Mathematics
 Penny Weber, Instructor, Mathematics

Science

Andrew Accardi, Department Chair, Science
 Vacant, Instructor, Biology
 Debbie Babb, Instructor, Biology
 Matthew Cox, BOOST Biology/Science Coordinator
 Ashley Davis, Instructor, Biology
 Sena Gibson, Instructor, Biology
 Jessica Lea, Instructor, Biology
 Orlando Robinson, Instructor, Biology
 Max Weber, Instructor, Biology
 Lynnette Wick, Instructor, Biology/Lab Manager

Speech, Humanities, and Social Sciences

Lisa Dimitriadis, Department Chair, Speech, Humanities, and Social Sciences
 Marie Davis, Instructor, Psychology
 James Fulcher, Instructor, Religion/Philosophy/Spanish
 Mark Johnson, Instructor, Psychology
 Jennifer Perry, Instructor, Sociology
 Vacant, Instructor, Speech
 Joseph Valcourt, Instructor, Speech/Theater
 Raymond Watkins, Instructor, Speech/Spanish/English

Health Sciences Division

Miriam Laney, Dean, Health Sciences
 Donna Coker, Administrative Specialist
 Denise Thompson, Administrative Specialist
 Kathy McIntosh, Simulation Coordinator
 Katherine Kovich, Allied Health Course Coordinator
 Caroline Faber, Nursing Assistant Program Coordinator

Allied Health

Courtney Ellenburg, Academic Program Manager, Pharmacy Technician
 Brent Jackson, Academic Program Manager, Massage Therapy

Mary Johnson, Academic Program Manager, Medical Record Coding
 Brie Weber, Academic Program Manager, Surgical Technology
 Vacant, Sterile Processing Program Coordinator
 Micheline Wheeler, Academic Program Manager, Medical Assisting
 Evonne Loney, Patient Care Technician Coordinator

BOOST Program

Helen Corey, BOOST Program Director
 Faith Alston, Administrative Assistant
 Vacant, Career Coach
 Jacob Herod, Recruiter/Intake
 Vacant, Simulation Technician

Nursing

Mary Jo Ardis, Department Chair, Associate Degree and Practical Nursing
 Susan Caulkins, Instructor, Associate Degree Nursing
 Cheryl DeGraw, Instructor, Associate Degree Nursing
 Nancy Erbach-Manankil, Instructor, Associate Degree Nursing
 Lisa Floyd, Instructor, Associate Degree Nursing
 Golda Gordon, Instructor, Practical Nursing
 Beverly Gullledge, Instructor, Associate Degree Nursing
 Connie Houser, Instructor, Associate Degree Nursing
 Jessica Jones, Instructor, Associate Degree Nursing
 Linda Lewis, Instructor, Associate Degree Nursing
 Shijuan McKinney, Instructor, Associate Degree Nursing
 Cathy Mulloy, Instructor, Associate Degree Nursing
 Audra Scott, Instructor, Practical Nursing
 Pamela Weinberg, Instructor, Associate Degree Nursing
 Judy Whitaker, Instructor, Associate Degree Nursing

Industrial and Engineering Technology Division

Brent Russell, Dean, Industrial and Engineering Technology
 Ginger Parker, Administrative Specialist

Automotive Technology

David Moore, Academic Program Manager, Automotive Technology

Engineering Graphics Technology

David Tuders, Academic Program Manager, Engineering Graphics Technology

HVAC/R

Chris Watkins, Academic Program Manager, HVAC/R
 Bobby Tyner, Instructor, HVAC/R

Manufacturing Technology

Ladell Humphries, Academic Program Manager, Manufacturing Technology

PERSONNEL

Mechatronics

Hybert Hancock, Academic Program Manager, Mechatronics
John Propst, Instructor, Mechatronics

Welding Technology

Axel Reis, Academic Program Manager, Welding Technology
Ernest Avins III, Instructor, Welding Technology
Kevin Poindexter, Instructor, Welding Technology

STUDENT AFFAIRS

Lisa Bracken, Vice President for Student Affairs
Jackie Evans, Administrative Coordinator

Admissions and Records

Barbara Wright, Director of Admissions and Records
Betsy Elmore, Admissions Administrative Specialist
Vanessa Gray, Administrative Specialist/Switchboard Operator
Cynthia Johnson, Academic Advisement Specialist/
Graduation Coordinator
Joanne Shaw-Henderson, Cashier/Administrative Specialist
Linda Johnson, Student Records Computer Operator
Shawntay King, Admissions Counselor
Priscilla McRee, Academic Advisement Specialist/
Special Populations Coordinator
Austin Floyd, Student Life Coordinator/Admissions Counselor
Lara Stephenson, Admissions Counselor
Henrietta Scott, Registrar
Stacia Sanders-Hernandez, Admissions Counselor/
Disability Services Coordinator

Career and Learning Services

Emily Freeland, Director of Career and Learning Services
Natasha Covington, Administrative Assistant
Ashley Davis, Career Services Coordinator
Mark Murphy, Men in Motion Coordinator
Diane Fulcher, Academic Services Coordinator

Financial Aid

Tiffany Wilson, Director of Financial Aid and Veterans' Affairs
Annette Karlinsky, Financial Aid Administrative Specialist
Kenneth Bernard, Financial Aid Counselor
Natasha Brazier, Financial Aid Counselor
Lisa Jeffords, Financial Aid Counselor
Jamilla Jenkins-Nelson, Veterans' Affairs/Financial Aid Counselor
Teneisha Adams, Financial Aid Counselor,
Kershaw County Campus
Versandra London, Financial Aid Counselor,
F.E. DuBose Campus

Jernitha Smith, Financial Aid Counselor
Meta Liuzzo, Financial Aid Data Coordinator

Recruitment, Outreach, and Testing

Sierra Neal, Director of Recruitment, Outreach and Testing
Simone Keller, Recruiter
Vacant, Recruiter
Carolyn Adamczyk, Military Programs Coordinator,
Shaw Air Force Base
Allison Jeffords, Program Manager/Admissions Counselor, Kershaw County Campus
Vacant, Advisement & Registration Specialist,
Kershaw County Campus
Deceia Galuppi, Administrative Specialist,
Kershaw County Campus
Beverly Osborne, Testing Coordinator
Rhonda Sherman, Program Manager/Admissions Counselor, F.E. DuBose Campus
Angela Conyers, Administrative Specialist,
F.E. DuBose Campus
Leann Tüders, Administrative Specialist,
Lee County Site/Recruitment

Secondary Programs & Retention

Vicki Singleton, Director of Secondary Programs and Retention
Dynissia Fulton, Administrative Specialist
Vacant, Secondary Program Coordinator
Katrina Fox, Student Retention Coordinator

TRiO Student Support Services

Gwendolyn Parker, Director of TRiO, Student Support Services
April Wilson, TRiO Administrative Specialist
Hope Carter, TRiO Transfer/Advisement Counselor
Amanda Lawson-Huggins, TRiO Intake/Advisement Counselor

ADMINISTRATION AND PLANNING

Ann A. Cooper, Vice President for Administration and Planning
Becky Small, Administrative Specialist
Bryan May, Director of Research and Institutional Effectiveness
Deborah McCauley, Statistical and Research Analyst
Emily Ward, Director of Advancement and Development

BUSINESS AFFAIRS

Terry Booth, CPA, CGFO, Vice President for Business Affairs
Linda McLane, Administrative Specialist

Accounting and Purchasing

Cheryl Allen-Lint, CGFO, Director of Accounting
Leslie Moser, CGFO, Assistant Director of Accounting
Pat Buddin, Accounting Technician - Accounts Payable
Martha McMahon, Accounting Technician -
Accounts Receivable
Deborah Price, Accounting Technician -
Accounts Receivable
Gwen Padmore, Accounting Technician -
Accounts Payable

Auxiliary Services

Mark Neil, Director of Auxiliary Services
Jeanette Blanding, Bookstore Supply Specialist
Catherine Wilson, Bookstore Supply Specialist
Jeffrey McClendon, Print Shop Specialist

Physical Plant

Ralph Turner, Director of Physical Plant
Ed Qualtrough, Assistant Director of Physical Plant
Roy Ardis, Trades Specialist
Clint Davis, Trades Specialist
Kenneth Lee, Trades Specialist
Jim Phillips, Trades Specialist
Roger Wooddell, Trades Specialist
Jamison Wells, Grounds Supervisor
Richard Rauch, Custodial Supervisor

Information and Learning Technologies

Vicky Hooks, Ph.D., Director of Information
and Learning Technologies
Larry Barefoot, Technician
Michael Barfield, Technician
Rica Bird, User Support Services Associate
Mark Duffie, User Support Services Supervisor
Michael Howington, Technician
Farrell Jones, Systems Manager
Crystal Rivers, User Support Services Associate
Dottye Rivers, Senior Applications Analyst
Thomas Rowe, Database Administrator
David Smith, Systems and Programming Manager
Ron Stadalsky, Assistant Systems Manager

Personnel

Ronalda Stover, SPHR, Director of Personnel
Becky Vipperman, Human Resource Manager
Jennifer Jones, Human Resource Specialist
Chaniece Applewhite, Payroll Administrator

Property and Inventory Control

Pat Lauterbach, Inventory/Property Control Manager

Security

Holly Goddard, Director of Safety and Security

F. E. DUBOSE CAREER CENTER

Susan Anderson, Director of F.E. DuBose Career Center
Sherry Coker, Administrative Specialist
Mark Burke, Instructor, Welding
Blake Driggers, Instructor, Automotive Technology
Ladell Grice, Law Enforcement Services
Anne Ridgill, Instructor, Child Care Services
Barbara King, Administrative Specialist
Willa Jean Kinlaw-Shaw, Instructor, Culinary Arts
Tammie Graham, Instructor, Cosmetology
Lisa Coker, Instructor, Health Science
Mike Griffin, Instructor, Carpentry
Jane Geddings, Instructor, Information Technology

Adult Education

Julie Griffin, Adult Education Director
Marian Evans, Administrative Specialist
Myrna Belser, Instructor, Adult Education
Beverly Felder, Instructor, Adult Education

Maintenance

Bernard Bradshaw, Trades Specialist
Franklin Simmons, Trades Specialist
Terrence Twine, Custodian

COLLEGE ADMINISTRATION

Hardee, Tim, President, Ed.D., M.Ed., University of South
Carolina, SC; B.S., Coastal Carolina University, SC.
Booth, Terry L., Vice President for Business Affairs, CPA,
CGFO, M.P.A, Troy State University; B.S., University of
South Carolina, SC.
Bracken, Lisa, Vice President for Student Affairs, G.C.D.F.;
M.Ed., Troy State University, AL; Higher Education
Leadership Certificate, University of South Carolina, SC;
B.S., Eastern New Mexico University, NM.
Cooper, Ann A., Vice President for Administration and
Planning, M.Ed., University of South Carolina, SC;
Higher Education Leadership Certificate, University of
South Carolina, SC; additional graduate study, University
of South Carolina, SC; The Citadel, SC.; and Webster
University, MO; B.S., Winthrop College, SC.
Watson, David S., Vice President for Academic Affairs, M.S.,
University of South Carolina, SC; M.S., Bell Laboratories.

