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# Northeastern Technical College

*Your Pathway to the Future*

Northeastern Technical College
Founded 1969
Chesterfield, Marlboro, Dillon

# 2006 - 2008 Course Catalog

## Curriculum Information & Student Handbook

# FOREWORD

Northeastern Technical College is a two-year, post-secondary institution which is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate degrees, diplomas, and certificates. Programs at the College have been approved by the State Approving Agency of the Commission on Higher Education for the training of veterans and their dependents under the provisions of the G.I. Bill of Rights. The College also provides training within the guidelines of the Department of Education for participation in the College Work-Study Program and other federal financial assistance. NETC is a member of the American Association of Community Colleges, the American Council on Education, American Vocational Association, American Technical Education Association, and the American Association of College Trustees.

Consumer information on costs, refunds, financial aid, student eligibility, academic programs, retention and graduates may be obtained by writing the Office of the Vice President for Student Services, P.O. Drawer 1007, Cheraw, SC 29520-1007.

Changes in information presented in this catalog will be posted in advance of the effective date of change.

**Notice of Student Responsibility: Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness, or contradictory advice from any source is not acceptable grounds for seeking exemption from these rules and procedures. Northeastern Technical College reserves the privilege of changing, without notice, any information in this catalog.**

**Northeastern Technical College does not discriminate in admissions or employment on the basis of race, color, national origin, sex, disability or age in its programs and activities. For inquires on nondiscrimination policies, contact: Director of Human Resources, P.O. Drawer 1007, Cheraw, SC 29520-1007, or call (843) 921-6900.**

Thank you for selecting Northeastern Technical College as the place in which to continue your education. Whether you are pursuing a degree, diploma, certificate or upgrading your current workforce skills, we stand ready to assist you with your educational goals.

For over forty years, the South Carolina Technical College System has been committed to the economic development of our state by providing technical training to meet the diverse workforce needs of our economy. Additionally, Northeastern Technical College provides the first two years of many baccalaureate degrees offered by public and private colleges and universities. Regardless of your intended objective, the faculty and staff at Northeastern Technical College are committed to your individual success and to the success of Chesterfield, Marlboro, and Dillon counties. Whether or not you are a student at our main campus in Cheraw or a student at one of our Community Campuses in Pageland, Bennettsville, or Dillon, we want you to know that you will enjoy the same quality education with attention to relevant and timely information.

While we are committed to your success, we also challenge you to assume an active role in your education by assuming personal responsibility for your success. Together, we can help you achieve your objective and improve the quality of life in our service area.

Please know that we stand ready to assist you in your educational endeavors and I personally wish you much success as you begin your journey.

Best regards,

James C. Williamson, Ph.D.
President

INGRAM HALL

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# NETC

## HISTORY

In January 1967, a group of interested citizens led by Mayor Miller Ingram of Cheraw initiated a training needs survey of the Marlboro and Chesterfield County area. The results of the study illustrated the need and desire for an educational institution in this area that would prepare area residents for job openings in various technical and related fields.

The State Committee for Technical Education then asked the joint delegation of the two-county area to appoint a bi-county committee to study the location and financing of a post-secondary, state-supported, two-year educational institution. After three months of study, this committee prepared a formal application for the creation of a technical school. On June 15, 1967, Governor Robert E. McNair signed into law Legislative Act (R478,S425) officially creating the Chesterfield-Marlboro Technical Education Commission, the governing body for the new education center.

Chesterfield-Marlboro Technical Education Center began operations in 1968 and, in September 1969, moved to its new physical plant.

On April 10, 1974, the State Board for Technical and Comprehensive Education, acting upon a request of the Area Commission, changed the institution's name from Chesterfield-Marlboro Technical Education Center to Chesterfield-Marlboro Technical College.

On August 13, 1975, ground was broken for construction of three new buildings on the campus, a project which doubled the size of the college's physical plant. The new buildings, a Community Education Center, Electrical Technology Building, and Learning Resource Center, were occupied during Fall Quarter, 1976. The College received a 10-year reaffirmation of accreditation by the Southern Association of Colleges and Schools in 1978.

In 1979, the College celebrated its 10-year anniversary. A new instructional building was completed and several new programs were added. These included Registered Nurse Training (a satellite program in cooperation with Florence-Darlington Technical College and Richmond Tech.), Industrial Maintenance Mechanics, and Human Services Major (Associate of Arts). A Career Center, to provide job skills and other career information, was opened for student and general public use during this year. In addition, the College Placement Office was opened to provide job availability information to students and to provide information services on potential employees for local business and industry.

Recognizing the increasing importance of the computer in today's world, the College established a data processing curriculum in 1981. In a continuing effort to provide custom-designed courses for the employment sector the College entered into an innovative training agreement with a major textile manufacturer in 1983.

A computerized registration program was implemented in Fall, 1986, making the process of student registration and record-keeping more convenient for all concerned.

In 1988, Chesterfield-Marlboro Technical College received a 10-year reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools.

In 1991, the College linked the registration and records system to the faculty by making a computer terminal accessible to all permanent faculty members. The addition of an apprenticeship program in metalworking became a new college link with industry. That same year, the College became involved in the Tech Prep initiative, working in partnership with public schools throughout Chesterfield, Marlboro, and Dillon counties. Tech Prep involves career guidance, curriculum restructuring, and course articulation to maximize opportunities for students.

The 1992 academic year marked a significant change in academic scheduling at Chesterfield-Marlboro Technical College, along with the other 15 colleges in South Carolina's technical college system. Since that time, the College has operated on the semester system of scheduling, rather than the quarter system which had previously been used.

During the 1994–95 academic year, CMTC observed its 25th anniversary. That same year, the College also established access to the Internet, providing students, faculty, and staff with a vast array of educational resources.

In 1996, the College implemented a compressed-video distance learning system which provides access to courses from other colleges and also allows NETC to transmit courses between the main campus and community campuses. Response from students and the community has been enthusiastic.

Major restoration work on CMTC's buildings was carried out during 1997, including repairs to the roofing systems and remodeling of several interior areas.

Also during 1997, final arrangements were completed for the construction of a new classroom/library building, as well as continuing education facilities.

In December 1998, Chesterfield-Marlboro Technical College received a 10-year reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools. During the 1999/2000 academic year, the classroom/library building and continuing education facilities were completed.

In 2000, the college's name was changed to Northeastern Technical College (NETC), reflecting the regional nature of its three-county service area. At the same time, the College began the process of planning and resource development to establish community campuses in Bennettsville, Pageland, and Dillon. The new campuses were completed in 2003, greatly increasing access to college programs and services.

## PHILOSOPHY

Northeastern Technical College subscribes to the open-admissions with advised placement philosophy of the South

Carolina Board for Technical and Comprehensive Education as determined economically feasible by the State Budget and Control Board.

The goals of the College reflect a firm philosophy that education must serve the needs of the students in light of the occupational requirements of our community. The students must develop transferable skills which will enable them to succeed in other geographical locations as well.

The College promotes the development of employees to meet present and future needs of industry and business, and the provision of education opportunities sought by individuals to improve themselves as citizens and employees.

# MISSION FOCUS

The mission of Northeastern Technical College is to prepare the workforce of Chesterfield, Marlboro, and Dillon Counties through education and training.

# INSTITUTIONAL MISSION STATEMENT

Northeastern Technical College provides occupational, technical, college transfer, basic academic skills, and continuing education programs with appropriate support services to meet the needs of the individuals, businesses, and industries in a rural service area composed of Chesterfield, Marlboro, and Dillon Counties. Within this focus, the College contributes to economic growth by enhancing the employability of service area residents in technology, business, health, arts, and sciences.

The College is dedicated to providing quality instructional programs which remain accessible to both traditional and nontraditional students through open admissions, reasonable costs, counseling, advisement, educational technology, financial assistance and career development services. NETC also provides personal growth and enrichment opportunities through community services, continuing education, and social and cultural activities.

Northeastern Technical College, a member of the South Carolina Technical and Comprehensive Education System, is an accredited post-secondary institution which grants associate degrees, diplomas, and certificates and is supported by county, state, federal, and student revenues. NETC enrolls approximately 2,700 - 2,800 college credit students and 3,700 - 5,500 continuing education students annually.

This mission statement was most recently reviewed and approved by the NETC governing board on October 25, 2005.

# LOCATION, CAMPUS AND FACILITIES

Located on a 59.3-acre site two miles west of Cheraw on State Route 9, Northeastern Technical College's main campus is in the geographic center of its service area. The buildings are modern, in the Williamsburg design, with large classrooms, laboratories and shops. The present campus consists of: Ingram Hall (Building 100)—The main administration building, which was built in 1969, was named for the first Area Commission Chairman, Miller S. Ingram. Administrative and student services offices are located in this building. Willamette Hall (Building 200)—This building completed in 1976, includes continuing education facilities, a large auditorium/classroom, the student lounge, Book Nook, and SGA office. The building was named in honor of Willamette Industries (now Weyerhaeuser). Classroom/Shop areas (Buildings 300, 400, 600 and 700)—These buildings contain classrooms, shops and laboratories for instruction in the Technologies and Office Systems curricula. Harris Hall (Building 500)—This two story structure, completed in 1999, houses the college library, advisor offices, classrooms, and computer labs. The building was named in memory of the late Representative Jean L. Harris. West Hall - John C. West Learning Resources Center (Building 800)—The Success Center, Smart classroom, distance education classrooms, Instructional Support Services Department, and various other classrooms and labs are housed in this building, which was completed in 1976 and named for the former Governor of South Carolina.

The College also operates community campuses in Dillon, Bennettsville, and Pageland, making higher education more accessible to residents of these communities. The Dillon campus is located on Highway 301 South; the Bennettsville facility is on South Marlboro Street; and the Pageland campus is located on South Pearl Street.

# HOURS OF OPERATION

The College is open on Mondays through Thursdays, 7:30 a.m. until 9:30 p.m.; on Fridays from 8 a.m. until 1:30 p.m.

# MAILING ADDRESS

Northeastern Technical College - Main Campus
Post Office Drawer 1007
Cheraw, SC 29520-1007

Northeastern Technical College - Bennettsville
Community Campus
131 South Marlboro Street
Bennettsville, SC 29512

Northeastern Technical College - Dillon
Community Campus
Post Office Box 1579
Dillon, SC 29536

Northeastern Technical College - Pageland
Community Campus
815 South Pearl Street
Pageland, SC 29728

# STREET ADDRESS

Northeastern Technical College - Main Campus
1201 Chesterfield Highway
Cheraw, South Carolina 29520-1007

Northeastern Technical College - Bennettsville
Community Campus
131 South Marlboro Street
Bennettsville, SC 29512

Northeastern Technical College - Dillon
Community Campus
2204 Highway 301 South
Dillon, SC 29536

Northeastern Technical College - Pageland
Community Campus
815 South Pearl Street
Pageland, SC 29728

# TELEPHONE NUMBERS

Cheraw Area: (843) 921-6900 - Main Campus
Other Areas: 1-800-921-7399 - Main Campus
(Chesterfield, Marlboro, and Dillon Counties outside the Cheraw calling area.)

(843) 479-4284 - Bennettsville Campus

(843) 841-2014 - Dillon Campus

(843) 672-3700 - Pageland Campus

# INTERNET

Admissions: admissions@netc.edu
World Wide Web: www.netc.edu

# *Student Information*

- **Admissions**
- **Tuition and Enrollment Fees**
- **Student Financial Assistance**
- **Career Planning**
- **Job Placement**
- **Academic Information**
- **Continuing Education**
- **Workforce Development**

***WWW.NETC.EDU***

# ADMISSIONS

Northeastern Technical College adheres to an open-admissions policy and does not impose restrictive standards for admission; however, entrance to the College does not necessarily imply immediate acceptance to any curriculum offering.

As a post-secondary institution, only applicants with a high school diploma, or equivalent, will be admitted as curriculum students. Non-high school graduates may be admitted as dual enrollment, career development students (see section B under admission requirements), or in certain certificate programs.

When counseling or test scores indicate the need for additional preparation to enter the college-level courses, applicants will be offered the appropriate course(s) to provide the needed preparation. Students may also be encouraged to reevaluate their career goals.

If the applicant's test scores are below the minimum cut-off scores for the developmental studies courses, he/she will be referred to Adult Education for remediation.

## ADMISSION REQUIREMENTS

Northeastern Technical College is an open admissions institution, operating by the philosophy of selective placement. Students may request admission based on academic preparation, and will be assisted in the process of course selection by faculty advisors.

All applicants must be 18 years of age or older. Special exceptions may be granted by written permission of the high school principal and Vice President for Student Services.

Students applying for admission to the various programs will be required to meet certain admission requirements.

A. Degree/Diploma/Certificate Programs (Curriculum Preparation)
   1. A completed application submitted to the Office of Admissions;
   2. Proof of high school graduation or equivalent (this includes complete high school transcript or GED certificate issued by state or military);
   3. Payment of the application fee ($12.50) which is non-refundable;
   4. Placement Tests;
   5. Transcripts of all other post-secondary or college-level course work;
   6. Individual curriculum areas may require additional admission information.

B. Career Development (enrollment in course work with no degree/diploma/certificate goals)
   1. A completed application and fee ($12.50) submitted to the Office of Admissions;
   2. NOTE: These applicants are not required to be high school graduates. However, selective placement in areas will be determined by instructor approval, if needed. Placement Tests will be required for any student wishing to enter English or math courses.
   3. Career Development course work may be limited to 6 hours per term, up to 20 hours total before an interview with a counselor is required. At that time, a counselor will assist the student in selecting a major for a degree, diploma or certificate.
      a. The Vice President for Student Services may waive the 20-hour maximum and the 6-semester-hour maximum if the student does not desire a major program.
      b. Upon choosing a major, a student must meet all admission requirements for entry into a degree/diploma program.

C. Audit Status
   1. A completed application and fee ($12.50) submitted to the Office of Admissions;
   2. On-going students may audit by notifying the advisor at time of registration.

NOTE: Audit courses may not be changed to credit status or credit status to audit status after course enrollment.

D. Special Admissions

   Anyone who is 18 years of age or older may enroll in courses at Northeastern Technical College. NOTE: Placement Tests will be required for any student wishing to enter English or math courses.
   1. Those who have not received a high school diploma or its equivalent and have not been enrolled in a secondary school system within the previous calendar year may enroll as a Career Development student by:
      a. Completing and submitting an application along with the fee ($12.50) to the Office of Admissions;
   2. Those who are currently enrolled in high school, or who have been enrolled in secondary school within the previous calendar year may apply by:
      a. Completing and submitting an application along with the fee ($12.50) to the Office of Admissions;
      b. Submission of a letter of permission from high school principal;
   3. Transcripts will be established for all admitted students upon completion of course work. Those students for whom credit is accepted in order to substitute for a secondary school unit (by principal's permission and determination) may request transcripts for their high school principals or counselors.
   4. International Students (Student Visa)

International students should contact the Vice President for Student Services for information regarding admissions.

E. Certificate Programs
   1. A completed application and fee ($12.50) submitted to the Office of Admissions;
   2. Any high school or college transcripts sent to the Office of Admissions;
   3. Placement Tests (only if math or English is required);

F. Exceptions
   Exceptions to any of the above requirements may be made by the Vice President for Student Services only. When exception is made, written documentation of such exception will be entered in the student's records.

# TRANSIENT STUDENTS

Students enrolled at other colleges who wish to take courses at Northeastern Technical College may do so by following the admission procedures. Written documentation or a transient form of course approval from the primary college should be on file to assure transfer of the course work and to avoid placement testing.

It is the student's responsibility to determine the applicability of the transfer of courses through contact with the primary (home) college.

# TRANSFER STUDENTS

Transfer students must follow the steps in the Admission Procedure below. Placement Tests may be omitted if previous credit in English or math has been earned in a college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools or by one of the parallel regional accrediting agencies. The College may require placement testing if grades indicate academic weakness or if additional information is needed to determine eligibility.

Transfer credit will be evaluated as outlined in this catalog.

# ADMISSION PROCEDURE

**STEP ONE—**Complete an application form and return it to Northeastern Technical College with the application fee of $12.50. This fee is not refundable—it covers the cost of processing your application for admission.

**STEP TWO—**Request that a copy of your high school transcripts (or GED) and transcripts from each college be sent to the College. This step is not required for transient students who are not entering a program. (Veterans: A GED notice on your DD 214 is not acceptable. A score report is required. If you have lost your scores, see the Veterans Office for assistance.)

**STEP THREE—**Make an appointment in the Admissions Office for placement testing. Exceptions to taking the placement tests are granted on the basis of the following:

- The applicant submits official SAT or ACT scores which meet the minimum required for the program in which the applicant plans to enroll
- The applicant has earned a grade of "C" or better in equivalent college level English and/or math at a regionally accredited institution and provides an official transcript.
- The applicant has earned the appropriate score to be awarded credit in English and/or math on CLEP and/or AP exams recognized by NETC, and official test results are submitted.
- The applicant has successfully completed NETC placement tests within the previous two years.
- The applicant has earned an associate degree or higher from a regionally accredited institution.
- The applicant enrolls as a Career Development student without academic award as a goal, and is admitted to take selected courses except English and/or math. Prerequisites must be met.
- The applicant enters as a transient student and submits a transient form from the home college.

**STEP FOUR—**Some programs may require additional admission information. Please review all correspondence you receive from the College.

**STEP FIVE—**Schedule an appointment for an interview with a counselor if you are unsure about your program or if you have questions.

**STEP SIX—**After all of the above are complete, you will receive a notice of admission.

It is your responsibility to complete your application requirements. If you need help, call the Admissions Office at 921-6933 or 1-800-921-7399.

# DISTANCE EDUCATION

To increase access to educational opportunities, NETC provides a variety of distance education course offerings delivered by various methods. Teleclasses (interactive video), telecourses (videotapes or CDs) and web (Internet) classes allow students new methods of learning and convenience. Courses delivered by these technologies are identified in the semester course schedules. Students interested in distance education courses follow the same procedures for admission and registration. Computers and other electronic media are available for student use in the Success Center and Library. NETC is a member of the On-Line Consortium which provides on-line classes from other SC technical colleges to NETC students.

# TECHNICAL ADVANCED PLACEMENT (TAP)

The College and high schools in Chesterfield, Marlboro and Dillon counties have developed agreements to benefit students who complete specific career and technology education programs in high school. The College recognizes the skills achieved for those students with grades of 85 or better and awards credit for entry-level college courses. Students must submit high school transcript and TAP form from high school to be eligible for credit.

# DISABLED STUDENTS

The Student Services Division provides counseling and support services which help disabled students to pursue an academic program of their choice and participate fully in campus life. The Vice President for Student Services can arrange counseling, special parking, priority registration and other services needed by the disabled student. Any disabled student is encouraged to contact the Vice President for Student Services to discuss needs and concerns as they arise.

# RE-ADMISSION

1. Students who have attended the College previously and withdrawn in good standing, have graduated, or are changing programs must file a re-admission application.
2. Re-admittance of students who have been dismissed for any reason or who have withdrawn without authority will be at the discretion of the Vice President for Student Services.
3. Students who interrupt their education at Northeastern Technical College for more than two terms and return must reapply and will re-enter under the catalog in effect at the time of re-entry. Transcripts will be evaluated to determine applicable credits.
4. See information on placement testing requirements for students who request re-admission. Students who have not earned program level English and/or math credits must have placement scores which are not more than two years old. SAT/ACT scores may be accepted in lieu of placement scores.
5. All credits, except for an earned degree, which are more than ten years of age will be reviewed to determine applicability to the desired program of study. Developmental or prerequisite English, math and/or reading courses which are more than two years of age will not be accepted and placement testing is required.
6. Credits accepted for the Practical Nursing Program are evaluated under a separate set of criteria.

# EARLY ADMISSION

Upon the written approval of their principal, qualified high school students from Chesterfield, Marlboro and Dillon counties may be granted early admission to the College on a space-available basis.

Requirements for early admission are the same as for admission as a Career Development student. Upon graduation, the student may apply for admission as a regular student in a degree or diploma granting curriculum.

In order for a high school student to be granted early admission, he/she must:

1. Be a high school junior or senior;
2. Submit written permission from high school principal. This permission must indicate this student is in good standing with the high school;
3. Have demonstrated sufficient academic preparation for college work.

If, upon graduation from high school, the student enrolls at Northeastern Technical College, credits earned will be applicable toward the appropriate degree or diploma.

If enrolling at another post-secondary institution, the credits may transfer, pending acceptance by the other institution.

# PRACTICAL NURSING ADMISSION

Selection of students for the Practical Nursing program is made in the Fall. Requirements for admission specific to this program are published each year and include a physical examination to verify good health and ability to meet essential functions prior to clinical activities; ability to rotate through approved clinical sites; and appropriate placement scores or coursework documented on official transcripts. Following admission to the Practical Nursing program, students are required to pay a deposit toward their tuition, pay for criminal background checks (appropriate to residency) to establish eligibility for clinical rotations, purchase textbooks and uniforms, shoes, and related items. Students must be aware that conviction for any crime may make the applicant ineligible to apply for licensure. It is the student's responsibility to contact the State Board of Nursing for clarification or advice. Detailed practical nursing admissions information is available from the Admissions Office.

# CONTINUING EDUCATION ADMISSION

Requirements for admission to the various courses in Continuing Education (Personal Interest, Occupational Advancement, Community Service) depend on the nature of the course involved. Generally, the student enrolls in the selected course by completing general information and paying fees. Information on these courses may be obtained at www.netc.edu or by contacting the Office of Continuing Education at the College. For further information, check the Continuing Education section of this catalog.

# TUITION AND ENROLLMENT FEES

## FEES

I. Application fee for credit classes—$12.50 (non-refundable; paid when applying for admission).

II. Instructional Fees and Technology Fees–

| *Tuition* | *Full-time* | *Per Sem. Hr.* |
|---|---|---|
| Chesterfield County | $1,248 | $104 |
| Marlboro County | $1,248 | $104 |
| Dillon County | $1,248 | $104 |
| Out-of-County | $1,344 | $112 |
| Out-of-State | $2,040 | $170 |

- Lab Fee: $15 per class will be charged in selected courses that require a lab component.
- Enrollment Fee: $15 (non-refundable; paid at registration by each student per semester)
- Credit by examination: $15 (non-refundable)
- Degree/Diploma fee: $6 (if late application)
- Change of Curriculum: $5 (for each change after the first)

III. Other Fees and Fee Information

- Senior citizens are those legal residents of South Carolina who are at least 60 years of age. Senior citizens may enroll on a space available basis without paying tuition, provided that they meet admissions and other standards deemed appropriate by the College and if they do not receive compensation as full-time employees. Senior citizens must apply for admission, meet entrance placement criteria and/or course prerequisites, and sign certification forms regarding age and employment. These forms are available in the Admissions Office.
- Graduation—Students will be charged the cost of caps and gowns and other materials required for participation in graduation ceremonies. Current costs will be posted.
- Books and supplies charges are determined by the student's needs in a particular program of study. Costs are not reflected in tuition. The Campus Book Store carries these items for purchase by the student.
- Transcripts and academic information will not be released for any student who has not paid fees or returned college-owned property. All debts to the College must be fulfilled on a timely basis.
- Continuing Education fees are based on the number of class hours and instructional costs of each course.

## RESIDENCY POLICY

The amount of tuition paid by NETC students is determined by the student's residency (domicile) status. The rules regarding residency are governed by the Code of Laws of South Carolina and regulations of the Board of Trustees and the Commission on Higher Education.

A. Independent persons who reside in and have been domiciled in South Carolina for a period of no less than 12 months with the intention of making a permanent home in the state, may be considered with their dependents to be eligible for in-state tuition and fee rates.

B. Any person who resides in the state of South Carolina for less than 12 months, but is employed full-time in the state may be considered a South Carolina resident for tuition and fee purposes. This provision does not apply if the person is in the state primarily as a student.

C. The residence and domicile of a dependent minor shall be presumed to be that of the parent or legal guardian of such dependent minor.

D. The Admissions Office is responsible for determining initial residency status. The Records Office will make subsequent determinations. The change of status will become effective in the term following the change.

E. Students making application to pay tuition and fees at in-state rates shall have the burden of proving that they have fulfilled the requirements of this law before they shall be permitted to pay tuition and fees at such rate.

F. If incorrect status classification results from false or concealed facts, the students may be charged for past tuition at the non-resident rate.

## PAYMENT OF FEES

Students may not enter classes until tuition and any previous debts are paid. Students who anticipate needing financial assistance should see the Financial Aid Office of the College when application is made.

If all fees are not paid, records will be frozen until such time as fees are received. Similarly, all equipment, books, and other college property must be returned when due.

Students are advised to complete the appropriate Free Application For Student Assistance (FAFSA) at least 6 weeks prior to scheduled registration dates and to have copies of filed tax returns to submit so that eligibility for lottery tuition assistance can be determined. Failure to submit this information within this time frame will result in processing delays which may cause ineligibility for financial assistance.

## REFUND POLICY

**Curriculum Refund Policy:**

Refunds will be made according to the following regulations for students who officially withdraw from college curriculum classes::

1. Withdrawal or Net Reduction of Credit Hours:
   Before the first date in term that classes are offered (Start of term) ..... 100%
   1st - 7th calendar day of the term ..... 75%
   8th - 14th calendar day of the term ..... 50%
   After 14th day of term ..... 0%

2. Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule in item 1.
3. Fourteen (14) calendar days after the first date in the term that classes are offered constitutes the refund period.
4. No refunds will be made to students who are terminated or who are dismissed. (Terminations are made by instructors for failure to meet attendance requirements. Dismissals are made by the administration or by committee due to disciplinary problems.)
5. To be eligible for a refund, the students must submit a Schedule Change/Withdrawal Form to the Records Office before the end of the 14th calendar day after the first date in the term that classes are offered.
6. Refunds to veterans will be made in accordance with Veterans Administration Law 12204.
7. One hundred percent (100%) refund will be given if courses are canceled.
8. Appeals for refunds must be addressed to the Vice President of Student Services and should be in writing.
9. Refunds will be processed and refund checks will be mailed within 30 days.

# RETURNED CHECKS

Any student passing a bad check, or checks, will be given 10 days to make restitution. This 10-day period does not exempt a student from having classes canceled. After 10 days, that student's grades will be withheld and academic records will be sealed. If the check and service fee have not been cleared within 10 days, legal proceedings to collect the check can be instituted with court costs and fees added to the amount of the original check.