PERSONNEL

FACULTY

- Accardi, Andrew, Department Chair, Science, Ph.D., Walden University, MS; B.S., Idaho State University, ID.
- Ardis, Mary Jo, Department Chair, Nursing, M.S.N., Valdosta State University, GA; B.S.N., Bellarmine College, KY.
- Avins III, Ernest, Instructor, Welding, Certificate, Central Carolina Technical College, SC.
- Babb, Debbie, Instructor, Biology, M.S.N., University of South Carolina, SC; B.S.N., Clemson University, SC.
- Bastedo, Elizabeth, Department Chair, Administrative Office Technology, M.A.T., B.S., and additional graduate study, University of South Carolina, SC.
- Bishop, Nancy, Dean of Business & Public Service, M.L.I.S., University of South Carolina, SC; B.A., University of South Carolina, SC.
- Bell, Amy, Instructor, Mathematics, M.S., Florida Atlantic University, FL; B.S., Sonoma State University, CA.
- Boyer-Parker, Shauna, Instructor, Administrative Office Technology, M.A., Webster University, MO; B.S., University of South Carolina, SC.
- Brown, Louise, Instructor, English, M.A., Clemson University, SC; B.A., Winthrop University, SC.
- Busbee, Marion, Instructor, Information Technology, M.Ed., University of South Carolina; additional graduate study, College of Charleston, SC, and Webster University, MO; B.S. in Ed., University of South Carolina, SC.
- Carroll, Heath, Instructor, Information Technology, M.E., University of South Carolina, SC.; B.S., University of South Carolina, SC. A+
- Castleberry, Joshua, Department Chair, Environmental and Natural Resources, M.E.E.R.M and B.S., University of South Carolina, SC.
- Caulkins, Susan, Instructor, Associate Degree Nursing, M.S.N., Clemson University, SC; Post graduate, F.N.P., University of South Carolina, SC; B.S.N., Medical University of South Carolina, SC.
- Cox, Matthew, Instructor, Biology and BOOST Science Coordinator, M.A.T. and B.S., University of South Carolina, SC.
- Davis, Ashley, Instructor, Biology, M.S., University of South Carolina School of Medicine, SC; B.S., College of Charleston, SC.
- Davis, Marie, Instructor, Psychology, M.S., Walden University, MN; B.A., Limestone College, SC.
- DeGraw, Cheryl, Instructor, Associate Degree Nursing, M.S.N., Binghamton University, NY, Post graduate, N.N.P., The Pennsylvania State University, PA, B.S.N., Alfred University, NY.
- Dimitriadis, Lisa, Department Chair, Speech, Humanities, and Social Sciences, M.A., History, College of Charleston, SC; M.P.H., Kaplan University, IA; B.A., Francis Marion University, SC.
- Dinkins, Pam, Academic Program Manager, Early Care and Education, M.Ed., B.A., and additional graduate study, University of South Carolina, SC.
- Ellen, John, Instructor, English, M.A., University of Tennessee, TN; B.A., Francis Marion, SC.
- Ellenburg, Courtney, Academic Program Manager Pharmacy Technician, A.A. and A.S., Tri-County Technical College, SC.
- Elmore-Rivers, Sharhonda, Instructor, Mathematics, Ed.S., Liberty University, VA; M.Ed. and M.A. Ed., The Citadel, SC; additional graduate study, Liberty University, VA.; B.S., Clemson University, SC.
- Erbach-Manankil, Nancy A., Instructor, Associate Degree Nursing, M.S., University of Maryland, MD; B.S.N., Adelphi University, NY.
- Faber, Caroline, Nursing Assistant Program Coordinator, A.S.N., Queens University of Charlotte, Presbyterian Hospital School of Nursing, NC.
- Floyd Lisa, Instructor, Associate Degree Nursing, M.S.N., University of Kansas, KS; B.S.N., Medical University of South Carolina, SC.
- Foote, Larry, Instructor, Administrative Office Technology, M.B.A., Atlanta University, GA; M.A., Webster University, MO; B.A. Clark College, GA; additional graduate studies, University of South Carolina.
- Fulcher, James P., Instructor, Religion, Philosophy and Spanish, M.Div., Asbury Theological Seminary; M.S. Instructional Technology (Spanish Applications); B.A., Asbury College, KY; Indiana University, additional Spanish studies, Indiana University, IN, and Instituto de la Lengua Espanola, San Jose, Costa Rica.
- Gibson, Sena, Instructor, Biology, M.C.L.F.S., University of Maryland, MD; B.S., Clemson University, SC.
- Gordon, Golda, Instructor, Associate Degree Nursing, M.S.N., University of Phoenix, AZ; B.S.N., Grambling State University, LA.
- Green, Cortney, Instructor, English, M.S. Radford University, VA; B.A. George Mason University, VA.
- Gulledge, Beverly, Instructor, Associate Degree Nursing, M.N. and B.S.N., University of South Carolina, SC.
- Hall, Christopher, Academic Program Manager, Criminal Justice Technology; M.P.A./C.J., Jacksonville State University, AL; B.S., University of South Carolina, SC.
- Hamilton, Raquel, Instructor, Associate Degree Nursing, M.S.N., University of South Alabama, AL; B.S.N., Kent State University, OH.
- Hancock, Hybert, Academic Program Manager, Mechatronics, A.D., Central Carolina Technical College, SC.
- Hinkle, Gary, Instructor, Accounting, M.B.A., St. Leo University, FL; M.S. Management, Troy University, AL; B.A., St. Leo University, FL.
- Hoefer, Nancy, Instructor, Reading, M.Ed., B.A., and additional graduate study, University of South Carolina, SC.
- Hopkins, Leonard, Instructor, Management, M.S., Air Force Institute of Technology, OH; B.A., Berea College, KY; additional graduate study, University of South Carolina, SC and Webster University, MO.
- Houser, Connie, Instructor, Associate Degree Nursing, M.S., University of South Carolina, SC; B.S.N., Medical University of South Carolina, SC.

- Humphries, Ladell, Academic Program Manager, Machine Tool, A.D., Central Carolina Technical College, SC.
- Hurst, Alexis, Instructor, Mathematics, B.S., Eckerd College, FL; M.S., Air Force Institute of Technology, OH.
- Jackson, Brent, Academic Program Manager, B.S., Southern Illinois University, IL.
- Johnson, Ann, Instructor, Mathematics, M.A.T. and B.A., Winthrop University, SC; additional graduate study, University of South Carolina, SC and College of Charleston, SC.
- Johnson, Gary, Academic Program Manager, Paralegal, J.D., University of South Carolina, SC., B.A. University of South Carolina, S.C.
- Johnson, Mark, Instructor, Psychology, M.Ed., The Citadel, SC; B.A., University of South Carolina, SC.
- Johnson, Mary A., Academic Program Manager, Medical Record Coding, B.A., Columbia College, SC.; CPC, Midlands Technical College, SC.
- Jones, Anita, Instructor, English, M.A. and B.S., Longwood College, VA.
- Jones, Jessica, Instructor, Associate Degree Nursing, M.S.N., South University, GA; B.S.N., University of South Carolina, SC.
- Ketterer, Deborah, Instructor, Reading, M.S., Duquesne University, PA; B.S., Radford University, VA.
- Kovich, Katherine, Allied Health Course Coordinator, M.P.H. and M.S.W., University of South Carolina, SC; B.A., Louisiana State University, LA.
- Lachance, Judy, Instructor, Early Care and Education, M.Ed., University of South Carolina, SC; B.A., Mississippi University for Women, MS.
- Laney, Miriam, Dean of Health Sciences, M.N., B.S.N., University of South Carolina, SC.
- Lea, Jessica, Instructor, Biology, M.S., University of South Carolina, SC; B.S., Biology, Winthrop University, SC.
- Lee, Jonathan, Instructor, Associate Degree Nursing, M.S.N., Clemson University, SC; B.S.N. University of South Carolina, SC.
- Lewis, Linda, Instructor, Associate Degree Nursing, M.N., University of South Carolina, SC; B.S.N., Medical University of South Carolina, SC.
- Loney, Evonne, Patient Care Technician Coordinator, C.M.A., A.S., South University, SC.
- Martin, John, Instructor, Natural Resources Management, M.S., and, B.S., Clemson University, SC.
- McElveen, Lynn, Instructor, Mathematics, Ed.S., Mississippi State University, MS; M.M., University of South Carolina, SC; B.A., Columbia College, SC.
- McFarland, Melissa, Department Chair, English, Academic Program Manager, Associate in Arts University Transfer Program Manager, Ph.D., Clemson University, SC; M.A. and B.S., University of South Carolina, SC.
- McGainey, Tiffani, Instructor, Information Technology, M.A., Webster University, MO; B.M., University of South Carolina, SC. A+
- McKinney, Shijuan, Instructor, Associate Degree Nursing, M.S.N., Walden University, MN; B.S.N., Florida A&M University, FL.
- McLaughlin, Mike, Instructor, Information Technology, M.E., University of South Carolina, SC; B.S., Francis Marion University, SC. M.T.A. (Software Development Fundamentals, Windows Development Fundamentals, .NET Fundamentals, and Mobile Development Fundamentals) and M.C.P (Programming in C# Specialist)
- Midgett, Timothy, Instructor, English, M.F.A., Minnesota State University; B.S., East Carolina University, NC.
- Moore, David, Academic Program Manager, Automotive Technology, ASE Certified.
- Moseley, Patricia, Instructor, English, M.A., Sul Ross State University, TX; B.A., Baylor University, TX.
- Mulloy, Cathy, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Medical University of South Carolina, SC.
- Nelligan, Lisa, Academic Program Manager, Human Services; M.S.W., University of South Carolina, SC; B.A., Saint Leo University, SC.
- Nichols, Jackson, Instructor, English, M.A., and B.A., Clemson University, SC.
- Perry, Jennifer, Instructor, Sociology, M.A., New Mexico State University, NM; B.A., Sonoma State University, CA.
- Poindexter, Kevin, Instructor, Welding, A.D., Tri-County Technical College, SC.
- Poole, Joey, Instructor, English, M.F.A., University of South Carolina, SC; B.A., Clemson University, SC.
- Pritchard, Richard, Instructor, Information Technology, M.A., Webster University, MO; B.S., University of South Carolina, SC. Network+, A+, Security+, C.C.A.I., C.C.N.A., C.C.N.A. Security, and C.C.N.A. Wireless.
- Propst, John, Instructor, Mechatronics, B.S., University of South Carolina, SC.
- Reis, Axel, Academic Program Manager, Welding Technology, B.S., Tier College for Trade and Technology, Germany.
- Robinson, Denise, Head Librarian, M.L.I.S., University of South Carolina, SC; B.A. University of South Carolina, SC.
- Robinson, Orlando, Instructor, Biology, M.S., Life University, GA; B.S., Fayetteville State University, NC.
- Robinson, Wendell, Instructor, Mathematics, M.Ed., Columbia College, SC; B.A., Francis Marion University, SC.
- Russell, Brent, Dean, Industrial and Engineering Technology, B.S., Southern Illinois University, A.D., Midlands Technical College, SC. NIMS Certified.
- Scott, Audra, Instructor, Practical Nursing, M.S.N., Charleston Southern University, SC; B.S.N., Clemson University, SC.
- Sims, Scott (Alex), Instructor, Mathematics, M.S. and B.S., Auburn University, AL.
- Stewart, Gwen, Instructor, Administrative Office Technology, M.S., Webster University, MO; B.S. University of South Carolina, SC.
- Tseniar, Wynn, Instructor, English, M.Ed., University of South Carolina, SC; B.A., Clemson University, SC.

PERSONNEL

- Tisdell, Jason, Department Chair, Mathematics, and Academic Program Manager, Associate in Science University Transfer Program Manager, M.S., Air Force Institute of Technology, OH; B.S., Wright State University, OH.
- Tuders, David, Academic Program Manager, Engineering Graphics Technology, A.D., ITT Technical College, IN.
- Tyner, Bobby, Instructor, HVAC, Certificate, Central Carolina Technical College, SC
- Valcourt, Joseph, Instructor, Speech/Theater, M.A. and B.A., University of Maryland, MD.
- Watkins, Chris, Academic Program Manager, HVAC, A.D., Central Carolina Technical College, SC.
- Watkins, Raymond, Instructor, English, Speech, and Spanish, Ph.D. and M.A.T., University of South Carolina, SC.; B.A., University of South Carolina, SC; additional graduate study, Johns Hopkins University, MD.
- Watson, John, Department Chair, Accounting and Management, M.B.A. and B.S., Golden Gate University, CA; A.S., Sumter Area Technical College, SC.
- Weber, Brie, Academic Program Manager, Surgical Technology, C.S.T., A.D. and Diploma, Central Carolina Technical College, SC.
- Weber, Max, Instructor, Biology, M.A.T., Winthrop University, SC; B.S., Clemson University, SC.
- Weber, Penny, Instructor, Mathematics, M.ED., Cambridge College, MA; B.S., Morris College, SC.
- Weinberg, Pamela, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Medical University of South Carolina, SC.
- Wells, Barbara, Department Chair, Information Technology, M.A., Webster University, MO; M.A.T., Winthrop University, SC; B.S., Winthrop University, SC.; additional graduate study, University of South Carolina, SC; The Citadel, SC; and John Hopkins University; C.P.S.
- Wheeler, Micheline, Academic Program Manager, Medical Assisting, A.D.N., Central Carolina Technical College, SC.
- Whitaker, Judy, Instructor, Associate Degree Nursing, M.S.N., University of Phoenix, AZ; B.S.N, University of Phoenix, AZ.
- Wick, Lynnette, Instructor, Biology, M.S. and B.S., Youngstown State University, OH.
- Williams, Myles, Dean, General Education, M.S., Kansas State University, KS; B.S., University of Florida, FL.



STUDENT HANDBOOK

WWW.CCTECH.EDU



EXCELLENCE . INTEGRITY . INNOVATION

STUDENT HANDBOOK

Academic Integrity Honor Code

Central Carolina Technical College affirms the values of excellence, integrity, and innovation. Academic integrity is an important element of our values. The Academic Integrity Honor Code holds students to high academic and personal behavior standards. The Academic Integrity Honor Code emphasizes the importance of academic integrity, personal pride, honor and accountability; and these are the standards by which students are expected to adhere to in the academic environment whether or not they are explicitly asked in advance to do so.

I pledge the work in this course will be my own.

I pledge not to allow others to copy or present my work as their work.

I pledge not to commit any acts of plagiarism.
I pledge to cite and reference any work obtained from resources.

I pledge not to lie, cheat, or steal to gain academic advantage.

I pledge to oppose every instance of academic dishonesty.

I understand that any act of academic dishonesty is a direct violation of the Student Code and will have consequences, up to and including failing the course, as outlined in the College Catalog and Student Handbook.

TIPS FOR SUCCESS

Making the Most of your College Experience!

The faculty and staff at Central Carolina Technical College want your experience at the College to be successful. Here are a few tips to help you:

- Meet all the requirements for admission, including official transcripts.
- Learn about the services the College has to offer. Ask about services for which you may qualify.
- Find out how your financial aid works. Complete the FAFSA application process as early as possible. If you choose to apply for financial aid, you must provide your Social Security number. Check your email frequently; the financial aid office communicates with students via email. If you take certain courses or drop out of classes, your financial aid may be affected. When you make any changes in your schedule, consult with financial aid personnel to ask if the change will cause you to have to repay financial aid.
- Do not wait until you are in serious trouble with your assignments. Ask for help early. If you need help, tutoring services are available in some subjects in the Student Learning Center.
- In all courses, you will have access to a syllabus. Mark down on your calendar the dates when you have tests and assignments. Often it is necessary to work ahead on long assignments or study for tests each week to make sure you can fulfill all the course requirements.
- Pay attention to important College dates. Make an appointment with your faculty advisor to plan your course schedule for the next semester.
- Maintain at least a “C” average each and every semester to remain in good academic standing. Monitor your Satisfactory Academic Progress Standing for Financial Aid Eligibility.
- Attend all classes. The College faculty members feel that attendance is very important to your success and have set an attendance policy. You will be dropped from courses if you miss too many classes. Get to know other students in your classes so that you can contact someone if you are absent.
- Participate in clubs and special events so that you will feel a part of the College community.
- Review the College’s Student Code of Conduct to ensure your awareness of your rights and responsibilities as a student.
- Log on to myCCTC every day. The address is mycctc.cctech.edu. The site will tell you the latest College news, provide you with e-mail, give you access to library resources, allow you to register for classes and check your grades, review financial aid awards, and provide you access to your online classes. Textbook requirements for courses are posted online at: <http://www.cctech.edu/bookstoresearch>
- Visit the library for research help and to access books, videos, magazines, journals, and newspapers to support your assignments. Visit the library online at www.cctech.edu/library.htm or through the library tab of myCCTC, come to Building M500, or call (803)778-6647.
- Take advantage of the College’s open computer labs. Save your work to a disc, CD, or flash drive, not the hard drive. If you save your work on the hard drive, a program that is built into school computers causes your files to disappear when the computers are turned off each day.
- It is your responsibility to notify the College if you change your name and/or address. Documentation of a name change is an official Social Security card or legal document. If you are also employed by the College (e.g., a work study student), you must inform both Student Services and the Human Resources Department.
- Be sure to get a College ID badge and a parking decal from the Security Office. You will need a current ID to check out materials in the library, to use the computer lab, and to purchase books using your student financial aid account in the bookstore.
- Remember the faculty and staff at the College wants you to succeed. Ask for help when you need it.
- For every classroom hour, plan to study for two hours outside of class.