# REFUNDS TO VETERANS—NON-DEGREE

Advance payment of tuition, fees and other charges by Public Law 550 veteran students and/or orphans under Public Law 634, who fail to enter, withdraw, or are discontinued prior to completion of the course, will be refunded, subject to the limitations set out in VA regulation 12204.1 in an amount which does not vary more than 10% from the exact pro rata portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payment has been made.

The institution agrees to furnish each Public Law 550 veteran and/or orphans who enroll in a non-accredited course a copy of the above refund policy upon request.

# PROCESSING OF REFUNDS

All refunds will be processed within 30 days; checks will be mailed to the address on record in the Admissions Office.

# INSURANCE

Each student is covered by accident insurance which is included in the tuition fees. This insurance provides protection while: (1) on the school premises to include any site approved by the College for the purpose of conducting classes; (2) traveling directly and uninterruptedly between assigned classes for the purpose of attending or returning from regularly scheduled classes to include travel to and from scheduled clinics, field trips, off-campus work projects, internships, practicums and participation therein; (3) participating, other than as a spectator, in organized activities and athletics supervised by the College plus sponsored and supervised group travel in connection with such covered activities. Insurance claim forms are available in the Business Office and in the Student Services Office.

# TEXTBOOKS

Students should purchase appropriate texts for courses which require textbooks. The College maintains a bookstore on campus for the convenience of the students. Some supplies may be purchased there. Textbook costs are separate from tuition and are payable to the Bookstore at the time of purchase. Refunds for items purchased in the Bookstore are made at the discretion of Bookstore personnel. Refunds will be made for books which have no writing or damages. A receipt must be presented within two weeks of purchase.

# DEBTS TO THE COLLEGE

Any student having outstanding debts to the College, such as library fines, parking citations, tuition, repayments, will not be eligible to register, to receive grades, to receive a certificate/diploma/degree, or to receive or request a transcript until all debts are paid in full.

Students who lose, sell, damage or destroy property owned by the College will be expected to repay the College for the full amount of damage or loss. In addition, if circumstances warrant, the situation may be referred for disciplinary action or for prosecution under civil statutes.

The College will take all necessary legal steps to collect students' debts, including participation in the State of South Carolina Setoff Debt Collection Program.

# STUDENT FINANCIAL ASSISTANCE

## PURPOSE

The primary purpose of the financial aid program at Northeastern Technical College is to provide financial assistance to students who, without such aid, would be unable to attend. The Office of Student Financial Assistance is a student-centered administrative function designed to assist students in completing their applications and to help students finance their education. Each student shall be helped on an individual basis with consideration for each unique situation and need.

## FEDERAL AID PROGRAMS

NETC participates in the following student financial aid programs offered by the U.S. Department of Education: **FEDERAL PELL GRANTS** and campus-based programs, **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG) and FEDERAL WORK-STUDY (FWS).** Grants are awards that you do not have to repay. Work-Study gives you the chance to work and earn the money you need. Undergraduates may receive aid from all three types of programs.

NETC does not participate in any federal loan programs for college credit programs.

## ELIGIBILITY

In general, you are eligible for federal aid if you meet the following requirements:

1. Have financial need as determined by the U.S. Department of Education.
2. Have a high school diploma, or GED.
3. Be enrolled as a regular student in an eligible program.
4. Be a U.S. citizen or eligible non-citizen.
5. Make satisfactory academic progress.
6. Sign a statement of educational purpose/certification statement on refunds and default.
7. You must comply with Selective Service registration, if required.

Regulations governing federal aid programs are subject to change and will be administered by the College according to current federal regulations. Students will be notified in writing of changes in laws by notices posted on bulletin boards and by printed material furnished to students as awards are finalized. Students are responsible for the information contained in such printed material.

## NON-FEDERAL AID PROGRAMS

**SCHOLARSHIPS** are available from a number of industries, businesses, professional organizations, civic clubs and individuals. Scholarship applications are available in the Financial Aid Office. Funds are administered by NETC's Scholarship Committee according to the stipulations made by the donors.

**NATIONAL GUARD TUITION ASSISTANCE** is available to members of the National Guard. Members should contact the appropriate personnel in their unit for applications and details.

**SOUTH CAROLINA DEPARTMENT OF VETERANS' AFFAIRS** offers free tuition to any state college for certain veterans' children. Applications can be obtained from the College's Veterans Affairs Office.

**SOUTH CAROLINA EDUCATION LOTTERY PROGRAM** is available at NETC. To be eligible, students must:

- be a legal South Carolina resident for a minimum of one year;
- complete a Free Application for Federal Student Aid (FAFSA). FAFSA forms can be completed online at www.FAFSA.ed.gov and are available in the Office of Student Financial Assistance. FAFSA applications should be completed as soon as possible.
- be enrolled in a certificate, diploma or associate's degree program and maintain at least six credit hours each semester;
- make clear progress toward completion of a certificate, diploma or associate's degree. After attempting 24 semester hours a student must earn at least a 2.0 cumulative G.P.A. on a 4.0 scale by the end of each academic year in order to be eligible for lottery assistance for the next academic year.
- not use a LIFE scholarship award to pay for tuition. However, students at any technical college may use their LIFE scholarship in lieu of tuition assistance.
- The law also states that students can only apply lottery tuition assistance toward one certificate, diploma or associate degree program every five years, unless the additional certificate, diploma or associate degree constitutes progress in the same field of study.

Lottery tuition assistance information is based upon legislation passed by the House and Senate. Lottery-funded tuition assistance varies from term to term.

**THE SOUTH CAROLINA NEED-BASED GRANTS PROGRAM** is designed to provide additional financial assistance to South Carolina's neediest students. The program will assist students who wish to attend public or independent colleges or universities in the State. Students must meet the following qualifications: be a SC resident, have not been con-

victed of any felonies or been convicted of any alcohol or drug related misdemeanor offenses within the past academic year by submitting a signed affidavit, certification of no criminal record, no convictions, and good moral character, certification of no default, refund, or repayment on a state or federal grants, required enrollment status of full-time or part-time (at least 1/2 time) in a certificate or diploma program of at least one year in length or undergraduate degree program. To maintain continued eligibility, a student must complete a minimum of 24 semester hours an academic year if enrolled full-time and 12 semester hours if enrolled part-time and maintain an overall cumulative 2.0 grade point average/satisfactory academic progress. Maximum awards can range up to $2,500 and are awarded only during the fall and spring semesters.

**THE SOUTH CAROLINA DEPARTMENT OF VOCATIONAL REHABILITATION** offers assistance for vocational training to qualified persons. This is a service to conserve the usefulness of persons with an impairment who have reasonable expectations of becoming employed. Students who might qualify for vocational aid to college should contact the Office of Vocational Rehabilitation in the county seat or capital city of their home state for more information.

Your financial aid package may contain aid from one or more of these programs.

# HOW TO APPLY FOR FINANCIAL ASSISTANCE

Applications for applying for student aid may be obtained from the College's Office of Student Financial Assistance. Should you need assistance in completing an application, you should have certain records on hand. Your prior year's U.S. Income Tax Return is the most important one. If your tax return has not yet been filed, you may use an estimate on your application. However, if your estimate is above the tolerance level allowed by federal regulations, you will have to resubmit your application. Other useful records to have on hand are W-2 forms and other records of income received, current bank statements, current business and investment value and related mortgage information, and records of benefits received from the Social Security Administration, Veterans Administration and other agencies. You should save all records and other materials used to prepare your application should you be asked to prove that what you reported on your application is correct. **You must reapply for student aid each year.**

Any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to a fine or imprisonment or both, under provisions of the U.S. Criminal Code.

**Forms:**

- The U.S. Department of Education's "Free Application for Federal Student Aid" is used to apply for the Federal Pell Grant. This form can be filled out online at www.FAFSA.ed.gov. There is no cost to the student and data is based on the calendar year prior to the school's academic year. This form is also used by the College to assist in making a determination for scholarship awards, FSEOG awards, FWS awards, SCNBG awards and Lottery awards. The results of this application are also required by the South Carolina Department of Vocational Rehabilitation.
- If your family's financial situation has recently changed for the worse because of death, separation or divorce, or loss of a job or benefits, you may estimate your current year's income information (documentation required), and your eligibility for a Federal Pell Grant only will be calculated using that estimate.
- Scholarship applications may be obtained from the College's Office of Student Financial Assistance. When applying for a scholarship, the College also requires that you complete the U.S. Department of Education's "Free Application for Federal Student Aid" and/or submit copies of the previous year's tax form. This information is to be submitted to the College's Office of Student Financial Assistance.
- If you transfer from one college to another, your financial aid does not automatically go with you. Students should add NETC's college code number, 007602, to their Student Aid Report. If you have a student loan, you must check with your lender. Remember, NETC does not participate in student loans.

# DEADLINES FOR APPLYING

You should apply in the spring of each year for financial aid for the next academic year. No award may be made until results establishing eligibility for each academic year have been received. Processing time for applications for the Federal Pell Grant and Campus-Based Programs takes from four to six weeks. NETC does have the capability of processing grant applications electronically; however, NETC encourages all students to apply at least four to six weeks prior to the beginning of the term in which they will be enrolling. In order to provide adequate time for processing and awarding financial aid to students prior to the start of classes, priority dates are identified for each semester. If you submit your financial aid application (FAFSA) after one of the established priority dates, be prepared to pay for tuition, fees, and books.

# COST OF ATTENDANCE

Cost of attendance budgets are constructed each academic year according to current federal guidelines and are available in the Office of Student Financial Assistance.

A student's cost of attendance is the sum of the following:

1. The tuition and fees normally assessed a student carrying the same academic workload;
2. An allowance for books, supplies, transportation, and miscellaneous personal expenses;
3. For a student without dependents living at home with parents, an allowance for room and board of not less than $2,650; for all other students, an allowance of not less than $5,400.
4. In certain circumstances the Cost of Attendance Budgets could include, for a student with dependents, an allowance based on the estimated actual expenses incurred for dependent care not to exceed the reasonable cost in the community for the kind of care provided;

5. For a student with dependents, an allowance based on the estimated actual expenses incurred for dependent care not to exceed the reasonable cost in the community for the kind of care provided;
6. For a disabled student, an allowance for expenses related to a student's disability that are reasonably incurred and not provided by other agencies.

# FINANCIAL AID PACKAGE

Federal and non-federal aid are combined in a "package" to help meet the student's need. Using available resources to give each student the best possible package of aid is one of the major responsibilities of the school's financial aid administrator.

If you apply for a Federal Pell Grant, you will receive a three-part document called the Student Aid Report (SAR). Based on the information that you gave on this application, a number (EFC) is calculated and this number will appear on your SAR, indicating your eligibility status. The College's Financial Aid Office will determine your Federal Pell Grant award based on this number, the cost of attendance budget, and a chart furnished by the U.S. Department of Education. Currently, the Federal Pell Grant is the "floor" of financial aid packaging.

For Campus-Based programs, your application generates a Family Contribution Figure which indicates how much of your family's financial resources should be available to help pay for college. Need is the difference between your cost of attendance and your Expected Family Contribution Figure.

# GRANTS

* **PELL —** The Federal Pell Grant is an entitlement. All students will receive the amount for which they are eligible. Campus-Based Programs (Federal Supplemental Educational Opportunity Grants and Federal Work-Study) are based on need, availability of funds, and, for Federal Work-Study, the availability of employment. The college receives a limited amount of funds for Campus-Based Programs.
* **FSEOG —** A Federal Supplemental Educational Opportunity Grant is for students with exceptional financial need (with priority given to Federal Pell Grant recipients), and it doesn't have to be paid back.
* **FEDERAL WORKSTUDY —** It is the desire of the Office of Student Financial Assistance that no student desiring employment under the Federal Work-Study Program be denied the opportunity if he/she has financial need to meet the cost of attending Northeastern Technical College. The Financial Aid Administrator makes every effort to assist the student in locating a suitable job. Approximately 25 students are approved for work each semester.

The Federal Work-Study application is the primary source in locating students interested in Federal Work-Study. This application also lists the student's skills, type of job preferred, and any unusual circumstances that affect his/her need. A prospective employer reviews all applications. The employer then selects the student most suited for the position. New students will be selected by the same procedure for vacated positions during the year.

# METHOD OF PAYMENTS

Students will be notified by an award letter of the amount of any awards made. Students would be allowed to defer their tuition and fees only to the extent of any grants/lottery awarded each term. Students will be responsible for books and transportation cost. The remainder of grant awards will be disbursed to the students approximately three weeks after midterm.

Students' Federal Pell Grant awards are re-calculated for changes in enrollment as of the day after the end of the drop/add period of each term. Federal Work-Study checks are issued the tenth of each month for hours worked the prior month. The current minimum wage applies to Federal Work-Study. All checks are issued from the Business Office and/or Cashier's Office of the College.

Federal regulations prohibit payment of federal funds for credits from which a student withdraws prior to entering class and for credits which do not count towards graduation in the student's chosen curriculum.

Scholarship recipients are allowed to charge tuition, fees, books and supplies to scholarship awards each term to the extent of the award.

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop-out, are dismissed or take a leave of absence **prior to completing 60% of a semester**. Federal financial aid includes Federal Pell Grant and Federal Supplemental Educational Opportunity Grants (FSEOG). A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the Business Office.

FACTS Payment Plan - NETC is pleased to offer the FACTS monthly payment plan to enable you to more easily afford your educational expenses. FACTS provides you with a low cost plan for budgeting tuition and books. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. For further information, please call the business office at 843-921-6900 or go to our website www.netc.edu under the Financial Aid section.