INFORMATION ON GRADING

Grading System for GPA Computation

Central Carolina assigns a final grade for every course at the end of each semester. You will receive a letter grade for every course you take or attempt. Each grade has a number associated with it. The basic grading scale is that an "A" is worth 4 points; a "B" is worth 3 points, and so on. You need to know this information because it is used to calculate your grade-point average (often referred to as GPA). The GPA is important, because you must keep your GPA at or above a certain level. This level will be discussed under the heading "Standards of Academic Progress" later in this student handbook.

Sometimes, grades other than "A," "B," "C," "D," or "F" are assigned at the end of the courses. In some courses, the grade of "D" is not assigned; you should consult your syllabus (course outline) at the beginning of each course so you know how grades are determined or ask your instructor if you are not sure. Following is a list of all possible grades the College uses. Notice that some grades are worth "0" points:

| | |
|-----|---|
| A | (Excellent) = 4 points per credit hour |
| B | (Above Average) = 3 points per credit hour |
| C | (Average) = 2 points per credit hour |
| D | (Below Average) = 1 point per credit hour |
| F | (Failure) = 0 points |
| W | (Withdraw) - Not computed in GPA |
| WA | (Withdraw due to Attendance) = Not computed in GPA |
| WF | (Withdraw Failing) = 0 points |
| S | (Satisfactory) = Used in non-credit courses; not calculated in GPA |
| U | (Unsatisfactory) = Used in non-credit courses; not calculated in GPA |
| XA | (This grade is not calculated in GPA) |
| XB | (This grade is not calculated in GPA) |
| XC | (This grade is not calculated in GPA) |
| XF | (This grade is not calculated in GPA) |
| XWA | (Withdraw due to Attendance) = Not computed in GPA |
| XWF | (This grade is not calculated in GPA) |
| E | (Exemption) = Student exempted course by proficiency, articulation or other means; not calculated in GPA |
| AU | (Audit) = Not calculated in GPA |
| NC | (No Credit) = Not calculated in GPA |
| TA | (Transfer Credit) = "A" grade; not calculated in GPA |
| TB | (Transfer Credit) = "B" grade transferred; not calculated in GPA |
| TC | (Transfer Credit) = "C" grade transferred; not calculated in GPA |
| NR | (Not Reported) |
| I | (Incomplete) Student fails to complete course work. Work must be completed by mid-semester the following semester, or the "I" grade will automatically convert to an "F," in which case the entire course must be repeated. |
| IP | (In Progress) |
| CF | Carried Forward (Military Only) |

A student may repeat any credit course. All grades will appear on the transcript and the higher of the grades will be included in the grade-point average.

A student may repeat any credit course. All grades will appear on the transcript and the higher of the grades will be included in the grade-point average.

Note: The Veteran's Administration will not pay benefits for repeating a course for which the student previously received a passing grade.

A student has one year from the date the grade is entered to contest the grade.

Students may access grades and other academic information through myCCTC.cctech.edu

Grade-Point Average

As a student, you should track your grade-point average. As discussed below in this student handbook under "Standards of Academic Progress," you must maintain a grade-point average at a certain level in order to stay at CCTC the next semester. At the end of the semester, grade-point averages (GPAs) are computed for the academic work completed for that semester and for the cumulative academic work completed while at the College. Unless a course is repeated, the grade-point average is determined by dividing the total number of grade points by the number of attempted semester hours as shown in the following example. Every course carries a certain number of credit hours, usually 3 or 4 semester credit hours. The number of credit hours appears in the "Course Descriptions" section and the "Programs of Study" section in this catalog. If you repeat a course, the highest grade earned will be used in computing the cumulative grade-point average. Your record will continue to show the original grade awarded, but only the highest grade will be calculated in your GPA.

| Course | Hours | Grade | Grade Point Value | Total Points |
|---------|-------|-------|-------------------|----------------|
| ENG 101 | 3.0 | C | 2 | 6.0 (3.0 x 2) |
| MGT 101 | 3.0 | F | 0 | 0.0 (3.0 x 0) |
| CPT 101 | 3.0 | B | 3 | 9.0 (3.0 x 3) |
| MAT 110 | 3.0 | A | 4 | 12.0 (3.0 x 4) |
| SPC 205 | 3.0 | D | 1 | 3.0 (3.0 x 1) |
| | | 15.0 | | 30.0 |

Grade-Point Average: 30.0 total points / 15 total hours = 2.0 GPA

STUDENT HANDBOOK

STANDARDS OF ACADEMIC PROGRESS

The College uses your current semester grade-point average and your cumulative grade-point average to determine your academic progress. The cumulative average refers to all the courses you have taken at CCTC. Notice that both averages are important. Try to always remain in good standing. Following is a chart to help you determine if you meet the standards of academic progress necessary to stay in good standing. The best approach is to maintain a "C" (2.0) or better average each and every semester. If you are not in good standing, the college faculty and staff believe that if you take fewer hours the next semester, you may be more successful.

If you have a Warning/Probation Status, you are limited to a maximum of thirteen (13) hours enrollment, which will give you full-time status.

If you are on academic suspension, you will not be permitted to register for classes for the semester following suspension. If you pre-registered for classes, you will be dropped from all of them. If you are required to withdraw from the College, you may re-enroll after one full semester (not just a minimester, for example) of suspension; however, you must see an admissions counselor before re-enrollment. If you are readmitted following suspension, you will be on return from suspension status and can register for no more than seven (7) hours without written approval from the Academic Appeals Committee.

After readmission to the College, you remain on suspension status throughout your returning semester. Your GPA will be calculated at the end of your returning semester based on your grades for that term to determine your academic status. The Registrar will notify you if you have been placed on academic warning, probation or suspension. If you wish to appeal your suspension status due to extenuating circumstances, you must contact the Registrar.

Developmental Studies Standards of Academic Progress

You are required to maintain satisfactory progress as measured by grades of XA, XB, or XC in required developmental studies courses. Enrollment in developmental studies (DVS) classes numbering 031 and 032 is limited to a maximum of 30 hours. All attempted hours of enrollment in DVS courses to include grades of XF, XWA, XWF, or XW will be calculated in the 30-hour limit. A student who exceeds 30 semester hours in developmental studies courses without successful completion will not be permitted to continue as a student at the College unless the student tests and places into prep or curriculum courses. All grades for DVS classes are excluded from calculation of your GPA.

Academic warning, academic probation, and academic suspension are separate and independent of financial aid warning, probation, and suspension. Appeals for academic suspension must be submitted to the Registrar. Please contact the

Financial Aid Office at finaid@cctech.edu if you have questions concerning Financial Aid warning, probation, or suspension.

Standards of Academic Progress for Financial Aid

To remain eligible for financial aid at Central Carolina Technical College, a student must make reasonable academic progress toward a degree, diploma, or certificate. Satisfactory Academic Progress is a federal government requirement and is measured by a number of factors including the following:

Cumulative Grade-Point Average (Qualitative Measure)

- A student must maintain a cumulative grade point average (GPA) of 2.00 (C) or better to remain eligible for financial aid.
- At the end of the first semester in which a student's cumulative GPA is less than 2.00, the student will be placed on Warning. Financial aid will be continued during Warning.
- If the cumulative GPA falls below a 2.00 (C) during the probationary period, the student will be placed on Financial Aid Suspension.

Cumulative Credit Hours (Quantitative Measure)

- A student must successfully pass 67% of the cumulative hours attempted including DVS and transfer hours.
- Students who do not pass at least 67% of their cumulative hours will be placed on Warning; any time a student fails to pass 67% of attempted hours thereafter, he/she is subject to suspension from financial aid.
- If a student receives a W, I, WA, or an F, the student does not pass the hours. These grades factor into the 67% completion requirement.

Maximum Program Hours (Quantitative Measure)

- A student may only receive financial aid for a limited number of credit hours. Eligibility for financial aid is terminated after a student has attempted 150% of the hours required for his or her program required hours.
- The attempted hours include all course work taken at CCTC (including DVS) and transfer credits accepted by the college.
- The Maximum Program Hours measure is program specific.
- A student **transferring from another institution** will have all credits accepted by CCTC considered toward the 150% maximum hours.
- Students who are within 15 credit hours of the maximum allowed by their program of study will be placed on Danger status, and should contact the aid office if they will need more hours to complete the program of study.

First-time Applicants for Financial Aid

There is a possibility that a student may be ineligible for aid, based on academic progress, even before the student applies. (CCTC looks at a student's complete enrollment history to establish eligibility regardless of the student's past application.)

Exceptions / Appeals / Reinstatement

Exceptions to this policy will be reviewed based on an appeals

process under the umbrella of professional judgment. Students with documented appeals may be given exceptions on a case-by-case basis. A written appeal must be submitted and approved for reinstatement.

- A student on financial aid suspension may appeal by completing a Financial Aid Appeal Form, (available on the college's web site) indicating reasons why he or she did not meet the requirements.
- Acceptable reasons for appeal include circumstances which the student could not have foreseen at the beginning of the term, and which are completely beyond the control of the student such as: personal illness, family difficulties, and death or serious illness of a family member. **The student must provide appropriate documentation supporting the appeal. Incomplete appeal documents will be returned to the student, unprocessed.**
- Appeals deadline will be posted prior to the beginning of each term, and notification of suspension sent to students. Appeals must be submitted to the Financial Aid Office in writing and accompanied by appropriate documentation no later than the published deadline for the semester in which the student is requesting aid. **Late appeals will be processed for the following academic term.**
- Students are limited to two financial aid appeals at Central Carolina Technical College.
- Initially, the appeal will be reviewed by the Director of Financial Aid and/or the Satisfactory Progress Coordinator to determine the merit of the appeal. If appropriate, the appeal will be forwarded to the Financial Aid Appeal Committee.
- Appeal decisions will be made within one week of the appeal deadline. Students will be notified via myCCTC e-mail.
- Students may have their financial aid reinstated with the approval of an appeal. Students reinstated by appeal will have to adhere to prescribed guidelines established by the Director of Financial Aid or the Appeal Committee.
- **All decisions made by the Financial Aid Appeal Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance.**

Summary

- It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress. This can be done using the student's myCCTC account. The status is updated at the end of each semester, once grades are finalized in Student Records.
- At the end of each semester the Financial Aid Office will review the GPA, earned credit hours, and maximum hours, and notify students on Warning, Danger and Suspension as quickly as possible via myCCTC email; students who are suspended will also be notified via the US Postal Service.
- Students on Warning Status will be required to meet with his/her Academic Advisor to complete a Student Progress Plan (SPP) before being eligible to submit an SAP Appeal Form, should they change to Suspension Status.

- **Students on suspension will be ineligible for all Title IV financial aid, including loans.**

Financial aid categories of enrollment are:

- **Full-time student** – enrolled for 12 or more credit hours per semester.
- **Three-quarter time student** – enrolled for 9 to 11 credit hours per semester.
- **Half-time student** – enrolled for 6 to 8 credit hours per semester.
- **Less-than half-time student** – enrolled for 5 or less credit hours per semester.

Return of Title IV Funds

If you receive financial aid and completely withdraw from the College, you are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Direct Loans; subsidized Federal Direct Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid assistance to the appropriate program(s). Information on returned funds is available in the Financial Aid Office. Students who do not repay the required amount will be ineligible for aid until repayment has been made.

Veterans' Affairs Standards of Academic Progress

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 2.0 for any evaluation period will result in that student being placed on probation. Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation period will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans Administration within 30 calendar days of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for two terms. Reinstatement after dismissal may be granted only if mitigating circumstances exist.

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

STUDENT HANDBOOK

- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training.

ADVISEMENT AND REGISTRATION

Academic Advising

Prior to the beginning of every semester, you should meet with your advisor to plan your course schedule. Faculty advisors are very helpful in advising you about your schedule, particularly in helping you choose courses that are offered only one time each year. Advisors post office hours outside their offices each semester; it is helpful to make an appointment, especially if you cannot meet during the posted hours. You can also use email and the telephone to stay in contact with your advisor. If you decide to register without meeting with your advisor, you have decided to take full responsibility for choosing courses, which could result in academic and financial liabilities.

Registration

After you contact your advisor, you may register in the Registration Center on the main campus, at off-site College locations, or on-line through the web at www.cctech.edu. New students are encouraged to register in the Registration Center where assistance is available. You have not completed the registration process until tuition and fees are paid. Also, you may not register until all debts (fines, fees, and tuition obligations from previous semesters) are paid and holds are cleared.