Whenever a refund is due a grant account (FPELL/FSEOG), the Federal Pell Grant Account is refunded first.

# SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that, in order to receive financial aid under the student financial assistance programs (FPELL/FSEOG/FWS), a student must be maintaining satisfactory academic progress according to the standards and practices below:

- A student must be maintaining satisfactory academic progress according to the institutional standards.
- A student must complete his or her educational objec-

tive within a maximum time frame. The maximum time frames set by the institution are one and one-half times the length of degree, diploma, and certificate programs, respectively.

- Time frames are divided into increments. At the end of each increment, the institution shall determine whether the student has successfully completed minimum (66%) work toward his or her educational objective.
- Credits from which a student withdraws will count toward increments and time frames if federal aid is received for such credits.
- Enrollment status for a term will be determined based upon the same criteria to determine enrollment status for enrollment purposes for federal aid.
- Detailed information concerning time frames and increments is published and distributed by the Office of Student Financial Assistance.
- The institution must make the determination that the student is maintaining satisfactory progress for each payment period.
- When a determination is made that a student is not making satisfactory progress, the student has the right of appeal of the determination.
- Federal aid can be reinstated upon correction of satisfactory progress deficiencies.

# STUDENT RIGHTS

**You have the right to ask . . .**

- The names of accrediting or licensing organizations.
- About programs; instructional, laboratory, and other physical facilities; and faculty.
- What the cost of attending is, and what the policy is on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- What criteria is used to select financial aid recipients.
- How to determine your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal miscellaneous expenses are considered in your cost of education. It also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
- How much of your financial need, as determined by the institution, has been met.
- How and when you will be paid.
- To explain each type and amount of assistance in your financial aid.
- If you are offered a Federal Work-Study job—what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
- To reconsider your aid package, if you believe a mistake has been made or if your enrollment or financial circumstances have changed.
- How the College determines whether you are making satisfactory progress, and what happens if you are not.
- What special facilities and services are available to the handicapped.
- Who the financial aid personnel are, where they're located, and how to contact them for information.

# STUDENT RESPONSIBILITIES

**It is your responsibility to . . .**

- Review and consider all information about college programs before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Meet all deadlines for applying or reapplying for aid.
- Provide all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or by the agency to which you submitted your application.
- Attend classes in order to be eligible for your financial aid (60% of the semester required for 100% eligibility)
- Read, understand, and keep copies of all forms you are asked to sign.
- Notify the college of any change in your name, address, or attendance status (half-time, three-quarter time, or full-time). If you have a loan, you must also notify your lender of these changes.
- Satisfactorily perform the work agreed upon in a Federal Work-Study job.
- Understand college refund policy.
- A manual containing current, detailed policies and procedures' governing federal student aid is available for consultation in the Office of Student Financial Assistance.

# EDUCATIONAL BENEFITS FOR VETERANS, ELIGIBLE DEPENDENTS, AND SELECTED RESERVISTS

Northeastern Technical College is approved for veterans' training under Title 38, U.S. Code, Chapter 31 (Disabled Veterans), Chapters 32, and 30 (Veterans), and Chapter 35 (War Orphans) and for selected reservists' training under Title 10, U.S. Code, Chapter 106.

I. General Eligibility Requirements:
   - Veterans who entered active duty after June 30, 1985, and had their military pay reduced by $100 a month for the first 12 months of active duty. (Chapter 30)
   - Vietnam Era veterans who served on active duty from October 19, 1984, to June 30, 1987, and have remaining entitlement. (Chapter 30)

- Post-Vietnam Era veterans who contributed money to VEAP while on active duty.
- Veterans with service-connected disability. (Chapter 31)
- Dependents of veterans who died or are permanently and totally disabled as the result of a service-connected disability. (Chapter 35)
- National guardsmen and reservists with a six-year obligation to serve in the Selected Reserve signed after June 30, 1985.
- Reservists who were called to active duty after September 11, 2001 may be eligible for Chapter 1607 benefits.
- Department of Veterans Affairs' brochures summarizing educational benefits under the various chapters of the G.I. Bill can be obtained at the College's Veterans Affairs Office. Anyone who thinks he/she might be eligible should contact this office for more details. Eligibility for veterans and dependents is determined by the VA based on the veteran's service record. Eligibility for reservists and national guardsmen is determined by their unit.

II. Applying for Benefits:

- First, you must be accepted for admission to the College.
- Secondly, you must come by the College's Veterans Affairs Office to process a claim for benefits.
- Veterans will need their original or true-certified copy of their DD-214; however, claims can be submitted without the DD-214 if unable to locate or obtain.
- Reservists and national guardsmen will need their DD Form 2384 (NOBE) obtained from their unit.
- The College's Veterans Affairs Office will certify your enrollment, or your intent to enroll, for benefits.
- Certification for benefits may be for one academic year at a time with the following exception: Certification may be made for one term only pending receipt of transcript evaluation for previous training.

III. Payment of Benefits:

- You must apply at least 30 days in advance of the term in which you plan to enroll, if you wish to request advance payment. The advance payment will be for the first two months, or portion thereof in the term.
- Advance pay checks come through the College to be released to you when you register for classes.
- Monthly benefit checks will come to your home address approximately four to six weeks after certification of enrollment for the prior month.
- All persons receiving MGIB-Active Duty benefits (CH 30), as well as those in the Selective Reserve, must verify their enrollment each month to receive payment for that month. Your enrollment can be verified on the last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov and click on WAVE or by calling the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

IV. Certification Requirements

A. Students under the G.I. Bill may not receive benefits for courses not required for graduation, except in graduation term in degree programs.

B. Students under the G.I. Bill may not be certified for benefits beyond the approved length of his/her program.

C. Chapter 30, 32 and 106 students can receive VA benefits for remedial training. However, the student's entitlement will be charged for pursuing such courses. Chapter 35 students can receive VA benefits to pursue remedial training for the first five months of full-time training without entitlement charge.

D. Students under the G.I. Bill may not receive benefits for courses which have been satisfactorily completed, or for which transfer credit has been granted.

E. Students under the G.I. Bill must make satisfactory progress according to the school's standards, or benefits must be terminated. Future benefits are then subject to VA approval.

F. Students under the G.I. Bill must repay benefits received for a course in which a non-punitive grade (W) is assigned unless the student notifies the VA in writing of extenuating circumstances and the VA accepts them.

G. All veterans must receive prior approval before taking SC On-Line Consortium, Web, independent study and/or video courses.

H. Students receiving VA benefits who select SC On-Line Consortium courses are responsible for contacting the Veterans Officer of the College which is offering the course to determine if the online course is approved for veterans benefits. The provider college will certify the student for benefits.

V. VA Certification For Online Courses

A. 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, Northeastern 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.

B. Veteran students who enroll in non-traditional classes must contact the Office of Financial Assistance to verify that the course is approved for certification for veteran benefits. Students who take courses through SC On-line Consortium must verify that the courses are approved for benefits through the provider college. NETC telecourses, teleclasses and on-line courses meet the guidelines established by CFR 21.4267 and the South Carolina State Approving Agency.

VI. Course Load Requirements

| **Minimum For** | **Curriculum Courses** |
|---|---|
| Full-time | 12 Semester Hours |
| 3/4 time | 9-11 Semester Hours |
| 1/2 time | 6-8 Semester Hours |
| Less than 1/2 time | 5 or less |

# CAREER PLANNING

## IF YOU NEED HELP IN CHOOSING A PROGRAM, CALL THE CAREER CENTER

## COUNSELING

**Academic Counseling**

The counseling staff provides information and assistance to students in planning their educational program. Counselors are available to assist students in planning for programs at NETC, obtaining information on other colleges, transferring to a four-year institution, for job upgrading and/or personal enrichment.

**Career Counseling**

In conjunction with the Career Center, counselors can assist students in making first career, career change, or life style decisions. This can involve such things as:

- Self-assessment, prioritizing
- Testing and interpretation
- Occupational search
- Job skills techniques

**Personal Counseling**

A staff of professional counselors is available to provide:

- Individual or group counseling
- Staff/student consultations
- Referral to off-campus agencies

**Academic Advising**

A faculty advisor is available to each student upon enrollment. This advisor can assist with choice of program of study, course work, or personal decision making.

## CAREER CENTER

Northeastern Technical College's Career Center is designed to assist individuals in the planning of their careers. The center has several services available to guide a person toward exploring a specific occupation. There are interest inventories available to the students that will assess interests and experiences. These can be scored and interpreted as soon as they have been completed. There is also a Career Aptitude Test available to assess aptitude and match those aptitudes with occupations.

Another service the Career Center offers is a collection of college catalogs from the various colleges/universities in South Carolina and North Carolina. An index listing all post-secondary schools in the United States is available for use.

One of the most interesting resources found in the Career Center is the SCOIS computer system (South Carolina Occupational Information System). Within this system, there is occupational and educational information presented in the following files:

1) **Occupation Files**
   Information on major occupations and their specialties
2) **College Major File**
   Descriptions of related post-secondary education and training programs
3) **College File**
   Descriptions of two-year and four-year colleges and universities - Also contains the web sites
4) **Apprenticeship File**
   Descriptions of national apprenticeship training programs related to occupations
5) **Military File**
   Descriptions of military occupations and training opportunities which relate to occupations
6) **School Subjects File**
   Information on high school subjects related to occupations
7) **Private Vocational Schools File**
   Information on private vocational schools which offer vocational training

Other information for vocational development (e.g. writing résumés, filling out job applications and interview techniques) is also available. A bulletin board listing employment opportunities in the local area is located in Ingram Hall, the Student Lounge, and Building 800.

All of the services offered in the Career Center are available to any person in the community. Appointments may be scheduled by calling the Career Center.

# JOB PLACEMENT

The Placement Office is a catalyst connecting the College's academic and career programs to business and industry. Placement facilitates the transition of students into the world of work . . . helping students to clarify their occupational needs and interests and capitalizing on them.

The Placement Office offers these services:

- Assistance in securing part-time jobs, temporary jobs, vacation jobs, full-time jobs.
- A job-readiness program covering interview techniques, application procedures, resume preparation and employment responsibilities.
- Job listings for business, industry, government and educational institutions.

The Placement Office will assist currently enrolled and former students in the search for meaningful employment, making realistic vocational choices and plans, and obtaining data on current local manpower needs and other labor market information. Any student interested in receiving information on jobs that are available should come by the Placement Office located in the Career Center and fill out placement forms.

Interested employers may schedule interview sessions on campus through the Placement Office.

# ACADEMIC INFORMATION

## PROGRAM OF STUDY

Northeastern Technical College offers academic and occupational programs which are diversified and comprehensive. The program of study includes associate degree programs which prepare students for employment or for transfer to senior institutions for further study. In addition, the College offers a number of diploma programs for specialized training for occupational preparation. Certificate programs are designed for the student who prefers limited, very specialized access to an area of study. Continuing Education provides short-term, non-credit occupational advancement or personal interest studies.

## ASSOCIATE DEGREE PROGRAM MAJORS

(60–84 semester hours)

- Associate in Arts
- Associate in Science
- Business/Management
- Business Management – Accounting emphasis
- Business Management – Fire Science emphasis
- Computer Technology
- General Technology (various emphasis programs)
- Industrial Electronics Technology
- Machine Tool Technology
- Office Systems Technology

## DIPLOMA PROGRAMS

(40–52 semester hours)

- Automated Office
- Industrial Electricity
- Machine Tool
- Practical Nursing

## CERTIFICATE PROGRAMS

(9–40 semester hours)

- Accounting Clerk
- Accounting/Microcomputer Applications
- Cisco Internetworking
- Computer-Assisted Drafting (CAD)
- Computer Numerical Controls (CNC)
- Criminal Justice
- Data Processing Clerk
- Early Childhood Development
- Electronics Industrial Application
- Health Careers
- Industrial Plant Mechanics
- Legal Office Assistant
- Machine Operator
- Management and Supervision
- Drafting
- Medical Office Assistant
- Motor Controls
- Nurse Preparation
- Practical Nursing Preparation
- Residential Wiring
- Web Mastery
- Web Page Development
- Welding Practices
- Word Processing

## ACADEMIC ADVISING

Every student in certificate/diploma/degree programs plans a program of study with the assistance of a faculty advisor. Each student is encouraged to maintain the academic advising folder distributed at orientation, and to consult the faculty advisor for assistance and approval. Every student is assigned to an advisor at the student's first registration. An electronic progress check sheet is maintained for advisor and student to monitor program requirements. This progress check sheet may be viewed by the student using their individual WebAdvisor account. Students should consult their advisors regularly to discuss progress.

Advisement is the formal process for students to meet their advisors for selecting courses and schedules. Advisement provides information about demand for classes and class sizes. Advised students who fail to register before open registration will not have reserved seats in classes and will register on a space-available basis. Registration schedules are available for each term, posted throughout the College and on the College website at WebAdvisor.

## ACADEMIC DISCIPLINE AND HONESTY

The basis for student grading will always be the result of the student's achievement. The College expects each student to earn his/her own success; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

- **Cheating** includes copying another's work, using unauthorized materials, collaborating during a test or project, obtaining or distributing test contents illegally, substitution for or of another person in a test.
- **Plagiarism** includes incorporating work from another source, print or electronic, without appropriate recognition of the work cited.
- **Collusion** includes unauthorized collaboration in preparation of work for credit.