Adding/Dropping Courses

You may add courses online through the Add/Drop period provided the courses are not closed. You may drop courses online through the designated drop period. Add/drop dates are published in the current course schedule and in the academic calendar. Course(s) may be dropped during the drop period without academic penalty. In order to receive a tuition refund, you must drop before or during the add/drop period for that course. After add/drop, discuss withdrawal from courses with your advisor and a financial aid counselor. Withdrawal may affect the time it will take to complete your program of study and/or your financial aid awards.

Withdrawing from College Courses

It is not wise just to quit going to classes. If you realize you can no longer meet the attendance requirements of a class, you may withdraw from the class before the published withdrawal deadline and receive a grade of "W." Initiate the withdrawal with your instructor(s). If you initiate the withdrawal, your withdrawal must precede the attendance drop submitted by the faculty member, or you must provide documentation to the department chair/program manager of the department in which the course resides.

You may withdraw from a class for academic, personal, or military/work-related reasons. You must initiate the withdrawal before the published withdrawal deadline to receive a grade of "W." The date you initiate the withdrawal will be the official withdrawal date.

Note that withdrawing from classes may result in serious financial and academic consequences.

If you initiate withdrawal from a class after the published deadline, you will receive a grade of "WF". The last date of attendance provided by the instructor will be the official withdrawal date.

If you receive a grade of "WF", you may present official documentation of medical/personal reasons to the Vice President for Student Affairs for consideration of changing the grade from "WF" to "W". The Vice President for Student Affairs will review the documentation and consult with the faculty member to determine if the documentation merits support to change the grade from "WF" to "W". Examples of medical/personal documentation are: (a) hospitalization of student or immediate family member; (b) relocation from college's service area; (c) change in employment hours; (d) military orders – TDY or PCS; (e) other extenuating circumstances.

Attendance Policy

The faculty, administrators, and staff of Central Carolina Technical College believe that it is in your best interest to have an attendance policy that will promote academic success and effective workplace skills as required by employers.

The attendance policy of Central Carolina Technical College states that a student may not be absent more than 20 percent of the attendance period which begins with the first day of class and ends with the date designated as withdrawal deadline. An absence is defined as missing the entire class session. In addition, tardiness and early exit from class are disruptive to the learning environment. Students coming in late (tardy) after the instructor has taken roll, or leaving before class is dismissed will incur a one half (1/2) absence. Absences in excess of 20 percent of the attendance period will result in a grade of WA. Each instructor will clearly define to each class how many absences equate to "20 percent" of the attendance period. When the student's absences exceed 20 percent of the attendance period, the instructor will withdraw the student from the class by recording a grade of WA. The student's last date of actual class attendance will be entered. Absences after the withdrawal deadline will be recorded by the instructor but will not result in a grade of WA. Students in a class after the withdrawal deadline will receive a grade of A,B,C,D,E, or I.

If students have extenuating circumstances that cause them to exceed the 20% limit on absences, they may present documentation for each absence to the department chair/program manager of the appropriate department. Such documentation may support a grade change from WA to W. Attendance is important to student success at all times but especially during the initial class sessions at the beginning of the semester. Therefore, if a student has not attended class prior to roster verification by the faculty member and is designated as "Never Attended," the student will not be allowed to attend classes unless documentation is presented for each absence to the Vice President for Student Affairs for consideration for readmission into the class.

Individual departments may have more stringent requirements than those stated in this attendance policy. If departmental requirements are more stringent, the departmental requirements should be communicated to you in the course syllabi and/or departmental orientation. (See Health Sciences Attendance Policy, for example.)

Change of Program

The first step in the process to change to a different program is to contact the Admissions Office. An admissions counselor will discuss available programs of study based on your interest and career goals. If you have already changed your program twice, you will be referred to the Career Services Center for career counseling. If you are using Veterans' Benefits or WIA/TAA funds, you should verify eligibility to change your program prior to meeting with a counselor.

Once approved for a program change, you must fill out a Change of Program Request. A counselor will finalize the change of program and assign you to a new faculty advisor. You should complete the change of program process as early as possible to reduce delays in registering for the next semester. If you request a change of program, you will be required to complete the program requirements as outlined in the catalog in effect at the time of the change in program.

Financial Aid and Tuition and Fees

Please consult the section on "Financial Aid" in this catalog/handbook to learn how financial aid and/or scholarships may help you pay for college. Go to the Student Services Center where counselors are ready to assist you in applying for and explaining the requirements of the various programs that are available.

Then, if you qualify for financial aid, persevere every semester to finish your classes satisfactorily. If you withdraw from all of your classes, you may owe money. Financial aid is just that – an aid to help you complete your education. Central Carolina must follow federal and state guidelines to ensure that students are making progress toward graduation from their program of study.

Also, become familiar with College tuition and fees, listed in the section labeled "Tuition and Fees" in order to plan for the costs of your College education. All debts (parking fines, overdue books, etc.) owed to Central Carolina must be paid before transcripts or diplomas are released. If you have any outstanding debts, you will not be allowed to register for classes for the next semester.

Higher One

Central Carolina Technical College has partnered with Higher One®, a financial services company founded in 2000 to focus solely on higher education institutions and their students to bring a more efficient, convenient and easy-to-use solution to handle financial disbursements.

Simply put, your new CCTC Card is designed to provide you with increased choices for Financial Aid or school refunds. These options include:

- A same day deposit to the OneAccount, an FDIC Insured, no monthly fee, no minimum balance checking account. With the OneAccount, you receive your funds the same day they're released by Higher One-the easiest and fastest choice available.
- Transfer to another account.
- Paper check.

You can visit CCTCCard.com to learn about all the great benefits that accompany your all-new CCTC Card!

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

You have the right to know the following:

- what financial assistance is available, including information on all federal, state, and institutional financial aid programs;
- the deadline for submitting applications for each program;
- how financial aid will be distributed, and the criteria used by the College to select financial aid recipients;
- how financial need is determined - this includes how costs for tuition and fees, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in the budget;
- the amount of financial need that has been met;
- the school's refund policy;
- what portion of the financial aid package received must be repaid and what portion is grant;
- what resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of his/her need;
- how the school determines if students are maintaining satisfactory progress, including the 150% rule, and how to re-establish progress.

Student Responsibilities

You are responsible for the following:

- reading, understanding, signing, and accepting responsibility for all forms you are asked to provide;
- completing all application forms accurately and submitting them on time to the appropriate office;
- returning additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office;
- informing the Financial Aid Office of any additional assistance received for educational expense;
- accepting responsibility for all agreements and/or certifications signed;
- notifying the lender, if a loan is included in the aid

STUDENT HANDBOOK

package, of changes in name, address, or school enrollment status;

- knowing and complying with the College's refund policy and the Return of Title IV Funds;
- notifying the Financial Aid Office of changes in enrollment status, including a complete withdrawal from the College;
- complying with all application deadlines;
- paying any costs not covered by financial aid.

Student Appearance Statement

As part of its mission, Central Carolina Technical College recognizes the importance of preparing students for the workplace and the importance of maintaining an appropriate learning environment that connects the classroom to the workplace. In support of this recognition, Central Carolina Technical College encourages its students to dress in such a manner that is respectful of others, representative of the workplace, and promotes a positive learning environment as supported in the SC Technical College Student Code of Conduct. Students are expected to dress in a manner which is not offensive to others, does not endanger their personal safety, and does not cause unnecessary disruption of the educational process. Proper attire may vary between departments depending on safety regulations, professional standards, and hygienic requirements.

Student Right-to-Know and Campus Security Act

Public Law 101-542 as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, is known as the Student Right-To-Know and Campus Security Act. Section 103 of Title I of the Act requires institutions to produce the completion or graduation rate of certificate, diploma, or degree seeking, full time undergraduate students entering the institution and make this rate readily available to current students and to prospective students enrolling or entering into any financial obligation. Central Carolina reports the College's most recent graduation rate annually. This report is available in the Office of the Director of Planning and Institutional Effectiveness.

The Crime Awareness and Campus Security Act of 1990 requires colleges and universities to publish and distribute an annual security report containing information on campus security policies and procedures and campus crime statistics. This report is available at the Security Office and on the College's website. The College also maintains an electronic crime log located on the college's website.

Release of Student Information

The privacy and confidentiality of all present and former student records are preserved at Central Carolina Technical College. Student records are maintained and safeguarded by the Student Records Office. You have the right to inspect and challenge the accuracy of your records.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid, and (5) testing placement. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

According to the "Education Amendments of 1974," when a student has attained 18 years of age or is enrolled in a postsecondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only you may view your record or request in writing an issuance of the record. If parents or other designated individuals wish to review or receive copies of your record, they must have your written permission to view or receive a copy, or the parents must provide evidence that you are a dependent. A copy of this information will be maintained in the student's record.

Central Carolina Technical College will not release information to any other party without your written consent except in the following cases:

- Faculty members or administrators at Central Carolina Technical College may have access to your academic record if they can demonstrate justification.
- Release of your student information to local, state, or investigative/law enforcement agencies will be permitted only to those designated by law, including Department of Defense.
- A duly authorized representative of the College may release your student information which is specifically requested to lawyers for the plaintiff and defendant upon subpoena issued by proper court authorities.
- Names and academic records of those students who graduated the previous spring may be forwarded to their respective high schools for statistical purposes.
- Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid or instruction.
- Accrediting agencies

In compliance with the Family Educational Rights and Privacy Act (FERPA), certain directory information may be released for currently enrolled students. This directory information, which Central Carolina can release without permission, includes the student's name, address, e-mail address, telephone number, program of study, date of enrollment, awards received, degree/diploma awarded, and unique student identifier numbers (not Social Security Number). This information will only be released while exercising extreme caution, so as not to cause you harm. If you wish not to have this information released, you must make the request in writing each academic year. This request must be filed with the Office of the Registrar.

ONLINE RESOURCES

myCCTC Internet Service

The secure myCCTC Intranet is your personal link to the College. All of the electronic resources at the College are available to you at one location and with one sign-in. MyCCTC provides you access to financial aid awards, grades, transcripts, online Library resources, course information, and other College news and events. You will also use this portal to register for courses, view New Student Orientation, and access your online and hybrid classes.

You can access the login to myCCTC from the College's website at www.cctech.edu or directly at <https://mycctc.cctech.edu>.

Passwords are established by the College at the time of account creation, usually during the admissions process. The first time you log into myCCTC, you are required to create your own password, which will be used for all future log-ins. The College's User Support Services provides assistance to students in accessing and/or using myCCTC as well as other computer resources. User Support Services is located on the Main Campus in Building M500 or can be reached by phone at (803) 778-6607 or e-mail at support@cctech.edu.

Online Groups

Many of the student organizations at the College hold virtual meetings using the "Groups" area of myCCTC. Log into myCCTC and click on "Groups" to see what groups are available for you to join.

Distance Education

Distance education offerings at Central Carolina Technical College utilize one or more technologies to deliver instruction to students who are separated from the instructor by time or distance. These methods may include the use of electronic learning management systems for online and hybrid delivery of courses and/or Web or videoconferencing technologies. Central Carolina's distance education courses provide regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

Online Courses

The College offers a wide variety of online courses for students who meet entrance requirements. (See online course prerequisites). You may choose from online and hybrid courses. Hybrid courses have a required classroom component. Once registered, you can access your online course through myCCTC. Log into myCCTC and go to the Student Tab. Click on My Courses and then click on the title of your online course. This will take you to the online course area. Follow the instructions from your instructor for course success. Online courses have many of the same requirements as traditional courses including writing assignments, research papers, presentations, and projects.

Most have online tests and quizzes, and some classes also require course testing to be proctored at a secure testing location. The course syllabus as well as other documents from your instructor will provide specific information regarding your assignments and testing requirements. Students are provided an opportunity to complete an online survey for each course. Student complaints or issues involving online courses may be reported to the Dean of Business & Public Services at 803-778-6638 or to bishopnw@cctech.edu.

Additional Fees for Online Courses

The College does not charge additional fees for distance courses. Students may take proctored assessments for online/hybrid courses at the College's testing centers at no additional charge. Some courses may provide an alternative test proctoring option using remote testing technology. Any fees associated with a student's choice of an alternative testing option will be the responsibility of the student. This information will be included in the Part A-Online Course Syllabus.

Online Course Prerequisite Competencies

Since online courses are Internet and computer-based, students need to have excellent computer, reading, and study skills. In order to be eligible to take online courses you must:

- Have completed CPT 102 or been placed into CPT 101 by the Technology Entrance Test.
- Be able to use various computer programs such as Microsoft Word, Internet Explorer, etc.
- Be able to save files in various file formats and attach files to e-mail messages, etc.
- Be able to perform Internet searches, use email, chat, and discussion boards.
- Be able to study independently, be self-disciplined, and have good study and time-management skills.

Online Course Attendance Requirements

Central Carolina Technical College expects you to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Your "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus which may include any or all of the following methods: student tracking records in D2L, submission/completion of assignments, and communication with the instructor.

If you do not log on to the course within the drop/add period for the course and actively participate as outlined in the syllabus, you will be dropped from the course. (Drop/add and withdraw dates are listed in the semester schedule and College Catalog.) If you fail to maintain active participation in an online course as defined in the course syllabus, you will be processed in accordance with the current College attendance policy.

STUDENT HANDBOOK

Desire2Learn® (D2L)

CCTC's online courses are taught using a course management software tool called Desire2Learn®. D2L allows course materials (syllabi, instructions, links, etc.) to be put together in a secure course website. Students access the course information via the Internet or through myCCTC. Students communicate with the instructor and the other students in the course via internal course email, discussion boards, and chat rooms. More information about online courses can be found on the college website at www.cctech.edu/online.htm.