- **Falsification** of information includes forgery, alteration or misuse of documents.

The first measure of discipline is the assignment of "0" or "F" for the affected test, paper or project, with explanation provided to the student. Faculty submits a written report of the offense to the Vice President for Student Services. Repeat offenses of academic dishonesty will result in additional disciplinary actions. See Student Code and Grievance Procedures.

# ACADEMIC EVALUATION

Academic evaluation of student performance is neither arbitrary nor capricious and shall be made on the basis of announced criteria. "Marking Down or Up" as a disciplinary practice for action or behavior unrelated to achievement in a course will not be utilized. Extra credit, if utilized, is awarded only for course related academic activities.

Each student shall be informed of the standards to be used in evaluation at the beginning of any course. The student should request information from the instructor, who is required to distribute course information no later than the second class meeting.

# ACADEMIC HONORS

To achieve the President's List or Dean's List, a student must have completed at least 9 credit hours, excluding developmental work, with a 4.0 G.P.R. for the President's List and a 3.5 G.P.R. for the Dean's List. Any "I" or "F" grades mean automatic ineligibility. For graduation purposes, all students who have a 3.5 program G.P.R. or higher on credits earned through the spring term, prior to graduation ceremonies, will be acknowledged as honor graduates.

# ACADEMIC LOAD

Students who are enrolled for at least 12 credit hours are considered full-time students. Students enrolled for less than 12 credit hours are considered part-time students.

A maximum academic load is considered to be 18.5 credit hours per term. Any student wishing to enroll for 19 or more credit hours must have written approval of the faculty advisor and the Vice President for Instruction or the Vice President for Student Services.

To be eligible for an overload, the student must have a G.P.R. of 2.5. The course loads for students who have been placed on probation will be limited in order to encourage the student to concentrate on his/her efforts to avoid suspension. Students are not guaranteed a full-time course load in order to fulfill financial assistance requirements.

# ACCREDITATION

Northeastern Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate degrees, diplomas, and certificates.

# ADD PERIOD

The add period shall be the first two days of the term except for mini-term classes. To add a class, a change of schedule form must be completed with signatures and additional tuition will be required if less than a full-time student.

# ADVANCED PLACEMENT

Placement of students in classes at NETC includes helping enrolled students to identify, through assessment, their present levels of education, and to move them toward their goals as efficiently as possible.

The College allows a student to enroll beyond the basic courses by allowing college credit for properly documented competencies from previous academic study, examination, or occupational experiences.

1. Transfer Credit—see section.
2. Credit by national examination:
   a. CLEP—Credit for College Level Examination Program subjects will be accepted. A minimum score of 50 (or ACE recommendation) is required for the award of credit. Grade of "E" is assigned.
   b. NETC awards credit for military training based on recommendations of the American Council on Education in its Guide to Evaluation of Military Training. Training must be verified through official military documents (DD-214 and DD-295) and credit is awarded if there are specific equivalent courses, with the grade of "E".
   c. Advanced Placement Tests—AP credit for appropriate tested areas will be awarded for scores of 3, 4, or 5. Grade of "E" is assigned.
      - Official transcripts of examination scores must be on file at the College before credit will be accepted. Students should also be aware that acceptance of these credits by Northeastern Technical College does not guarantee that a subsequently attended institution will accept credits.
        AP Calculus=MAT 140
        AP English=ENG 101
        AP Biology=BIO 101
        AP History=HIS 201 or 202
3. Credit by local examination—see section.
4. Technical Advanced Placement (TAP)-Graduates of Chesterfield, Marlboro and Dillon county high school Career/Technology programs are eligible for Technical Advanced Placement, earning college credits for certain high school classes. Information may be obtained through College Admissions Office or high school counselors.
5. Credit for life experience
6. No more than 75% of the course work required by the College for graduation will be accepted as transfer credit, as exemption, or advanced placement credit.

# ADVISORY COMMITTEES

Advisory committees are formed to support instruction offered at Northeastern Technical College. Advisory committees are made up of individuals from business and industrial concerns located in the Chesterfield-Marlboro-Dillon County area. The purpose of the committees, working closely with NETC representatives, is to assure that each program is appropriate according to the training requirements of both students, business and industry in the service area of the College.

# ARTICULATION/TRANSFER

NETC designed the Associate in Arts and Associate in Science degree programs specifically for transfer. Other programs were designed as terminal degree programs by Northeastern Technical College. Senior colleges and universities may accept any programs and/or individual courses to award transfer credit, at their option. Other technical/community colleges will generally accept courses for transfer credit, if the student chooses a similar program of study.

To facilitate the transfer of students between technical colleges and other South Carolina public colleges and universities, the Commission on Higher Education has published the Statewide Transfer List which includes eighty-six (86) courses. Transfer requirements and program requirements vary among senior colleges and universities and change periodically.

Courses designed for transfer are identified in the NETC catalog. These courses are included in the South Carolina Articulation Agreement and are specifically identified as courses which will transfer to South Carolina public institutions of higher education. Certain certificate programs prepare students for transfer and are composed of courses on the SC Transfer List. Private or out-of-state higher education institutions may accept courses to award transfer credit, pending their policies for accepting credit.

Each student is responsible for contacting the institution of their choice to verify the awarding of transfer credit for courses completed at Northeastern Technical College. Using this information, advisor and student can plan the course of study.

Students in high school career programs may apply for Technical Advanced Placement by documentation of their skills by their teachers. These applications are available at the local high schools.

# ATTENDANCE REQUIREMENTS

A. Attendance—Punctual and regular attendance in all classes, laboratories, field trips and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course requirements. Students must make advance arrangements when possible.

Except for college functions, there are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. When illness or other emergency causes a student to be absent, it is the student's responsibility to notify the instructor in advance and to make up the work which is missed.

(1) Students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. If students miss more than 20% of a class, the student will be dropped automatically by the instructor, and assigned a grade of "F".

(2) Students who receive financial assistance to pay tuition and fees are required to repay their financial aid award in the event of failure to attend classes or withdrawal from classes before the 60% point in the semester. The College is mandated to recalculate the financial aid award if student changes enrollment status and the student is responsible for repayment of tuition.

(3) Individual instructors may set higher attendance rates; in these cases, the student will be notified at the first class meeting in the course outline.

(4) Instructors, at their discretion, may allow make-up work for classes missed, and announce requirements.

B. Tardiness—Tardy students will be admitted to class only at the discretion of the instructor. Instructors should notify students in the first class meeting of their regulations on tardiness. A student is considered tardy if not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor).

Unless notified otherwise, students may leave class if the instructor fails to appear after 15 minutes for the scheduled day class or 30 minutes for the scheduled evening class. A class roll should be signed and turned in to the Information Desk, Building 100.

# AUDITING A COURSE

A student who desires to attend classes, but does not wish to receive grades or credits, may register as an audit student. The participation of an auditor in class discussions, tests, or examinations is determined by the instructor. An auditor is expected to register and pay normal fees. After the withdrawal period, a student enrolled in a course for audit cannot change to credit; and a student enrolled in a course for credit cannot change to audit.

Transcripts are maintained for audited courses. ("AU" shows on the transcript.)

An audited course may be repeated one time for credit.

# CATALOG APPLICABILITY

Students are required to follow the rules, regulations and requirements specified in the most recent College Catalog. Continuing Students are offered options in the event of curriculum revisions. The student may opt to apply the requirements specified at the time of enrollment or to follow the revised catalog. The student may not follow two catalogs and/or addenda. If a student leaves the College for two terms or longer, the catalog in effect at the time of return will apply.

Exceptions to this policy may be made only with approval of the Vice President for Instruction.

# CHANGES OF SCHEDULE

Schedule changes are made only with the approval of the faculty advisor and the Records Office. A student may not withdraw from any course without penalty after the midpoint, unless there are extenuating circumstances documented.

The Records Office must be notified of any withdrawal (from any or all courses) by the student. This should be done by completing and submitting the official Change of Schedule form.

# COMPUTER RESPONSIBILITIES

The College provides computer access for students in classes, the Library and Success Center within the bounds of responsible, ethical conduct. The conduct for using College computing resources must be based on the following guidelines:

1. Computer resources and access accounts are to be used only for educational purposes for which they are assigned. This excludes commercial, obscene and activities not related to the educational process of the College.
2. Individuals are responsible for the proper use of assigned accounts, including password protection and use of Internet resources. Improper use, allowing improper use and failure to report improper use of accounts is a serious violation of computer guidelines.
3. Federal copyright laws protect all computer software, most of which is proprietary, protected by licensing agreements. Users are responsible for being aware of licensing restrictions for software used.
4. The College prohibits any activities to damage or disrupt hardware or communications, such as virus creation or propagation, overloading networks, or wasting resources.
5. Students may not monopolize or misuse system resources by printing excessive copies, playing games, etc..
6. Students may not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages or sending unwanted mail.
7. Students may not intentionally access or damage systems of information that are property of the College, such as student records, financial information.

Improper conduct regarding computer use will result in disciplinary action. Faculty or staff will provide detailed guidelines regarding specific classes or services.

# CONDUCT OF CLASSES

Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to impinge on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from the class and refer the matter to the Vice President for Student Services.

The instructor is responsible for the management of the class activities. Students are responsible for obtaining permission of the instructor for variations of classroom activities. Such actions as visitors, tape recording the class, etc., require the permission of the instructor. Students may be required to use earphones or other devices to avoid disruptions to others on campus in class or non-class situations. Beepers or cell phones are prohibited.

# COURSE EXCEPTIONS

All substitutions of courses for courses required for graduation must be recommended by the faculty advisor and approved by the appropriate Dean and Vice President for Instruction prior to registering for the course.

# COURSE OUTLINES

Students have the right and the responsibility to know the subject matter and materials to be covered in a class. The instructor will distribute a course outline (syllabus) at the first class meeting. This outline will include specific information on materials, evaluation for grading and attendance regulations.

The student should request a course outline for each course.

# CREDIT BY EXAMINATION

Students at NETC have the opportunity in some classes to earn credit by examination. The student should talk first with the instructor, and then complete a Request for Credit by Exam, if appropriate.

1. In order to request credit by exam, the student must have registered for the course to be attempted. The Request for Credit by Exam form, which is available in Student Services, must be completed and processed before the end of the add period.
2. The Request for Credit by Exam must be endorsed by the instructor and approved by the appropriate Dean. Once approved, the student is required to pay the $15 fee before taking the exam.
3. The request must include information which provides documented evidence that the applicant has previous experience, training, and/or course work to indicate probable success on a comprehensive exam.
4. The student will attend class until notified of the results of the examination by the instructor.
5. The instructor must administer the exam and inform the student of the results no later than the end of the withdrawal period of the semester for which the application is approved. Test may be taken only once.
6. The instructor will determine the minimum passing score, no less than 80%. If the student is successful, “E”

will be awarded. "E" carries no quality points and is not calculated in the G.P.R.

7. The instructor administering the exam will complete the form and attach a copy of the exam, whether the student does or does not pass. The completed form will then be submitted to the appropriate Dean for review and submission to the Records Office.
8. Students who are eligible for financial aid and/or veterans benefits should investigate the effect of earning credit by exam on their benefits by visiting the Financial Aid Office.

# CREDIT FOR NONTRADITIONAL LEARNING

The College may award credit for educational experience in the armed services, for proficiency, for articulation for high school students, or for standardized tests, including Advanced Placement (AP) and CLEP, up to a maximum of 25% of the program completion requirements.

Military - see Advanced Placement
Proficiency - see Credit by Exam
Articulation - see Articulation/TAP
Standardized Tests - see Advanced Placement

# CRIMINAL BACKGROUND RECORDS, DRUG TESTING AND HEALTH SCREENING

Cooperating agencies who support instructional programs of the College may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab or clinical experiences at the agency site. Students should be aware that progress toward graduation may be limited by any inability to meet agency requirements for student placement in class, lab or clinical experience.

# CURRICULUM CHANGES

Students who wish to change their course of study must apply for the new program, after discussing the change with the counselor or faculty advisor. There will be a charge of $5.00 for every change of curriculum request in excess of one during a student's enrollment at NETC. There will be no charge for students who are moving from a certificate to a diploma or a diploma to a degree in the same field of study or for students who graduate from a program and enroll in another program. Change of curriculum requests must be submitted to the Admissions Office ten (10) working days prior to open registration for an upcoming term and will not be accepted until eight (8) days following open registration. Changes submitted after open registration will be effective for the next term.

The institution may drop or change courses, hours, or credits in accord with institutional capability and as demands change, or according to student interest or community or industrial needs. Conflicts arising from such changes will be resolved in the best interest of the individual student.

# DISABILITIES

The College does not discriminate on the basis of disability and therefore, will provide reasonable accommodation to those who qualify.

Students with disabilities have the opportunity to notify the College of the disability at the time of enrollment. Student Services will notify faculty of those students who qualify by meeting documentation standards for accommodation for disabilities; they will also coordinate with faculty to develop accommodations. If a student who has not been identified requests accommodation, the instructor may provide assistance that is reasonable and not burdensome to the instructor or other students. If the request requires accommodation or financial obligations for the College, the instructor should immediately refer the situation to the Vice President for Student Services.

# DISTANCE EDUCATION

Northeastern Technical College offers convenience through distance education by providing online (Internet) courses, hybrid courses, teleclasses and telecourses. The student seeking nontraditional learning opportunities will experience structured learning activities, equivalent in content and rigor to traditional classes. Students who enroll in distance education classes must have access to technology, including computers, in order to communicate with the instructor, submit assignments or testing. The College provides access to computers at each campus location.

Online (Internet) classes are offered via the World Wide Web, so that students have access any time, anywhere. Student must have a valid e-mail address, sufficient computer capabilities and Internet access, in addition to appropriate study skills.

NETC is a member of the Online Consortium of SC technical colleges enabling the College to offer many online classes. Students follow NETC registration procedures and their transcripts reflect the grades and credits. Students should be aware of specific attendance policies for online classes.

Hybrid courses are those that blend traditional learning with various distance education delivery methods. Learners participate in both classroom and electronic learning activities, such as Internet, teleclass or telecourse.

Teleclass is a class based on two-way interactive video and audio technology that connects all NETC campuses and other technical colleges. Teleclasses enable students to attend traditional classes transmitted to a classroom so students and instructors can hear, see and talk for learning activities.

Telecourse is a recorded class, on videotape or disc so that the students may view when convenient. Telecourse students work independently, watch recorded programs and read print materials with guidance from instructors, using a variety of communication tools. Instructors set the requirements for campus meetings, classes and testing.

Registration for distance courses is the same as traditional course registration. Credit hours earned and cost for distance education is the same as for traditional classes.

Students who are interested in distance education should visit the Distance Learning section at www.netc.edu.

# ENGLISH FLUENCY

Northeastern Technical College complies with the Higher Education Act of 1991 which requires that employees have proficiency in the English language. The College Policies and Procedures Manual has specific information regarding this compliance. Students should follow the procedure outlined in the Student Code and Grievance Procedure in the event of concerns regarding English fluency of faculty or staff of the College.

# EXAMS

Faculty in each area determine the requirements for student exams. Some faculty may evaluate progress by periodic tests and daily grades; others may include cumulative examinations. If no exam is given, students may be required to attend class during the exam period to complete class activities and/or review final grades.

# GENERAL EDUCATION

Students in degree, diploma, and certain certificate programs are required to complete general education courses that include courses from English/Communications, Mathematics/ Natural Sciences, Social/Behavioral Sciences, Humanities/ Fine Arts. Students may select classes from general education courses to enhance skills or earn credits for transfer to senior institutions.

The college has designed two general education cores for associate degree programs, one for students who plan to transfer to senior institutions and one for students enrolled in career preparation programs:

| Transfer | Career Preparation |
|---|---|
| ENG 101 English Composition I | ENG 155 Communications I |
| ENG 102 English Composition II | HSS 205 Technology and Society |
| MAT 110 College Algebra (or higher) | MAT 155 Contemporary Math |
| PSY 201 Intro to Psychology | PSY 103 Human Relations |
| SPC 205 Public Speaking | SPC 105 Effective Speaking |

# GRADE POINT RATIO (G.P.R.)

The G.P.R. is calculated by multiplying semester hour credits earned by the respective numerical values for the course grade (A=4, B=3, C=2, D=1, F=0, WF=0), totaling the product, then dividing this total by the number of semester hours attempted. Hours for which "I", "W", or "CF" have been assigned are not calculated.

Transfer credits and credits for which grade of "E" has been assigned are not calculated.

A grade point ratio of at least 2.0 is required for graduation. Only grades of "A", "B", "C", "D", "F", and "WF" are calculated in the G.P.R. at their actual credit value. Students may repeat courses with only the higher of the grades being calculated in the G.P.R. All grades will appear on the student's transcript.

# GRADE REPORTS/ VERIFICATION

Grade reports will be available through Web Advisor at the end of each semester. Students may request verification of a grade up to midterm of the following term after the grade was assigned. Verification request should be made at the Records Office.

# GRADING SYSTEM

The College operates on the semester-hour system, and the following symbols are used in grading:

A — Excellent (4 grade points)
B — Above Average (3 grade points)
C — Average (2 grade points)
D — Below Average (1 grade point)
F — Failing, No credit (0 grade points). The grade of "F" is assigned when the student's performance in the class warrants a failing grade or when the instructor must drop the student for excessive absences.
W — Withdrew. Not calculated in G.P.R., carries no credit. The grade of "W" is assigned when the student withdraws from a class by contacting the College or the instructor in writing of intent to discontinue the class before midterm or after midterm with satisfactory progress. If the student withdraws after midterm with unsatisfactory progress, the grade of "WF" will be assigned.
WF — Withdrew Failing (0 grade points). Assigned after midterm for withdrawal with unsatisfactory progress. Calculated in G.P.R.
CF — Carry Forward. Awarded in courses scheduled outside normal term dates, carrying a course forward between two official terms. Students do not re-register for courses for which a "CF" has been assigned.
I — Incomplete. "I" is not a grade, but a symbol that 25% or less of the work is to be completed. Students do not re-register to complete courses for which an "I" has been assigned.
S — Satisfactory. No quality points awarded.
U — Unsatisfactory. No credits, no quality points.
Au — Audit. No credit hours, no quality points.
E — Exemption. "E" is assigned for course work exempted.
NC — No credit. No grade points, not calculated in G.P.R.
NR — No report. No credits or grade points. Issued only when instructor does not submit grades. Must be replaced by a final grade as soon as received from instructor.

*A — Assigned for Developmental Studies. Not used in G.P.R. calculations.
*B — Assigned for Developmental Studies. Not used in G.P.R. calculations.
*C — Assigned for Developmental Studies. Not used in G.P.R. calculations.
SC — Satisfactory Completion. Used to indicate satisfactory completion of competencies in Developmental Studies.
TR — Transfer. For post-secondary credits accepted for transfer.

Only "A," "B," "C," "D," "F" or "WF" grades are calculated in G.P.R. Many courses require a "C" or better; however, a "D" may be assigned for G.P.R. purposes. In this case, the course must be repeated. Grades, which appear on a transcript, cannot be changed after one term.

# GRADUATION

The College sponsors graduation ceremonies a minimum of one time per year, or as deemed necessary by participant numbers. Participation in the formal graduation ceremonies is an option the student may choose, and fees will be assessed on the cost of caps and gowns and other materials necessary. Students who are eligible for graduation must apply for the degree/diploma/certificate and pay the fee when applicable. A Late Fee will be charged for degrees/diplomas requested after the term of eligibility.

Graduation packets are available in Student Services. Students should complete the Graduation Packet during the last term of enrollment. The packet includes placement information, application for degree or diploma and other pertinent information. Degrees are conferred when graduation application is approved.

Student must apply for certificates; however, there is no charge for a certificate.

# GRADUATION REQUIREMENTS

Requirements for course work for graduation vary with the student's program. The student is responsible for fulfilling the requirements set forth in this catalog or as announced by advisor.

1. The student must achieve a G.P.R. of 2.0 in all work applicable to the program.
2. The student must complete the course work and the required number of credits.
3. The student must pay all required fees and satisfy all financial obligations to the College.
4. The student must complete the Graduation Packet and return it to Student Services. A Late Fee is charged for students who apply after the announced deadline. Certificates must be applied for; no fee is charged.

# INCOMPLETE GRADE/ REQUEST FOR EXTENSION

When a student has completed at least 75% of course work satisfactorily and is unable to complete due to extenuating circumstances, the instructor may agree to assign an "I". The instructor and student must complete the written agreement indicating the work to be completed, time limits, deadlines and the grade which will be assigned if work is not completed. The "I" will default automatically to an "F" at midterm of the following semester if the instructor does not submit a grade change form. The Vice President for Instruction must approve exceptions to this deadline.

# PLACEMENT TESTING

NETC requires placement information of entering students who wish to enroll in a program of study or in any English or Math courses. The College uses COMPASS for placement purposes. COMPASS is a computerized test, and an appointment may be scheduled by calling the Admissions Office on the main campus. COMPASS testing is also available by appointment at the three community campuses. These tests may be waived for the student who:

- has earned a degree from an accredited institution;
- has earned appropriate program-level college credit in English, Math and/or Reading (within ten years) at NETC or another accredited institution; or
- has appropriate SAT scores (480 Verbal, 480 Math), or ACT scores (20 Composite). Sections of the COMPASS may be required if either score is not sufficient.

SAT or ACT scores must have been earned within two years of the date of enrollment and allow the student to enter ENG 101 or ENG 155 (480V) or MAT 110 or MAT 155 (480M). If a student wishes to attempt higher placement or if SAT scores are more than two years old, COMPASS scores are required.

COMPASS scores are in effect for two years. Students seeking readmission whose COMPASS scores are more than two years old and who have not earned their program level Math or English credits are required to re-test. Students seeking readmission are required to re-test if credits earned in developmental studies or prerequisite English, Reading and/or math classes are more than two years old.

Re-testing is at discretion of Vice President for Student Services. There is a charge of $10.00.

Transfer students who have not earned program level English or Math credits are required to present SAT scores (no more than two years old) or NETC placement scores. NETC will accept official COMPASS placement scores from other colleges, according to standards stated above. Developmental or remedial courses do not transfer to NETC.

The following is a list of the course placements derived from the COMPASS test scores:

**MATHEMATICS**

| COURSE | COMPASS TEST & SCORE |
|---|---|
| MAT 032 | Pre-algebra 22-39 |
| MAT 150 | Pre-algebra 40-100 |
| MAT 155 | Algebra 28-100 |
| MAT 101 | Algebra 28-36 |
| MAT 102 | Algebra 37-68 |
| MAT 110 | Algebra 69-100 |
| MAT 120 | Algebra 69-100 |

| | |
|---|---|
| MAT 122 | Algebra 37-68 |
| MAT 130/140 | College Algebra 57-100 |
| MAT 211 | Algebra 69-100 |
| MAT 212 | Algebra 69-100 |
| MAT 215 | Algebra 69-100 |

**ENGLISH/WRITING**

| COURSE | COMPASS SCORE |
|---|---|
| ENG 032 | 15-52 |
| ENG 100 | 53-67 |
| ENG 101 | 74-100 |
| ENG 155 | 68-100 |

**READING**

| COURSE | COMPASS SCORE |
|---|---|
| RDG 032 | 43-65 |
| RDG 100 | 66-80 |
| No Reading Required | 81 or higher |

# PREREQUISITES

Prerequisites are requirements that must be met before students can enroll in a specific course. Prerequisites may include a class required before registering for the next level or placement scores (COMPASS, SAT, ACT). Students must comply with catalog requirements regarding completion of prerequisites. The only exceptions for prerequisites are the following, which must be approved by the appropriate dean:

- Placement scores may fulfill developmental prerequisites; placement scores may be waived based on SAT/ACT scores;
- Transient students who have written documentation from their college/university to enroll in a specific course that has a prerequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses may be allowed to waive prerequisites;
- Students who successfully transfer in a course that has a prerequisite are not required to complete the prerequisite.

# PROBATION—SUSPENSION

A. Academic Warning—A student pursuing an Associate Degree, Diploma, or Certificate Program is considered to be in serious academic difficulty if his/her cumulative grade point ratio falls below 2.0, or he/she fails 50% of all hours attempted in developmental studies courses.

B. Academic Probation—Any student who fails to earn a 2.0 G.P.R. or fails 50% of Developmental courses during an academic warning term will be subject to a term of academic probation.

C. Academic Suspension—Students on academic probation who fail to earn a 2.0 G.P.R. or fail 50% of Developmental courses will be subject to academic suspension from the College. Students re-admitted after one term of suspension must maintain a 2.0 G.P.R. on all work attempted or pass more than 50% of the Developmental courses attempted. Re-admission after a second term of academic suspension should include participation in counseling in the Student Services Office to determine if the student should consider a curriculum change.

D. Non-academic Suspension—A student suspended from the College for non-academic reasons will be notified in writing of the length of suspension. For violations of conduct (see Student Code), the instructor may temporarily dismiss the student from class and refer the matter to the Vice President for Student Services or Vice President for Instruction. Non-academic suspensions will be initiated only by the Vice President for Student Services. The length of the probation and/or suspension will depend on the nature of the violation. See Due Process.

E. Re-Admission After Suspension—To be re-admitted after suspension, the student must submit an application directly to the Vice President for Student Services.

# RECORDS—TRANSCRIPTS

In compliance with the Federal Education Rights and Privacy Act, the College maintains the position that students' records are confidential; therefore, this information is released only when the student submits a written and signed request to the Records Office or the student makes a request through their individual WebAdvisor account. Students may release their transcripts to any individual or institutions they choose. They may also secure student copies for their own use.

All requests to fax a transcript will be $3.00 and the appropriate fax number.

High school transcripts and other college transcripts must be maintained in the student's file and cannot be released by student request. The student must request copies from the institution where the credits were earned.

# REGISTRATION

All students are required to register for classes, which includes meeting with the advisor to schedule appropriate classes and completing the process by establishing payment with the Business Office. Credit will not be granted in the form of grade or semester hour credit for courses for which the student is not properly registered. Approved registration is based on the official class roster maintained by the Records Office.

Students who withdraw from or fail to attend classes must be aware of calendar deadlines. Failure to comply with deadlines or attendance requirements will affect financial aid status.

# REPEATING COURSES

A student may repeat any course and both grades will appear on the College transcript, but only the higher grade earned will be calculated in the G.P.R. (Various financial aid programs will not pay for repeating courses which have previously been passed.) Students must follow guidelines appropriate to financial assistance.