Privacy of Students taking Online Courses

The College protects the privacy of students through adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). Because an online environment creates a record of student activity, it is subject to FERPA privacy rights. All faculty and staff receive annual FERPA training. Following the information security guidelines for the College, the vendor of the learning management system, a third-party service provider, agrees to implement and maintain appropriate safeguards to (1) insure the security and confidentiality of non-public student information, (2) protect against any anticipated threats to the security and integrity of such information, and (3) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any student. In order to maintain confidentiality, students and faculty are responsible for keeping their password confidential.

Technical Information

In order for you to successfully participate in an online course, you will need reliable Internet service and a properly configured computer. Here are some of the technical requirements and considerations you will need:

Computer Capacity: You will need to ensure that your computer (hardware and software) has the capacity to access and run the online resources at Central Carolina. We will do our best to assist you with your computer problems; however, it is your responsibility to resolve any issues with your computer.

Computer Software: At a minimum, you will need software compatible with the current version of Microsoft Word to complete written assignments. In addition, some online courses have specific application software requirements. You will need to check the syllabus for your course and ensure that you have the correct software required in your course.

Internet: You will need reliable Internet service and a properly tuned web browser. A list of D2L supported browsers can be found at www.cctech.edu/online/3120.htm.

Downloads: You will need to download several applications if these are not on your computer including: Adobe reader and Adobe Flash Player. Both are free at www.adobe.com.

You will need to enable JavaScript, SSL, cookies, and Style Sheets on your browser. These options are usually enabled by default. If you do need to change your settings go to the menu at the top of your Web browser screen and select TOOLS then INTERNET OPTIONS then ADVANCED (tab). You will find a checklist that allows you to select the necessary options.

In order to use the chat application in myCCTC or D2L, your Internet browser must be able to access and run a Java Virtual Machine (JVM). The first time you try to use Chat without a JVM, you will be prompted to install a plug-in. If you accept the plug-in, a JVM will be installed and configured for your browser and you will no longer see the warning message.

Math Courses

All math courses utilize an online resource, "MyMathLab." Students must purchase MyMathLab. New textbooks may be purchased through the CCTC Bookstore along with a MyMathLab Student Access Kit. Used textbooks may be purchased from students or through the Internet and a MyMathLab Student Access Kit may be purchased through the CCTC Bookstore or online at <http://www.coursecompass.com>. Graded homework assignments will be completed through MyMathLab. In some courses quizzes will also be completed through MyMathLab. Students are required to complete their midterm and final examinations in an area that is secure and proctored. Instructors will provide additional information on testing locations for the midterm and final.

Computer Technology Courses

There are course-specific software requirements for computer application courses. Information Technology and Administrative Office Technology (AOT, CPT and IST) courses use specific Microsoft Office products and course assessment software in projects and assignments. For keyboarding classes, you will need to use course specific software. Students should refer to the course syllabus for specific information.

Collaborate

Some online courses utilize a web conferencing service called Collaborate®. This software allows you to hear the instructor and see his/her computer screen or presentation documents. If Collaborate is used, you will be given a link to the connection site and the times and dates of the Collaborate session. You may also review previously recorded Collaborate sessions.

Online Course Technical Assistance

User Support Services—803-778-6607 or 803-778-1961, ext. 207 or support@cctech.edu

Distance Education—803-774-3343

Jenny Szupka—803-774-3343 or 803-778-1961, ext. 343 or szupkajl@cctech.edu

Cindy Presson—803-774-3389 or 803-778-1961, ext. 389 or pressoncd@cctech.edu

Library Online Resources

Are you off campus and need help finding sources for a research paper or assignment? Do you need to create a Works Cited page for a paper? Just log into myCCTC and lick on the Library Tab*. You will have online access to current academic research resources. All current passwords to databases are listed in the myCCTC Library tab. *NOTE: If myCCTC is unavailable, online library resources are also available through the library web page at <http://www.cctech.edu/library.htm> or <http://cctech.Libguides.com>. For assistance or more information, contact the Library at (803)778-6647 or by email at librarystaff@cctech.edu.

Student Complaints/Grievance

Student grievance issues in online courses are handled in accordance with the College's Student Code of Conduct. A Grievance Form may be found online at <http://www.cctech.edu/forms/GrievanceForm.pdf>. In addition, students may contact Nancy Bishop at bishopnw@cctech.edu through myCCTC email or call the Distance Education Office at 803-774-3343. Questions regarding Grievance Procedures may also be directed to 803-778-7855.

Copyright

It is the policy of Central Carolina Technical College to adhere to the State Board for Technical and Comprehensive Education's Policy 1-3-100 regarding copyright.

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code.) for creators of "original works of authorship" including literary, dramatic, musical, artistic, and published and unpublished works. It is illegal and against Central Carolina Technical College's policy to violate U.S. copyright laws. The College may refuse to make copies if, in its judgment, the copying would violate copyright laws.

Section 107-118 of the Copyright Act contains provisions for "fair use." A condition of "fair use" is that photocopies are not to be used for any purpose other than private study, scholarship, or research. Central Carolina has adopted the guidelines from the "Reproduction of Copyrighted Works by Educators and Librarians," printed by the Copyright Office, Library of Congress, Washington, D.C. Guidelines are available from the College library. These guidelines apply to faculty, staff, students and other members of the College community.

Copies of video recordings, sound recording, photographs, illustrations, and any other intellectual property are also subject to copyright laws. The College does not sanction, encourage, condone or consent to the use of unauthorized software.

The College's Copyright Officer is the Head Librarian.

Intellectual Property

It is the policy of Central Carolina Technical College to adhere to the State Board for Technical and Comprehensive Education's Policy 3-0-100 regarding intellectual property.

As such, the College maintains ownership, broadcast rights, property rights, and copyrights for all materials developed within the scope of employment and/or with College resources. The College President has the authority to enter into written property ownership agreements with employees, students, or independent contractors who create original works involving copyrights, patents, or other forms of intellectual property for use or ownership by the College. The College shall not waive the institution's copyright to works which are created within the scope of employment, enrollment in classes, or with the College's resources. The College shall not violate the provisions of the Federal Copyright Act or any other federal law or regulation.

ADDITIONAL STUDENT INFORMATION

Acceptable Use Agreement for Computing Resources

- A. **Acceptable Use** – The use of computing resources must be in support of official College business or education and research and must comply with federal, state, local, and college laws, regulations and policies.
- B. **Privileges** – The use of computing resources is a privilege. By participating in the use of these resources, you agree to be subject to and abide by this Acceptable Use Agreement. Willful violation of this agreement will be treated as misconduct and subject to appropriate disciplinary action. Illegal or immoral activities will be reported to proper authorities.
- C. **General Use Rules for Computing Resources**
 1. Wear your Central Carolina ID when using computers on campus.
 2. Follow established procedures when you use computers on campus.
 3. Protect your myCCTC username and password by not allowing others to access it.
 4. Conserve expensive resources by avoiding excessive printing or wasting computer time.
 5. Do not make unauthorized changes to the settings on computer hardware or software.
 6. Do not use computing resources for playing games or for sending frivolous, obscene, or harassing messages.
 7. Be aware that confidentiality and privacy are not guaranteed. Computer use is subject to monitoring.
 8. Do not bring children, food, or beverages into rooms with Central Carolina computers. The use of tobacco products and electronic devices (e.g. iPods, MP3, etc.) are prohibited in any of the computer labs.
 9. Do not use computing resources for private, recreational, commercial, or political activities or to threaten, harass, or intimidate others.
 10. Vandalism, disruption of services, attempting to circumvent security measures, spreading computer viruses or worms, viewing/transmitting pornography, promoting hate sites, installing software, or connecting electronic devices is prohibited.

STUDENT HANDBOOK

11. Users are personally liable for any copyright violations or unauthorized bills incurred.
12. Users are responsible for any damages incurred by inappropriate use of computing resources.
13. Cell phones and beepers should be set on vibrate or turned off so they will not disrupt class.

Alcohol-Free/Drug-Free Environment

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace or educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises and approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends student and employee rehabilitation and assistance programs and encourages students and employees to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. A list of health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
- Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five days. Management must report to granting agencies any employee conviction for conduct in the work place within ten days of receiving notice.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including termination or expulsion respectively and may have further legal consequences consistent with federal and state laws and regulation. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment
- Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

Bookstore

The bookstore is located in the Student Center in Building M100, Sumter Main Campus, and carries textbooks, software, and supplies to support the programs at the College. Cash, personal checks, debit/credit cards, and financial aid are accepted for payment. Also, books may often be purchased at off-campus sites for students at those locations. Textbook requirements for courses are posted online at: <http://www.cctech.edu/bookstoresearch>

Career and Employment Services

Career planning services are available to assist current and prospective students in making realistic and appropriate career plans. These services are available in the Career Services Center, Bldg. M100, Room M101. The following services are offered at no charge:

- **Career Assessments:** Assessments are available to help you identify your interests, become more aware of career options, and investigate non-traditional careers.
- **Career Counseling:** Career Counselors can assist you formulate career plans.
- **Job Seeking Skills:** Resources are available to assist you with résumé preparation and interviewing techniques and help you research employment opportunities.
- **Online Career Resources:** Websites offer career assessments to assist you in learning more about yourself and the world of work. These sites can help you research information about occupations, values, interests, skills, educational programs, and more.
- **Workshops:** Various seminars, including employability skills, interviewing tips, and career planning, are offered throughout the year. Students can view a complete listing of available workshops on the College's website.
- **Employment Services:** Employment services are offered to enrolled students and alumni to assist them in exploring and securing jobs. Full-time, part-time, and temporary positions for students are routed through Career Services. Career Services personnel are available to assist students with information, referrals, résumé and application preparation, and interviewing techniques. Whether or not a student secures a particular job depends primarily on

his or her qualifications and how well he or she handles the job interview. These services are located in the Career Services Center, Bldg. M100, Room M101.

Central Carolina Technical College's employment services are available free of charge to both students and employers.

Central Carolina Technical College offers employment services for:

- All students completing requirements for an associate degree, diploma, or certificate. Upcoming graduates are encouraged to contact the Career Services Center during the semester prior to graduation. Graduates may utilize the services of the Career Services Office for up to eighteen (18) months following graduation.
- Students enrolled in at least six credit hours at Central Carolina Technical College.
- Graduates and students are encouraged to register at www.collegecentral.com/cctech to view local and national job openings and to have their résumés reviewed.

Copy Machine Services

A coin-operated copy machine for student use is located in the Library on the main campus in Building M500 and in the Library Resource Room in the Health Sciences Building

Health and Medical Services

As a nonresidential college, Central Carolina does not maintain medical or infirmary facilities.

Home Contracts

Students who are relocating may request this degree completion option by making application for a "Home Contract." Criteria for approval will include the completion of at least 25 percent of the required curriculum courses in residency from Central Carolina Technical College. A one-year completion rate is mandatory. Students should see their advisor who will collaborate with the Registrar to make the necessary arrangements.

Inclement Weather

If ice, snow, or other weather conditions cause the College to close, public announcements will be made on area radio and television stations. A message will also be placed on the College's telephone voicemail system (778-1961 or 1-800-221-8711) and the website. (www.cctech.edu)

Library

The mission of the Central Carolina Technical College Library is to support academic success, promote information literacy, and contribute to lifelong learning of the students, faculty, and staff through exceptional customer service, reference assistance, resources, and instruction. In carrying out its mission, the library acquires and provides access to appropriate print and online resources, provides an environment conducive to study and research, provides access to services and resources

to college users through multiple technologies, and provides individualized and group instruction in the access and use of electronic and print information.

The Central Carolina Library is centrally located in the Learning Resource Center in Building M500. Students, faculty, and staff have access to books, periodicals, newspapers, and audiovisual resources as well as the Library's online electronic resources. Internet access is available on 9 computer workstations. In addition, 30 laptops are available to checkout for use in the Library only. Online library resources are available from off-campus computers by logging in to myCCTC. The Library Tab in myCCTC links to the Library's catalog, electronic book collection, and online subscription services. Links to helpful handouts are also available through the Library webpage at www.cctech.edu/Library and through Library LibGuides at <http://cctech.Libguides.com>. The Library's physical collection consists of over 28,000 items including books, video recordings, sound recordings and audio books. The Library subscribes to over 70 periodicals, including the local newspapers from the four-county area. The Library's online resources include over 70,000 book titles and 64 databases offering thousands of journal, magazine, book, and newspaper articles. Additionally, the Health Sciences Building downtown houses books covering nursing and allied health topics. The Law Collection and study space is located on the second floor of the Downtown Legal Studies Center.

Currently enrolled students with a current semester sticker on their CCTC ID card may also borrow materials from the Sumter County Library, the Kershaw County Library, the Lee County Library, and the Harvin Clarendon County Library. Through the PASCAL Delivers service, students may request to borrow library books from many of South Carolina's colleges and universities. For Library hours of operation, circulation policies, and links to the Library's online resources go to the Library tab in myCCTC at <https://mycctc.cctech.edu> or <http://www.cctech.edu/library.htm>. Contact the library staff for assistance; email us at librarystaff@cctech.edu or call (803)778-6647.

Loitering

You are not permitted to loiter in the halls while classes are in session. If you are found loitering, you will be requested by faculty or staff members to go to the student center for relaxation or the library to study. Out of consideration for your fellow classmates, please comply with this regulation. For the protection of faculty, staff, and students, loitering is not permitted on the College grounds and annex facilities. This policy also applies to individuals who are not employed or registered as students at Central Carolina, while they are on campus.

Parking

Vehicles used on College property must be registered at the College Security Office in Building M300 or the Cashier's Office in Building M300, Sumter Main Campus. Vehicle registration must be repeated each academic year. The

STUDENT HANDBOOK

registrant must present a valid driver's license and state vehicle registration certificate, as well as a tuition payment receipt to register a vehicle. Student parking decals are valid for one academic year beginning in the fall. The Central Carolina parking decal must be clearly displayed on the **outside** of the vehicle's left side rear bumper or rear window of an automobile for vehicle registration to be complete. As an alternative, a hanging tag may be purchased.

The Central Carolina registrant of a vehicle is responsible for any parking violations incurred by the vehicle. Vehicles parked on College property without a current Central Carolina parking decal/tag or parked in unauthorized areas are subject to be ticketed and/or towed at the owner's expense. Parking permits are non-transferable from one vehicle to another. Each vehicle parked on campus must be registered with the security office.

Student parking is available on a first-come first-served basis; there is no assigned student parking. Students with a current Central Carolina parking decal/tag (issued by Security) may park in the areas designated for student parking. Student parking spaces are usually identified by white lines. Students may not park in yellow or blue lined spaces, which are reserved for staff and faculty, the handicapped, or visitors. Students parking in areas marked for staff, faculty, visitors, and handicapped will be ticketed and/or towed at the owner's expense. Anyone — faculty, students, or visitors — without a handicapped decal will be ticketed if the vehicle is parked in the reserved handicapped spaces.

Central Carolina is not responsible for damage or theft of a vehicle or the contents of the vehicle on college property.

Posting and Distribution of Information

All written announcements, advertisements, and notices intended for placement on bulletin boards or distribution around campus must be approved by the Office of Student Life prior to being posted or distributed anywhere on the Central Carolina Technical College campus. Materials posted or distributed must be primarily for educational purposes or the general welfare of the students, faculty, and staff. Solicitation for the purpose of financial profit or personal gain is prohibited. All notices will remain no longer than thirty calendar days or no longer than three days following the event. Notices or informational flyers may only be posted on bulletin boards. They may not be posted on walls or doors at the College. Notices posted without proper approval will be removed and discarded.

SPECIAL PROGRAMS

ACT

ACTing All Semester (ACT) is a federally funded innovative program for students at Central Carolina Technical College. The program is designed to support and facilitate the successful transition into college and provide the resources necessary for successful program completion. Services offered by ACT include:

academic and financial workshops, tutoring services, professional mentoring seminars, academic assistance, and counseling services. This program is open to all first time, full-time freshman. Additional incentives of the ACT program include: tours to various businesses and as an active ACT participant you are also eligible to use an electronic tablet device to assist with assignments and enhance your technology skills.

Men in Motion

The Men in Motion (MIM) program is open to all CCTC male students who are interested in achieving their educational goals, engaging in career, leadership, advisement, and volunteer service, and networking with community and business leaders. This is achieved by creating a sense of community and belonging and helping participants progress from student to professional. Members are invited to participate in the Laptop Lending Program.

TRiO Student Support Services

This is a federally funded program designed to provide educational opportunities to increase the retention and graduation rates of first generation, low income, and disabled students. Tutoring, personal and educational counseling, career planning, cultural awareness, campus visits and college transfer planning are provided to qualified students. This program is administered through the TRiO Student Support Services Office in Building M100, Room M31, Sumter Main Campus.

Student Life

Student life at Central Carolina is an important dimension of the overall educational experience at the College. A variety of ways to participate allows each student the opportunity to broaden his or her experiences. A number of social and cultural activities for students are planned throughout the year. The College has several student clubs and organizations. Watch for student activities, which will be announced on the web at mycctc.cctech.edu.

Procedures for Establishing a New Student Organization

Following are procedures for establishing a new student organization:

- Have at least ten members who are interested in forming the organization. These members must be current students at Central Carolina Technical College.
- Enlist an individual interested in serving as a faculty/staff advisor.
- Submit the Request to Organize Form to the Student Life Coordinator signed by at least ten prospective members and the potential faculty/staff advisor.
- A representative of the organization will present the Request to Organize Form to the Student Life Coordinator. The Student Life Coordinator will forward the request to the College administration for approval. Clubs/organizations whose objectives are strictly social in nature or whose objectives do not support the mission of the College will not

be approved. The organization cannot be recognized until approved by the College administration.

- Within three weeks after approval, a constitution must be submitted to the Student Life Coordinator in addition to a list of officers and members.
- The advisor's signature must be obtained after completing the Request to Organize Form. Return this form to the Student Life Coordinator.

Student Identification Card (ID)

Upon enrollment, you are required to obtain a College Identification Card from the Security ID Office in M300R. A tuition payment receipt and picture ID are required for the College ID card to be issued. ID's must be validated each semester of attendance.

Regulations for Use of Identification Card

- This card must be carried at all times and is to be worn in the computer labs and shown for identification upon the request of any security officer, faculty member or administrator.
- Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action.
- This card should be returned to the counselor who completes the withdrawal form if you withdraw from the College.
- Loss should be reported immediately to the Security Office. Cost of a replacement card is \$2.

Students with Disabilities

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities. If you require accommodations, contact the Counselor for Disability Services for an appointment. Students must request assistance each semester by contacting the office of Admissions and Counseling Services. Contact Stacia Sanders-Hernandez, Disability Coordinator at 778-7871 or (800) 221-8711. The Telecommunications Device for the Deaf (TDD) is (803) 774-3313. The Counselor for Disability Services is located in Building M300R, Room M317.

Testing Center

The following services are offered in the Testing Center, Building M100, Room M109, Sumter Main Campus: makeup tests; retests; online tests, if approved by the instructor; CLEP exams; Dantes exams; TEAS; ASSET placement test; COMPASS placement test; Test of Adult Basic Education (TABE); Proficiency exams; WorkKeys; proctored exams for other institutions.

The Testing Center is open Monday-Saturday. Please check for posted hours. Outreach campuses also provide some of these services at scheduled times. In most cases, you will need to make an appointment.

Tobacco Use Policy

It is the policy of Central Carolina to prohibit the use of any tobacco product inside College buildings and facilities and within 30 feet from buildings. Smoking or the use of tobacco products shall be confined to designated outdoor areas, as indicated by appropriate signage. This includes e-cigarettes (vaping). Individuals who violate this policy are subject to disciplinary action.

Use of Electronic Devices/Phones

Central Carolina Technical College's faculty, staff, and administration support an effective learning environment by placing a limitation on the use of electronic devices such as cell phones and pagers. Students are not allowed to have their cell phones or pagers in an "active" mode that will create a noise or disruption to the class, lab, or clinical environment during the instructional time under any circumstances unless a college emergency exists, and the student needs security or assistance. In addition, if a student chooses to leave the classroom, lab, or clinical environment to receive a call or respond to a pager, the student may be counted absent unless prior arrangements have been made with the instructor, and/or it is later determined that a bonafide emergency existed. Emergencies generally involve serious medical situations, accidents, and incidents where a person's presence or communication is crucial. The use of laptop or notebook computers is at the discretion of the faculty member but may be allowed for instructional purposes. Individuals who violate this policy may be subject to disciplinary action. You are cautioned against having family and friends call during class time since you will be called out of class only to receive emergency messages.

Visitors

Visitors to Main Campus should check in at the Student Services Center and the Front Office at Outreach Campuses. You are asked not to bring members of your family on the campus during class hours. Loitering is not permitted. Identification may be checked by campus security personnel.

SAFETY PROCEDURES

Plan for Safety

Safety is no accident! Proper planning and a coordinated response will reduce confusion and limit injuries. Please take time to read, understand, and follow the College's established safety procedures for responding to emergencies. The success of any plan depends on the participation of everyone.

Security Office

Central Carolina maintains a Security Office in Building M100. Security office hours change from semester to semester and are posted outside the M100 office. To contact Security, call ext. 223 (on campus) or 778-6623 (off campus). All emergencies should be reported to the nearest college official.

Crime Prevention

Help prevent crimes by securing your property, valuables, and car. Report any crimes, suspicious people, and unsafe activities

STUDENT HANDBOOK

to Campus Security at ext. 223 on campus or 778-6623 or (800) 221-8711, ext. 223, from an off-campus telephone.

Drugs, Alcoholic Beverages, and Weapons

Drugs, alcohol, and weapons of any kind including firearms are not permitted on the campus of Central Carolina Technical College. Violators are subject to prosecution under state law and College policy.

Emergency Notification System

The College uses Blackboard/Connect to deploy the following three types of emergency notification alerts to inform faculty/staff and students of emergencies on campus requiring immediate action:

1. Text Messaging: Individuals with cell phone numbers specified in the Banner system are included in the notification delivery. Individuals must opt out in order to be excluded from this service.
2. Broadcast Messaging: The Security/Campus Safety personnel can include broadcasting of emergency messages to classrooms and offices where it is displayed on computer monitors and/or projected onto screens or monitors through computer projection technology.
3. Digital Signage: Digital signs have been installed throughout the College and are used to display emergency messages.

These systems are tested at least once a year and combine to provide timely emergency notification to all individuals on any CCTC campus.

Bomb Threat Procedures

Bomb threats are serious crimes under South Carolina Code and will be reported immediately to the Sumter Police Department by calling 911. Bomb threats are usually hoaxes; however, College personnel will react to bomb threats according to established procedures.

The Sumter Police and Fire Departments have control over the scene when responding to any emergency, including a bomb threat. The College President or his/her designee in concert with the Sumter Police and Fire Departments will decide when college personnel and students will re-enter the building and resume work/classes.

You should be observant of anything unusual. If anything is discovered that is suspicious, contact Campus Security immediately. Do not attempt to move or open a suspicious box, book bag, or anything else for which the contents are unknown and suspicious.

Individuals who receive a bomb threat should:

1. Remain calm, listen carefully, and write down as much information as possible.
2. DO NOT HANG UP THE PHONE.
3. Try to engage the caller in conversation while a co-worker calls 911. Call 911 immediately from another telephone.
4. Use the Bomb Threat Check Sheet to document as much information as possible. This Check Sheet will be attached to the Campus Security Incident Report.

5. Call Campus Security at 223 or (803) 778-6623 from another telephone, who in turn will notify the President, and Vice Presidents.
6. Campus Security will institute a campus-wide evacuation by activating the fire alarm system. Evacuation will be performed as delineated in the Emergency Response Procedures.

Evacuation - Long Continuous Blast

A long continuous blast signals the need to evacuate the building. Following the information on the emergency action schematic for that location, you should walk (not run) to the nearest exit and move to the rally point. Main Campus is at the hedge row boundary between USC-Sumter and Central Carolina. If you are in Building M600, you should rally in the parking lot behind Building M600.

Take valuables with you and exit quickly and quietly. Instructors are to make sure that no one is left inside the classroom and close the door. (A closed door will slow the movement of fire and smoke through the building and could give valuable seconds for the evacuation of those who may still be in the building.)

Instructors and students are to help anyone with a disability or in need of assistance to exit the building.

Instructors and supervisors should account for their constituents. Instructors are to move their classes to the predetermined rally area as quickly as possible and keep students together by classes until further information is given.

Central Carolina Safety Team members and security personnel are to check their areas to ensure that no one remains in the buildings and that everyone moves to the rally point.

Three short blasts of the emergency communication system indicate the "all clear" to return to the building. In case of an actual fire, you should pull the nearest fire alarm and follow the evacuation procedures as stated above. Go to the nearest telephone outside of the building and dial 911 to report the fire. Also, notify Campus Security at extension 223 from on campus and 778-6623, or (800) 221-8711, ext. 223, from an off-campus telephone.

The Sumter Police and/or Fire Departments have control over the scene when responding to any emergency. The College President or designee, in concert with the Sumter Police and Fire Departments, will decide when college personnel and students will re-enter the buildings and resume work/classes.

For more information on responding to hazardous materials spills/releases, please see the College Safety Manual.

Sheltering Procedures

A broken siren (several short blasts in succession) signals the need to find appropriate shelter. You should move quickly and quietly to the nearest sheltering location as depicted in the building's emergency action schematics – in halls and

classrooms, away from glass doors and windows, and on interior walls on the lowest floor of the building. Close doors and windows if time permits. Sit on the floor and cover your face with your arm or a cloth to protect against flying debris. Place a book on your head if available or get under a desk.

Instructors and supervisors should account for their constituents. Remain in the shelter location until the “all clear” is sounded, which is three short blasts. Instructors are to maintain students together until the “all clear” is sounded.

If there is a significant threat of severe weather, classes will be dismissed and/or cancelled. The decision to dismiss or cancel classes will be made by the College President or designee. The College President or designee will communicate the decision to dismiss or cancel classes internally by e-mail. The Public Information Officer will put a message on the college telephone system and website regarding delays and closures. In addition, the Public Information Officer will contact local and regional radio and television stations to communicate the decision externally.

Medical Emergency Procedures

If a medical emergency occurs in the presence of any College personnel, the faculty/staff member is to clear non-essential personnel from the area and attend to the needs of the person with the emergency. He/she is to also determine if the person requires medical attention.

If a person requires medical attention, the faculty/staff member will:

1. Have someone stay in attendance with the sick or injured person at all times.
2. Dial 911 and describe the problem, location, and primary entrance. (Note: The emergency system routes 911 calls directly to the emergency response center without having to dial the “9” for an outside line.)
3. Assign someone to guide emergency medical personnel to the location of the sick or injured person.
4. Call the Security Department and direct them to the emergency. Internally, call ext. 223. From an off campus telephone, dial 778-6623 or (800) 221-8711, ext. 223.
5. Contact the Custodial or Maintenance Department for the cleanup and disposal of any blood or body fluids. (Custodial and Maintenance personnel have been trained in the protection of bloodborne pathogens.)
6. Obtain and complete an Incident Report and submit it to the Security Department as soon as possible after the emergency, but within three (3) days.