Upon the third unsuccessful attempt of a sequence course, the student must repeat and pass any prerequisite

course with a "C" or better. Financial aid will not pay for courses which have previously been passed.

# PROOF OF REGISTRATION

Students must be prepared to show proof of registration and payment of fees upon entering each class. This includes classes, which have been added during the Add period. Each proof of registration must be marked with a "Paid" symbol.

If a student misplaces a receipt/registration form for proof for class admission, a fee of $1 will be charged for each additional copy.

# REGISTRATION—ENROLLMENT

Open registration is held at least three times each year, generally in August, January, and May. Dates of registrations are announced and published in advance. Returning students are expected to register by the end of open registration.

Special seminars, workshops and industrial courses may be scheduled to begin at any time suitable to the participants and the College. Visit www.netc.edu or contact the Continuing Education Division for schedule information.

# RESIDENCY REQUIREMENTS

A student must complete a minimum of 25% of academic work at Northeastern Technical College to qualify for a diploma, degree or certificate. Transfer credits, exemptions, etc. may combine to no more than 75% of the required academic work. See admissions section for residency requirements for tuition purposes.

# SECOND MAJOR/DEGREE

A student may earn only one degree for a major (designated by the curriculum code). A student who wishes to enroll in additional courses beyond the degree major may enroll in certificate programs, with advisor assistance.

A student who wishes to pursue a second major must earn a minimum of nine semester hours of credit different from courses in the first major. The student who wishes to pursue a second major should complete a Change of Program Form upon completion of the first program. A student may be enrolled in only one program at a time. The appropriate Dean and advisor will specify the additional course requirements.

# TEACHER CREDIT RENEWAL/ RECERTIFICATION

The South Carolina Department of Education has developed new policies regarding the types of activities teachers may complete at NETC to satisfy credit renewal/recertification requirements. These new policies include the following as options for earning renewal points:

- Completion of appropriate credit classes
- Completion of non-credit classes, workshops or seminars for which CEU's (Continuing Education Units) are awarded
- Teaching credit or non-credit classes
- Collaboration with college personnel on projects, grants or related professional development activities.

The credit renewal coordinator of the school district must approve renewal/recertification activities for each teacher in advance.

# TIME COMMITMENT

Student schedules for full-time students may require 15–20 hours per week of classroom and laboratory work. On the average, 18–20 hours per week must be devoted to outside study. Thus, a full-time student should plan a time commitment of 40 hours per week for classes and study.

A part-time student should schedule 1–2 hours for study for each hour of class time. This is a suggested minimum.

# TRANSFER CREDIT

NETC recognizes previous post-secondary course work of students by accepting credits earned which are applicable to the student's program of study.

All students who present credit for evaluation must be aware that the award of credit by NETC does not guarantee that a subsequent institution will accept those same credits. The age of credits and the similarity of content must be considered.

1. NETC will recognize courses from other accredited institutions, with these conditions:
   A. Technology courses, (examples are computers, electronics) must have been completed within ten (10) years of the request for credit. General education courses will be accepted, unless subsequent grades or circumstances indicate the need to repeat courses. The student who has credits in English, math and/or reading, which are more than ten (10) years old, is required to take the College Placement Test, unless the student has earned a post-secondary degree. Remedial courses are not accepted.
   B. Credits are accepted from institutions accredited by the Commission on Colleges and its regional affiliates. Upon written request from the student to the Admissions Office, the College will review transcripts from non-accredited institutions, using course details and advanced course completions as a basis for determining credit award.
   C. Course work accepted for transfer must closely parallel courses recognized by NETC for transfer. In some instances, the course will be accepted if it closely parallels courses listed in the Catalog of Approved Courses published by the State Technical College System. Only courses for which the credit is equal to or greater than the credits required by NETC will be accepted.
   D. The College will accept only courses for which a grade of "C" or better has been earned, except in the case of students transferring from another South

Carolina Technical College or when sequential courses reflect grades of "C" or better. The overall G.P.R. of credits accepted for transfer must always be 2.0 or better.

E. An official transcript of prior course work from each institution is the basis of acceptance of credit for transfer. To be eligible for transfer credit, the student must fulfill college admission requirements and enroll in the College.

F. The maximum for transferred credits is 75% of those credits required by the student's program. No more than 50% of the major courses will be accepted.

G. The acceptance of transferred credit is applicable to the student's selected program and is effective for continuous enrollment in that program. If the student changes programs or leaves the College for two or more terms, the credit will be re-evaluated. The evaluation of transcripts is effective for one term only; if the student does not enroll, transcript will be re-evaluated.

H. The grades for credits earned at other institutions are not calculated in the G.P.R. at NETC. The transfer credits accepted will apply toward program requirements; only credits earned at NETC will apply toward the G.P.R. Transferred courses will be shown on the student transcript, reflecting the number of credits earned and a "TR" in the grade column.

I. Students will be notified in writing of the credits accepted for transfer within the first term of enrollment, pending receipt of official transcripts. Questions regarding the acceptance of credit should be addressed to the Records Office.

J. Transfer credit is not permitted for courses completed by proficiency at other colleges.

K. Students may transfer credit earned at NETC between programs of study under the same conditions allowed above; however courses will transfer with actual grade and grades for courses applicable to the new program will be computed in grade point average.

# TRANSFER POLICIES: SOUTH CAROLINA

The South Carolina Commission on Higher Education established "procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions" and published these procedures in 1996, based on Act 137 of the South Carolina General Assembly. These procedures include a statewide articulation agreement (see list below). Additionally, all senior public institutions will issue annually a transfer guide which includes the definition of transfer student and admission requirements for the institution and its particular programs. This guide also includes policies regarding standardized exams, course work repeated, suspensions, limits on transferred credits, GPA calculations and requirements, academic forgiveness, residency requirements, and all other information pertinent to transfer students. This statewide agreement assures that any course work covered within these procedures will be transferable to any public institution in South Carolina without any additional fee and without any further encumbrance such as a "valid examination," "placement examination/instrument," "verification instrument," or any other stricture.

As part of the Transfer Procedures, the following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant baccalaureate degree programs.

*Arts/Humanities/Social Science: 46-48 semester hours
*Business Administration: 46-51 semester hours
*Engineering: 33 semester hours
*Science/Mathematics: 51-53 semester hours
*Teacher Education: 38-39 semester hours
*Nursing: 60 semester hours (for ADN licensed graduates only)

*For complete listing of transfer block courses, contact the Admissions Office, www.netc.edu or www.che.sc.gov*

The Transfer Blocks are designed for those students who have not selected an institution or who are unsure of their major; the transfer block assures a minimum level of course work until the student makes a decision. It is strongly suggested that the student complete the Associate in Arts or Associate in Science degree in order to have the earned award. Students who have completed the degree will be given priority over other similarly qualified applicants for admission at senior colleges/universities. Students who have completed the associate degree will automatically be entitled to junior status or its equivalent at the senior institution (this applies only to campus activities; not to calculating academic degree requirements.)

# TRANSFER OPPORTUNITIES

NETC works closely with other colleges and universities to assist students who are interested in continuing their education with the transfer process. The Office of Admissions and faculty advisors have specific information regarding the appropriate course selection at NETC for transfer purposes. Many courses, such as those designated in the general education list, are designed to facilitate transfer. Many other courses transfer in specific situations. For example, some colleges/universities have general studies or technology bachelor's degree programs and will accept courses from business, technology and general education. Students who have identified a transfer institution should consult transfer counselors at that institution to determine NETC courses for transfer.

# 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, NETC acknowledges that these courses are part of the college's approved curriculum,

# TECHNICAL COLLEGE COURSES TRANSFERABLE TO SOUTH CAROLINA PUBLIC INSTITUTIONS*

| Course Number | Course Description | Credit Hours | Course Number | Course Description | Credit Hours |
|---|---|---|---|---|---|
| ACC 101 | Accounting Principles I | 3 | HIS 102 | Western Civilization post 1689 | 3 |
| ACC 102 | Accounting Principles II | 3 | | | |
| ANT 101 | General Anthropology | 3 | HIS 201 | Am. History Discovery to 1877 | 3 |
| ART 101 | History & Appreciation of Art | 3 | HIS 202 | Am. History 1877 to Present | 3 |
| ART 105 | Film as Art | 3 | MAT 110 | College Algebra | 3 |
| AST 101 | Solar System Astronomy | 4 | MAT 111 | College Trigonometry | 3 |
| AST 102 | Stellar Astronomy | 4 | MAT 120 | Probability & Statistics | 3 |
| BIO 101 | Biological Science I | 4 | MAT 122 | Finite College Mathematics | 3 |
| BIO 102 | Biological Science II | 4 | MAT 130 | Elementary Calculus | 4 |
| BIO 210 | Anatomy & Physiology I | 4 | MAT 140 | Analytical Geo. and Calc. I | 4 |
| BIO 211 | Anatomy & Physiology II | 4 | MAT 141 | Analytical Geo. and Calc. II | 4 |
| BIO 225 | Microbiology | 4 | MAT 240 | Analytical Geo. and Calc. III | 3 |
| CHM 110 | College Chemistry I | 4 | MAT 242 | Differential Equations | 3 |
| CHM 111 | College Chemistry II | 4 | MUS 105 | Music Appreciation | 3 |
| CHM 112 | College Chemistry II | 4 | PHI 101 | Introduction to Philosophy | 3 |
| CHM 211 | Organic Chemistry I | 4 | PHI 105 | Introduction to Logic | 3 |
| CHM 212 | Organic Chemistry II | 4 | PHI 106 | Logic II Inductive Reasoning | 3 |
| ECO 210 | Macroeconomics | 3 | PHI 110 | Ethics | 3 |
| ECO 211 | Microeconomics | 3 | PHI 115 | Contemporary Moral Issues | 4 |
| ENG101 | English Composition I | 3 | PHY 201 | Physics I | 4 |
| ENG 102 | English Composition II | 3 | PHY 202 | Physics II | 4 |
| ENG 201 | American Literature I | 3 | PHY 221 | University Physics I | 4 |
| ENG 202 | American Literature II | 3 | PHY 222 | University Physics II | 4 |
| ENG 203 | American Literature Survey | 3 | PHY 223 | University Physics III | 3 |
| ENG 205 | English Literature I | 3 | PSC 201 | American Government | 3 |
| ENG 206 | English Literature II | 3 | PSC 215 | State and Local Government | 3 |
| ENG 208 | World Literature I | 3 | PSY 201 | Introduction to Psychology | 3 |
| ENG 209 | World Literature II | 3 | PSY 203 | Human Growth & Development | 3 |
| ENG 214 | Fiction | 3 | PSY 208 | Human Sexuality | 3 |
| ENG 218 | Drama | 3 | PSY 212 | Abnormal Psychology | 3 |
| ENG 222 | Poetry | 3 | SOC 101 | Introduction to Sociology | 3 |
| ENG 230 | Women in Literature | 3 | SOC 102 | Marriage and the Family | 3 |
| ENG 236 | African American Literature | 3 | SOC 205 | Social Problems | 3 |
| ENG 260 | Adv. Tech. Communication | 3 | SOC 206 | Social Psychology | 3 |
| FRE101,102 | Elementary French I, II | 4 | SOC 210 | Juvenile Delinquency | 3 |
| FRE201,202 | Intermediate French I, II | 3 | SOC 220 | Sociology and the Family | 3 |
| GEO 101 | Intro to Geography | 3 | SOC 235 | Thanatology | 4 |
| GEO 102 | World Geography | 3 | SPA101,102 | Elementary Spanish I, II | 4 |
| GER 101 | Elementary German I | 3 | SPA201,202 | Intermediate Spanish I, II | 3 |
| GER 102 | Elementary German II | 3 | SPC 205 | Public Speaking | 3 |
| HIS 101 | Western Civilization to 1689 | 3 | SPC 210 | Oral Interp. of Literature | 3 |
| | | | THE 101 | Introduction to Theatre | |

*Included in Statewide Articulation Agreement. Additional courses may transfer to specific colleges/universities by agreements.

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.

# WITHDRAWALS

A student wishing to withdraw from the College or a course should first consult the faculty advisor to review the situation and/or to inform the advisor. The student should complete a Change of Schedule form which must be signed by the advisor and return this form to Student Services.

Following this procedure will protect the student's privileges of re-admission, the assignment of representative grades, and the transfer of credits. Any student who discontinues his/her work without formal withdrawal does so at the risk of having registration privileges withdrawn. It is also the student's responsibility to follow this procedure in order to be eligible for designated refunds.

# WITHDRAWAL PERIOD

The withdrawal period shall be that period during which a student, with the permission of the faculty advisor, may withdraw from courses without academic penalty. Withdrawal period is adjusted to correspond to the length of the summer term(s).

A student withdrawing from a course up to midterm will be assigned a "W". A "W" will be assigned after midterm only if the student has instructor-documented satisfactory progress. A "WF" will be assigned for a student withdrawal after midterm when the student is not passing the course. "F" is assigned for absences without withdrawal.

For refunds, the student has 14 calendar days from the first class day of the semester to officially withdraw and request a refund.

Refunds vary according to time of withdrawal. See Refund Policy in the Financial Information section for more details.

Students should note on the semester calendar the last date to withdraw. After this date, students may not withdraw from class. Excessive absences will automatically generate a grade of "F".