If the emergency involves the injury of a student, the student should obtain a CCTC First Report of Injury/Illness form from the personnel or Campus Safety/Security Office as soon as possible after the emergency, and submit the completed form to the Personnel Office. The Security Department will notify the Vice President for Business Affairs of all medical emergencies and will maintain appropriate official files regarding medical emergencies for three years.

STUDENT CODE

I. Policy

It is the policy of Central Carolina Technical College to govern student conduct and guarantee due process procedures for students in accordance with the Student Code of Conduct and the Student Grievance Procedure set forth by the State Board for Technical and Comprehensive Education (SBTCE) Policy 3-2-106.

A. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities. When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college. When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

B. Solutions of Problems

The College will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical college System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

STUDENT HANDBOOK

C. Definitions

When used in this document, unless the content requires other meaning:

1. "College" means any college in the South Carolina Technical College System.
2. "President" means the chief executive officer of the College.
3. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
4. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
5. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
6. "Student" means a person taking any course(s) credit or non-credit, offered by the college.
7. "Instructor" means any person employed by the college to conduct classes.
8. "Staff" means any person employed by the college for reasons other than conducting classes.
9. "SGA" means the Student Government Association of the College or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
10. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
11. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
12. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the College is closed.

II. Student Rights

- A. Freedom from Discrimination — There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly—Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the College. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. Freedom of the Press—In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Freedom from Unreasonable Searches and Seizures—Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance — Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. Right to Know Academic and Grading Standards — Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. Right to Privacy—Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. Right to Confidentiality of Student Records—All official student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer. Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.
- I. Right to Due Process—At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

III. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.
Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

IV. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. Falsification of Information and Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community

Actions which endanger students and the College community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the College.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the College.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through CCTC Directive 6.51 in accordance with SBTCE procedure 3-2-106.2. Refer to Section VI of this code.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others

Infringement of rights of others is defined to include, but not limited to, the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other

STUDENT HANDBOOK

verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the College's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through CCTC Directive 6.51 in accordance with SBTCE procedure 3-2-106.2. Refer to Section VI of this code.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the College's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

V. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff, or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under CCTC Directive 6.51 in accordance with SBTCE procedure 3-2-106.2. Because due process

is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this Code.

A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the College poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the College.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by email, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by email, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee. This letter must include the following information:
 - a. The reason(s) for the interim suspension.
 - b. Notice that the interim suspension does not replace the regular hearing process.
 - c. Information about requesting a hearing before the Hearing Committee.
 - d. Notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officers.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project,

- assignment or examination involved in the act of misconduct.
- b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
 4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional weekdays of the date of the Chief Academic Officer's letter.
 5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:
 - a. A restatement of the charge(s).
 - b. The time, place, and location of the appeal.
 - c. A list of witnesses that may be called.
 - d. A list of the student's basic procedural rights. These rights follow:
 1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 2. The right to present witnesses on one's behalf.
 3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 4. The right to know the identity of the person(s) bringing the charge(s).
 5. The right to hear witnesses on behalf of the person bringing the charges.
 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 7. The right to appeal the decision to the President.
 - e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
 6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.

- c. Overturn the instructor's decision.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed.
- b. Accept the decision but impose a less severe sanction.
- c. Overturn the decision.
- d. Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

C. Student Misconduct

Any member of the College community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

- b. Restitution—Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges—Suspension or termination of particular student privileges.
- f. Suspension from the College—Separation from the College for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g. Expulsion from the College—Permanent separation from the College. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulations(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 - 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - 2. Three student members appointed by the appropriate student governing body and

approved by the President.

- 3. One member of the Student Services staff appointed by the Chief student Services Officer and approved by the President.
- 4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
 - 1. Hear cases of alleged violations of the Code of Student Conduct.
 - 2. Insure that the student's procedural rights are met.
 - 3. Make decisions based only on evidence and information presented at the hearing.
 - 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Academic Misconduct (cases sent to the Hearing Committee by the President)
 - 1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - 2. Require the student to repeat or submit the paper, project assignment, or examination involved in the act of misconduct.
 - 3. Assign a failing grade for the course.
 - 4. Require the student to withdraw from the course.
 - b. Student Misconduct
 - 1. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - 2. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 - 3. Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 - 4. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

5. Loss of Privileges—Suspension or termination of particular student privileges.
 6. Suspension from the College—Separation from the College for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
 7. Expulsion from the College—Permanent separation from the College. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
 8. Any combination of the above.
- c. Hearing Committee Procedures
1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
 2. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge(s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of the student's procedural rights. These rights follow:
 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charges(s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
 3. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change
 4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.
- d. Hearing Committee Meetings
1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
 3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
 4. Witnesses shall be called in one at a time to make a statement and to respond to questions.

5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard “clear and convincing,” which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
 6. The Chair of the Hearing Committee will send a certified letter to the student’s last known address within two instructional weekdays of the Committee’s decision. The letter shall inform the student about the Committee’s decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.
- 3. Appeal**
- If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College’s President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee’s findings. The President, or designee, shall review the Hearing Committee’s findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee’s decisions and, if needed, void the process and reconvene another Hearing Committee. The President’s decision regarding disciplinary actions under the Student Code is not grievable. The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student’s last known address.

Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

I. Policy

It is the policy of Central Carolina Technical College to address alleged acts of sexual violence and sexual harassment in accordance with the Student Code of Conduct and the Student Grievance Procedure set forth by the State Board for Technical and Comprehensive Education (SBTCE) policy 3-2-106.

II. Procedures

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of

alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student’s ability to participate in or benefit from the college’s programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures.

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college’s Chief Student Services Officer, campus security office, or with the college’s Title IX coordinator. The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings. Colleges, through their designated coordinators, will change a victim’s academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator’s office location and phone number are printed in the college’s catalog and appear on the college’s website. Reports may also be filed by any other member of the college community. The student may also file a criminal report regarding the alleged conduct. Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the CCTC Directive 6.55 in accordance with the SBTCE Student Grievance Procedure 3-2-106.2 and/or the SBTCE Anti-

Harassment Procedure 8-5-101.1. If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

1. Preliminary Hearing

Within 5 instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinical settings.
- c. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges—Suspension or termination of particular student privileges.
- f. Suspension from the college—Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g. Expulsion from the college—Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for

the semester in which the expulsion was imposed.

- h. Any combination of the above.

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 2. Three student members appointed by the appropriate student governing body and approved by the President.
 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
 1. Hear cases of alleged violations of the Code of Student Conduct.
 2. Insure that the student's procedural rights are met.
 3. Make decisions based only on evidence and information presented at the hearing.
 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - b. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to,

- the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- c. Restitution—Compensation for loss or damage to college property or the property of others while on the campus or loss or damage to property at a college event or activity, including but not limited to field trips, internships, and clinical settings.
 - d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 - e. Loss of Privileges--Suspension or termination of particular student privileges.
 - f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
 - g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
 - h. Any combination of the above.
- c. Hearing Committee Procedures
1. The Chief Student Services Officer shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
 2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge (s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of each party's procedural rights. These rights follow:
 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charge(s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
 3. On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
 4. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.
- a. Hearing Committee Meetings
1. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
 3. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or

the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the student's and to the victim's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
 - a. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the victim will also include the sanction imposed by the Hearing Committee.
 - b. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

3. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings. The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's last known address.

Student Grievances and Complaints

I. Policy

It is the policy of Central Carolina Technical College to provide a system to channel and resolve formal and informal student complaints concerning decisions made or actions taken. Complaints regarding discrimination, sexual violence, sexual harassment, and academic matters, excluding individual grades will be addressed in accordance with the Student Grievance Procedure set forth by the State Board for Technical and Comprehensive Education (SBTCE) Policy 3-2-106.

II. Definitions

When used in this document, unless the content requires other meaning"

- A. "College" means any college in the South Carolina Technical College System:
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. Procedure

A decision or action can be grieved only if it involves a misapplication of the college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.). The student filing the grievance must have been enrolled at the college at the time of decision or action

being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

A. Filing a Complaint

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will

consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

C. Student Grievance Hearing

1. Requesting a Hearing

- a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a. Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
 1. Three students recommended by the governing body of the student body.
 2. Two faculty members recommended by the Chief Academic Officer.
 3. One Student Services staff member recommended by the Chief Student Services Officer.

4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 5. The Chief Student Services Officer, or designee, who serves as an ex- officio, nonvoting member of the committee.
 - b. Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
 - c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
 - d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.
- 3. Hearing Procedures**
- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
 1. A brief description of the complaint, including the name of the person filing the complaint.
 2. The date, time, and location of the meeting.
 3. The name of any person who might be called as a witness.
 4. A list of the student's procedural rights. These rights follow:
 - a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
 - d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
 - b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
 - c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
 - d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
 - e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
 - f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
 - g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
 - h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
 - i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

STUDENT HANDBOOK

D. Appeal Process

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

E. Record Keeping

All electronic and hard copy records related to formal written complaints processed through the Grievance Procedure are maintained in the office of the Chief Student Services Officer. Documents included in these records are:

1. Grievance Form
2. Investigation notes
3. Communication records between employees
4. Letters written to students

The Chief Student Services Officer, Chief Academic Officer, Academic Deans, and faculty maintain records related to informal complaints. These types of complaints are usually documented on a File Notation Form; however, due to the simplistic nature of some complaints, this form may not be needed.

Glossary

- **Academic Advisor** – Your advisor is the faculty member in your program of study who advises you on courses needed to complete your certificate, diploma, or associate degree. Your academic advisor is the key to your success in taking the right courses, completing your program, and learning about your career opportunities.
- **Accreditation** – An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.
- **Add/Drop Period** – This period includes the first five days of 16-week courses and first three days of 5-, 8-, and 10- week courses. You may drop or add courses to your schedule only during the Add/Drop period.
- **Associate Degree** – A program where a student earns a degree from a community or technical college. It takes two years to complete degree as a full-time student.
- **Catalog** – A catalog is your guidebook that contains information regarding what you need to know about Central Carolina and what you need to take so that you can graduate.
- **Certificate** – A program that usually takes less than one-year to complete as a full-time student. It sometimes can be transferred into the diploma or associate degree in that field of study.
- **Corequisite** – A course that must be taken at the same time as another course.
- **Counselor** – A staff member in Admissions and Counseling Services whose role is to admit you into the college, provide career counseling, and refer you to others as needed. Counselors are not academic advisors.
- **Course Numbers** – Numbers assigned to specific classes.
- **Credit Hour** – Credit awarded for courses
- **Course Reference Number (CRN)** – Each course section has a unique CRN. If you know the CRN, registration is faster. However, you can look up classes without knowing the CRN.
- **Curriculum** – The group of courses within a program of study.
- **D2L or Desire2Learn** – Course delivery software which allows courses to be taken over the Internet using various communication, content, and management tools.
- **DAE or Department Approved Elective** – Specific courses allowed to count toward graduation from a program.
- **Degree Works** – This is a guide accessible within myCCTC that displays the courses required in your program of study, the courses you have taken, the grades you received, and the number of courses still required for you to graduate.
- **Developmental Courses** – Courses designed to assist you in basic reading, writing, or mathematics. These courses are prerequisites to college-level, transferable courses. You are required to successfully complete these courses or test out of them prior to taking higher-level college credit courses
- **Diploma** – A program that takes approximately one year to complete as a full-time student. It sometimes can be transferred into an associate degree in that field of study.
- **Distance Education** – Distance education offerings at Central Carolina Technical College utilize one or more technologies to deliver instruction to students who are separated from the instructor by time or distance. These methods may include the use of electronic learning management systems for online and hybrid delivery of courses and/or Web or videoconferencing technologies. Central Carolina's distance education courses provide regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.
- **Elective** – A course that is your choice, rather than one identified as a program requirement. Usually a program of study will have one or two electives required, but the choice of which elective course you "elect" to take is flexible with the advisor's approval.
- **FAFSA** – The acronym for Free Application for Federal Student Aid, the form the federal government uses to determine financial aid for you.
- **Financial Aid** – General term used to refer to any form of assistance you receive to help pay for college expenses.
- **GPA** – Grade point average; the average of your class grades, based on a 4.0 scale. You are expected to attain at least a 2.0 GPA in order to graduate from a program. (A=4; B=3; C=2; D=1; F=0)
- **Hybrid** – A course that combines internet classes and traditional classes on the campus.
- **Minimester** – A shorter term than the 16-week semester, usually 8 or 5 weeks.
- **myCCTC** – Your student information system that allows you to register online, view grades and transcripts, conduct degree audits, check on your financial aid status, send e-mails, receive campus news, and much more.
- **Prerequisite** – A course that must be completed successfully in order to enter the next course in a subject sequence.
- **Program** – The field of study in which a student enrolls that outlines the courses and the number of credit hours required by the State in order to award a certificate, diploma, or degree.
- **QEP or Quality Enhancement Plan** – A formal activity implemented at the College to enhance student learning.
- **Registration** – The process of officially choosing times to attend classes. Once the classes are chosen and entered into the computer, a seat is held in those classes until tuition is paid (requiring a visit to the cashier each semester) or until the payment deadline. If tuition is not paid by the payment deadline, the classes will be dropped and the registration is cancelled.
- **Section Number** – Each semester a section number is assigned to each course offering to indicate when, where, and at what time the class is meeting. These numbers are extremely important to you during registration.
- **Syllabus** – An outline of course content, which includes expectations and attendance policy, sometimes with assignments and their due dates.
- **Transcript** – Your official record of your cumulative academic work at a college. It lists the courses attempted and the grades and credit hours earned for those courses.
- **Transfer Courses** – Courses designed for transfer to another college as credit towards a program of study. If you plan to transfer, It is important for you to contact the senior college for information on the most appropriate course selections for you to take at CCTC.
- **Tuition** – Costs for courses, not including certain fees.

INDEX

| | | | |
|--|-----|--|-----|
| Academic Advising..... | 180 | Copy Machine Services..... | 187 |
| Academic Calendar..... | 8 | Copyrights..... | 185 |
| Academic Integrity Honor Code..... | 176 | COURSE DESCRIPTIONS..... | 135 |
| Academic Load..... | 21 | Course Scheduling..... | 21 |
| Acceptable Use Agreement for Computing Resources..... | 185 | Crime Prevention..... | 189 |
| Accounting (Associate Degree)..... | 38 | Criminal Justice & Paralegal..... | 48 |
| Accounting Specialist (Certificate)..... | 40 | Criminal Justice Technology (Associate Degree)..... | 48 |
| ACT..... | 188 | Cumulative Credit Hours (Quantitative Measure)..... | 178 |
| Add/Drop/Section Changes..... | 21 | Cumulative Grade-Point Average (Qualitative Measure)..... | 178 |
| Adding/Dropping Courses..... | 180 | Declaration of Citizenship or Legal Presence in the United States..... | 13 |
| Additional Admissions Information..... | 13 | Defense Activity for Non-Traditional Ed. Support (DANTES)..... | 15 |
| Additional Fees for Online Courses..... | 183 | Deferred Payment Plan..... | 20 |
| Additional Student Information..... | 185 | Desire2Learn* (D2L)..... | 184 |
| Addressing Alleged Acts of Sexual Violence and Harassment..... | 198 | Development of Common Course System..... | 28 |
| Administrative Office Technology..... | 34 | Developmental Studies Standards of Academic Progress..... | 178 |
| Administrative Office Technology (Associate Degree)..... | 34 | Distance Education..... | 183 |
| Administrative Support (Diploma)..... | 36 | Drugs, Alcoholic Beverages, and Weapons..... | 190 |
| Admissions Criteria, Course Grades, GPA's, Validations..... | 26 | Dual Enrollment..... | 14 |
| Admissions Information..... | 11 | Early Care and Education (Associate Degree)..... | 53 |
| Admissions Policy..... | 13 | Early Care and Education Programs..... | 52 |
| Advanced Air Conditioning and Heating (Certificate)..... | 125 | Early Childhood Development (Certificate)..... | 57 |
| Advanced CNC Programming (Certificate)..... | 127 | Early Childhood Development (Diploma)..... | 55 |
| Advanced Mechatronics Technology (Certificate)..... | 131 | Easy Transfer to South Carolina Colleges and Universities..... | 24 |
| Advanced Placement Examinations (AP Exams)..... | 15 | Emergency Notification System..... | 190 |
| Advanced Standing..... | 14 | Engineering Graphics Technology (Associate Degree)..... | 128 |
| Advisement and Registration..... | 180 | English Fluency..... | 7 |
| Alcohol-Free / Drug-Free Environment..... | 186 | Environmental Engineering Technology (Associate Degree)..... | 59 |
| Applications for Financial Aid..... | 18 | Environmental Engineering Technology & Natural Resources..... | 59 |
| Apprenticeship Programs..... | 30 | Environmental, Health & Safety (Certificate)..... | 61 |
| Area Commission Members..... | 5 | Evacuation-Long Continuous Blast..... | 190 |
| Associate in Arts (Associate Degree)..... | 67 | Exceptions/Appeals/Reinstatement..... | 178 |
| Associate in Arts and Associate in Science Degrees Related Reports and Statewide Documents..... | 27 | Experiential Learning and Professional Certification..... | 16 |
| Associate in Arts or Science to Physical Therapy..... | 75 | Federal Direct Loans..... | 19 |
| Associate in Science (Associate Degree)..... | 70 | Federal Pell Grants..... | 19 |
| Assurance of Quality..... | 27 | Federal Supplemental Educational Opportunity Grant (FSEOG)..... | 19 |
| Attendance Policy..... | 180 | Federal Work-Study..... | 19 |
| Auditing Courses..... | 21 | Financial Aid and Tuition and Fees..... | 181 |
| Automotive Diagnostic Technology (Certificate)..... | 122 | Financial Aid Categories of Enrollment..... | 179 |
| Automotive Technology (Certificate)..... | 121 | Financial Aid Information..... | 18 |
| Background..... | 25 | First-time Applicants for Financial Aid..... | 178 |
| Basic Air Conditioning and Heating (Certificate)..... | 123 | Foundation Scholarships..... | 19 |
| Basic Machining and CNC Fundamentals (Certificate)..... | 126 | Free Tuition for Children of Certain Veterans..... | 20 |
| Basic Mechatronics Technology (Certificate)..... | 130 | General Admissions Requirements..... | 13 |
| Basic Program Information..... | 32 | General Education..... | 66 |
| Bomb Threat Procedures..... | 190 | General Education (Certificate)..... | 73 |
| Bookstore..... | 186 | General Education Courses..... | 33 |
| Business..... | 38 | General Information..... | 4 |
| Campus-based Programs..... | 19 | General Technology (Associate Degree)..... | 74 |
| Cardiac Care (Certificate)..... | 113 | General Use Rules for Computer Resources..... | 185 |
| Career and Employment Services..... | 186 | Gerontology (Certificate)..... | 120 |
| Career Development..... | 14 | Glossary..... | 205 |
| Categories of Admission..... | 14 | Grade-Point Average..... | 177 |
| Change of Program..... | 181 | Grading System for GPA Computation..... | 177 |
| Collaborate..... | 184 | Graduation Ceremony..... | 24 |
| College Accreditation..... | 7 | Graduation Honors..... | 24 |
| College Information..... | 6 | Graduation/Program Completion..... | 23 |
| College Level Examinations (CLEP)..... | 15 | Health and Medical Services..... | 187 |
| College Mission Statement..... | 6 | Health Science Program Requirements..... | 77 |
| COLLEGE PERSONNEL..... | 167 | Health Sciences..... | 75 |
| College-Wide General Education Outcomes..... | 23 | Higher One..... | 181 |
| Computer Specialist (Certificate)..... | 46 | History of the College..... | 6 |
| Computer Technology..... | 43 | Home Contracts..... | 187 |
| Computer Technology (Associate Degree)..... | 43 | Human Services..... | 117 |
| Computer Technology Courses..... | 184 | Human Services (Associate Degree)..... | 117 |
| Concurrent Admissions Programs (ConAP)..... | 14 | Human Services (Certificate)..... | 119 |
| Contact Information..... | 13 | Inclement Weather..... | 187 |
| | | Index..... | 206 |

| | | | |
|--|-----|---|---------|
| Industrial and Engineering Technology | 121 | Scholastic Honors | 24 |
| Infant and Toddler Care (Certificate) | 58 | Secondary School Articulation Agreements | 15 |
| Information on Grading | 178 | Security Office | 190 |
| Information Processing (Certificate) | 37 | Senior Citizens | 14 |
| Intellectual Property | 185 | Sheltering Procedures | 190 |
| International Baccalaureate Credit Award Policy | 16 | South Carolina Need Based Grant | 19 |
| Internetworking – Cisco (Certificate) | 47 | South Carolina Vocational Rehabilitation | 23 |
| Library | 187 | Special Populations Program (Perkins) | 23 |
| Library Online Resources | 185 | Special Programs | 188 |
| LIFE Scholarship | 19 | Specialization - Patient Care Technician | 110 |
| Loans | 19 | Specific Admissions Requirements | 14 |
| Loitering | 187 | Standards of Academic Progress | 178 |
| Lottery Tuition Assistance | 19 | Standards of Academic Progress for Financial Aid | 178 |
| Making the Most of your College Experience | 176 | Standards of Satisfactory Academic Progress for Financial Aid | 21 |
| Management (Associate Degree) | 41 | State Funds | 19 |
| Massage Therapy (Certificate) | 94 | Statement of Role and Scope | 6 |
| Math Courses | 184 | Statement of Values | 6 |
| Maximum Program Hours (Quantitative Measure) | 178 | Statewide Articulation Agreement | 29 |
| Medical Assisting (Diploma) | 96 | Statewide Articulation of 86 Courses | 25 |
| Medical Emergency Procedures | 191 | Statewide Publication and Distribution of Information on Transfer | 27 |
| Medical Record Coding (Certificate) | 98 | Sterile Processing Technician (Diploma) | 108 |
| Men In Motion | 188 | Student Appearance Statement | 182 |
| Military Service School | 15 | Student Code | 191 |
| myCCTC Internet Service | 183 | Student Complaints/Grievance | 201 |
| Natural Resources Management (Associate Degree) | 64 | Student Handbook | 175 |
| Nursing (ADN) (NURS) (Associate Degree) | 89 | Student Identification Card (ID) | 189 |
| Nursing (LPN to ADN Option) (Associate Degree) | 83 | Student Life | 188 |
| Nursing (PN) (Diploma) | 79 | Student Responsibilities | 181 |
| Nursing Assistant (Certificate) | 111 | Student Right-to-Know and Campus Security Act | 182 |
| Office Hours | 21 | Student Rights | 181 |
| Online Course Attendance Requirements | 183 | Student Rights and Responsibilities | 181 |
| Online Course Prerequisite Competencies | 183 | Students with Disabilities | 189 |
| Online Course Technical Assistance | 184 | Summary | 179 |
| Online Courses | 183 | Surgical Technology (Diploma) | 103 |
| Online Groups | 183 | Technical Information | 184 |
| Online Resources | 183 | Testing Center | 189 |
| Overview of Applying for Financial Aid | 18 | The Americans with Disabilities Act of 1990 | 7 |
| Paralegal (Associate Degree) | 50 | Tips for Success | 176 |
| Parking | 187 | Title IV School Code 003995 - finaid@cctech.edu | 20 |
| Payment of Fees | 22 | Tobacco Use Policy | 189 |
| Pharmacy Technician (Certificate) | 100 | Transfer Blocks, Statewide Agreements, Completion of the | 26 |
| Phlebotomy (Certificate) | 115 | Transfer Policy | 25 |
| Pipe Welding (Advanced Certificate) | 133 | Transfer Students | 14, 23 |
| Plan for Safety | 189 | Transfer to Central Carolina Technical College | 16 |
| Policy on Nondiscrimination | 7 | Transfer to Senior Colleges and Universities | 24 |
| Posting and Distribution of Information | 188 | Transfer to Senior Colleges and Universities | 29 |
| President's Message | 5 | Transient Students | 14 |
| Privacy for Students taking Online Courses | 184 | TRiO Student Support Services | 188 |
| Procedures for Establishing a New Student Organization | 188 | Tuition and Fees-Effective Fall Semester 2014 | 22 |
| Proficiency Tests | 15 | Types of Financial Aid | 19 |
| Program Accreditations and Approvals | 7 | Use of Electronic Devices/Phones | 189 |
| Program Areas | 30 | VA Certification for Online Courses | 20 |
| Program Residency Requirements | 17 | Verification | 18 |
| Programs of Study | 31 | Veterans' Affairs Standards of Academic Progress | 20, 179 |
| Programs of Study Information | 23 | Veterans' and Active Duty Education Benefits | 20 |
| Programs of Study Table of Contents | 32 | Vision Statement | 6 |
| Readmission | 14 | Visitors | 189 |
| Refund Policy-Credit Courses | 22 | Wastewater Operator (Certificate) | 62 |
| Refund Policy-Non-credit Courses, Seminars and Workshops | 22 | Water Operator (Certificate) | 63 |
| Registration | 180 | Welding (Certificate) | 132 |
| Registration Information | 21 | Withdrawal from Classes | 21 |
| Regulations for Use of Identification Card | 189 | Withdrawing from College Courses | 180 |
| Release of Student Information | 182 | Workforce Development | 30 |
| Residency Status | 22 | | |
| Return of Title IV Funds | 23 | | |
| Return of Title IV Funds | 179 | | |
| Safety Procedures | 189 | | |



CONTACT INFORMATION

WWW.CCTECH.EDU

| TOPIC | CONTACT | PHONE # | SUMTER CAMPUS |
|---|--|--|--------------------|
| Admissions | Admissions Office | (803) 778-6605 | Bldg M300 |
| Advisement | Advisor or Advisement Specialist | (803) 778-6698 | Bldg M300/Rm M312 |
| Career Services | Career Services Center | (803) 778-6600 | Bldg M100/Rm M101 |
| Computer Assistance | User Support Services | (803) 778-6607 | Bldg M500 |
| Disability Services | Disability Services Coordinator | (803) 778-7871 | Bldg M300/Rm M317 |
| Withdrawal from Courses | Financial Aid Office | (803) 778-7831 | Bldg M300 |
| Fees | Cashier | (803) 778-7864 | Bldg M300 |
| Financial Aid, Work Study/Scholarship | Financial Aid Office | (803) 778-7831 | Bldg M300 |
| ID Cards/Parking Decals | Security | (803) 778-6623 | Bldg M300/Rm M309 |
| Library Resources | Library | (803) 778-6647 | Bldg M500 |
| Online Courses | Distance Education | (803) 774-3343 | Bldg M500/Rm M591 |
| Transcript of Grades | Student Records | (803) 778-7830 | Bldg M100/Rm M117 |
| Transfer Credits | Registrar | (803) 774-3339 | Bldg M100/Rm M117 |
| TRiO | TRiO Office | (803) 778-7844 | Bldg M100/Rm M31 |
| Veterans' Benefits | Veterans' Affairs Office | (803) 778-7831 or (803) 778-7845 | Bldg M100/Rm M113A |
| Veterans' Affairs | Veterans' Resource Center | (803) 778-7816 | Bldg M100/Rm M110 |



CENTRAL CAROLINA

TECHNICAL COLLEGE

506 NORTH GUIGNARD DRIVE | SUMTER, SC 29150-2468 | 803.778.1961

www.cctech.edu