# CONTINUING EDUCATION-WORKFORCE DEVELOPMENT

The Continuing Education Division of Northeastern Technical College provides opportunities for individuals in career training and for employers in workforce development. Additionally, the college offers personal interest courses for personal development.

The division provides special services to help meet the educational needs of business, industrial, and professional concerns. These services include short courses, assessments, workshops, lectures and special training projects. Additionally, the division offers coordinating and planning services for business, industry, and agencies.

**Student Information**

- Students enrolled in Continuing Education classes are subject to compliance with admission procedures which may include assessments, prerequisite courses or skills, or documentation of eligibility. S.C. law requires that all students who register for healthcare courses with a clinical component must undergo a criminal record check. Information regarding cost and procedures are provided by Continuing Education.
- Clinical facilities require that students who register for healthcare courses with a clinical component must provide criminal background check, health information and/or drug test results. Continuing Education provides information regarding cost and procedures for each class.
- Students enrolled in Continuing Education classes must comply with the Technical College Student Code and Grievance Procedure and with documentation requirements regarding disabilities.
- Continuing Education determines the fees for each activity. Tuition is based on costs of instruction, materials, facilities and administration. Free tuition for senior citizens applies only to individuals over 60 years of age and only on a space-available, cost-recovery basis. These applicants must meet admission requirements and pay all applicable fees. Senior citizens who are employed are not eligible for tuition waivers.
- Refunds
  - Refund of 100% will be issued for classes, seminars or workshop canceled by the College, due to insufficient enrollment, inclement weather or similar situations. NETC reserves the right to cancel any class due to insufficient enrollment.
  - Registered students who withdraw from a class at least 24 hours (one working day) prior to the first class meeting will receive a refund of 100%. Class is defined as an activity that requires two or more meetings.
  - Registered participants in seminars/workshops who withdraw 24 hours (one working day) or more prior to the beginning of the activity will receive a refund of 100%. These are activities that require one meeting only.
  - Students who withdraw must submit written, e-mail or phone request for the refund to be eligible for refund. The request must be made at the time of withdrawal.
  - Students may request transcripts for Continuing Education training by submitting a written request to the Office of Continuing Education. The College manages these transcripts in accordance with Federal Education Rights and Privacy Act.

## CONTINUING EDUCATION UNITS

Northeastern Technical College has adopted the nationally recognized standard of Continuing Education Units as a means of recording and accounting for certain non-curricular courses, programs, and activities.

- A CEU requires 10 contact hours of participation in an organized adult or continuing education activity properly sponsored or directed, with qualified instruction.
- A permanent record of CEU's earned by each student with fractions of hours to one decimal is maintained. Thus, a student satisfactorily completing 15 classroom hours receives 1.5 CEU's. Personal interest courses do not earn CEU's.
- In addition, certificates of course completion are available upon request from the Office of Continuing Education.

## WORKFORCE DEVELOPMENT

The development of skills and knowledge are a necessity in our highly technological society, and business and industry encourage and support special courses to update or develop career potential for their employees. Education is a lifelong process, and Northeastern Technical College is committed to providing continuing education opportunities for citizens of this area. These special courses are high quality and affordable to professional, management, clerical, technical and crafts personnel, for anyone wishing to improve knowledge and job skill.

The College is an authorized Work Keys® Value-Added Resource Center and an authorized provider of Achieve Global (formerly Zenger-Miller) products. WorkKeys® is an EEOC –compliant process developed by ACT, Inc., and is currently in use nationwide in industry and education. Work Keys® provides a common language for employers and educators to match skills needed on the job with employee skills, based on profiling jobs and assessing individual skills.

# OCCUPATIONAL ADVANCEMENT

The College's Occupational Advancement opportunities are designed for the specific purpose of offering educational and training experiences for those persons "in-careers." Seminars, workshops, conferences and short courses are offered to meet individual or business or industry needs. The courses do not earn academic credit; however, CEU's (Continuing Education Units) are recorded for successful completion.

The College will develop special courses or training for on-campus or on-site delivery to meet training needs. These courses are designed, in cooperation with training personnel, to meet specific training needs in business or industry. Anyone interested in professional/staff development should contact the Continuing Education Division.

# WORKFORCE TRAINING SPONSORED BY INDUSTRY

NETC offers a special arrangement for industry by which in-service training conducted by a company can earn continuing education units (CEU's). Under this arrangement, the industry simply provides the Office of Continuing Education with an outline of the training and registration cards (available from the Continuing Ed. Office) for each employee receiving training. Upon approval by the Dean of Continuing Education, a file is set up for the training and each participant is awarded CEU's upon successful completion of the event. A transcript is maintained for each participant and is available upon written request from the Office of Continuing Education. This valuable service is an easy and ideal way to keep training files for employees at minimal cost to the company. For further details concerning Sponsored Training for Industry, contact the Continuing Education Office.

Employers may apply for funding to promote workforce development through sources such as the Enterprise Zone Act, Incumbent Worker Training and other federal and state grants and incentives. Call Continuing Education for information regarding the process and eligibility.

# SUPERVISORY DEVELOPMENT AND MANAGEMENT TRAINING

The Continuing Education program frequently offers supervisory and management training courses. However, arrangements can be made to present courses in-plant or in a facility convenient to the trainees for specific groups for supervisory management training. Achieve Global is currently one of several supervisory development programs available to business and industry.

# SOUTH CAROLINA CHILDCARE TRAINING PROGRAM

The College offers courses designed for childcare professionals interested in operating a licensed childcare facility, employment in a facility or meeting standards to improve a facility. Courses include topics such as curriculum, child development, health/safety/nutrition, guidance, and program administration. These courses are designed to benefit partner agencies including ABC, First Steps and Head Start.

# TRAINING LOCATION

Northeastern Technical College is prepared to offer intensive training courses off campus, whether in the plant or in a neighborhood facility, to meet the needs of industrial, trade or governmental agencies. These courses generally apply to situations in which the trainees are unable to attend classes on campus due to unusual distances from campus, or specialized equipment in the plant that is not available at NETC. Contingent upon the availability of qualified instructors and necessary equipment or materials, there are no limits to the types of courses that can be offered to trainees to upgrade skills. Interested individuals, groups, or companies can contact the Division of Continuing Education at Northeastern Technical College.

# CENTER FOR ADVANCED TECHNOLOGY TRAINING (CATT)

When a new industry locates in the service area or an existing local industry plans an expansion, CATT is an excellent partner to assist in planning, identifying resources and coordinating processes. Specialized training for industry is an integral part of the College's educational program. Training is tailored to specific needs and may be in the form of pre-employment training or on-the-job training for new or expanding industries. Inquiries concerning specialized industrial training should be addressed to the CATT Office at 921-6928.

# PERSONAL DEVELOPMENT

The College offers personal interest or personal development courses throughout the year. These courses are offered on a cost-recovery basis and tuition and refund policies apply. Personal interest courses are included in the course announcements in local newspapers and mailed to individuals on the College mailing list.

# WORKFORCE OR PERSONAL DEVELOPMENT NEEDS

Simply pick up the phone and call the Office of Continuing Education at Northeastern Technical College between the hours of 8 a.m. and 5 p.m., Monday through Thursday, or 8 a.m. and 1:30 p.m. on Friday. From the Cheraw area, the number is 921-6923 or 921-6924. For other local areas (parts of Chesterfield, Marlboro, and Dillon counties) you may call 1-800-921-7399. Community campus numbers are: Bennettsville (843) 479-4284; Dillon (843) 841-2014; Pageland (843) 672-3700. Visit www.netc.edu for information.

Announcements of Continuing Education programs are published regularly on the NETC website, in local newspapers and are available in the Office of Continuing Education. Please ask to be added to the mailing list to receive a copy of all course announcements

KATRINA
EST.-1969
We Need

# *Student Handbook*

***WWW.NETC.EDU***

# ACADEMIC YEAR

Northeastern Technical College operates on the semester system. The academic year is divided into two semesters and summer terms, with the period of academic study in a semester being 15 weeks. Holidays, semester breaks, and school closings round out the year.

Credits earned at the College are semester-hour credits. An academic calendar is available in Student Services.

# ANNOUNCEMENTS/NOTICES

Notices for bulletin boards should be submitted for posting to the Vice President for Student Services. Notices will be posted for a maximum of two weeks, unless renewed.

# BOOKSTORE (BOOK NOOK)

The Book Nook carries new and used textbooks, supplies, and sundry items. Textbooks may be returned to the Book Nook within two weeks of purchase, accompanied by the purchase receipt for a refund. New textbooks must be free of marks and in good condition.

# CANCELLATION OF CLASSES/WEATHER

Classes may be canceled due to ice, snow or other hazardous weather conditions. The College posts "Weather Words" in all student areas and on the website. Announcements of cancellation will be made over WBSC, WCRE, WPDZ and other radio stations in the area. Cancellations will be made in the interest of the students' safety. If the completion of instruction is affected, classes may be re-scheduled for make-up time, outside of normal hours of instruction.

Cancellations of evening classes will be announced over the same radio stations by 4 p.m.

It is not necessary to telephone the College in case of cancellation of classes. Public school closings have no effect on the operation of the College.

# CAMPUS CLEANLINESS AND RESPECT

All students, faculty and staff have a responsibility for keeping the College campus clean. Food, smoking and soft drinks are not allowed in the classrooms, Library, or Success Center. Students will be expected to make use of the disposal containers in the halls, shops and classrooms. Carelessness and willful littering will not be tolerated. Students who negligently lose, damage, destroy, sell or otherwise dispose of College property placed in their possession or entrusted to them will be subject to disciplinary action.

# CHILDREN ON CAMPUS

Children are welcomed on campus if enrolled in Personal Interest classes, attending special events, or when accompanied by an adult using the Library; however, students will NOT be allowed to have children accompany them to class, the Success Center or other campus service locations.

If a child is on campus (or left in a waiting area), the parent will be asked to leave the classroom and to take responsibility for the child.

# CLASSIFICATION OF STUDENTS

Full time—a student enrolled for 12 or more credit hours.

Part time—a student enrolled for less than 12 credit hours.

A student is classified as a freshman from initial enrollment until 32 semester hours credit has been earned; students who have earned more than 32 semesters hours are classified as sophomores.

# CLASSROOM REGULATIONS/USE

Classrooms are scheduled for use for classes, meetings, seminars, workshops, throughout each day of the week. Instructors and students are responsible for care and cleanliness of the classroom for others' use.

Smoking, food and drinks are not allowed in the classrooms.

Use of classrooms for meetings is permitted when requested in advance. Forms for request may be obtained at the Information Window located in Ingram Hall. For use of space outside normal operating hours and procedures, there may be a charge.

To minimize classroom disruptions and to protect the integrity of testing, activated electronic communication devices such as pagers and telephones are not permitted in classrooms at NETC. The only exception is for on-call emergency personnel (police, fire, EMS); these students are required to notify the instructor of their need for such devices with documentation verifying employment. This information must be provided at the beginning of the term or at the beginning of each applicable class session. On-call emergency personnel may not leave a test, or communicate with these devices and return to complete the test. In this situation, the student will be required to make arrangements for re-testing.

# CLUBS AND ORGANIZATIONS

Students may form clubs or organizations on campus by following these steps:

1. Obtaining a minimum of 10 prospective members;
2. Obtaining a faculty or staff advisor;
3. Submitting a request to organize signed by the members and the agreement of the faculty/staff advisor to the Vice President for Student Services;
4. Receiving written approval of the request from the SGA and the College Administration.

   After approval of the organization, a constitution and

membership list must be submitted within three weeks.

According to policies of the South Carolina Technical College System, organizations whose objectives are strictly social in nature cannot be approved.

1. All student activities must be approved by the Office of Student Services. This approval is necessary before an organization may:
   a. Put an item on the master calendar.
   b. Reserve facilities for a meeting.
   c. Have an announcement placed in the bulletin.
2. All student fund-raising projects (on or off campus) must be approved by the Vice President for Student Services. Complete plans, including planned use of money, should be submitted in writing to the Vice President for Student Services. On-campus fund-raising projects will not be approved unless they are for the purpose of raising money for necessary club expenses or for a project which will benefit all students.
3. Off-campus personnel, including speakers, entertainers, etc., must be approved by the Vice President for Student Services prior to issuing an invitation to such groups or persons.
4. The use of campus facilities by students must be approved by the Office of Student Services.
5. Only clubs and organizations chartered by the Student Government Association and approved by the Vice President for Student Services and the President will be permitted to function on campus.
6. All organizations and clubs must have a faculty advisor approved by the Vice President for Student Services.

# COLLEGE RINGS

A representative of an approved company will visit the campus each year to size and order rings. The dates will be announced in the Book Nook, and all inquiries should be directed to the Book Nook. The cost and payment of rings is the responsibility of the student. A minimum deposit is required before the ring is ordered.

Students must have completed at least one-half of the requirements for graduation with a 2.0 GPR to be eligible for a ring.

# COMPLAINTS/CONCERNS

Expressions of dissatisfaction should be directed to the appropriate sources of responsibility:

- Academic Concerns: the Instructor, Assistant Dean or Dean for the area.
- Library: Library Services.
- Non-academic areas of student life: Counselors, Vice President for Student Services and/or SGA President.
- Vending Machines: Book Nook staff.

# CONDUCT AND DISCIPLINE

Students enrolled at Northeastern Technical College are considered to be responsible persons. Enrollment indicates the student's willingness to abide by the generally accepted principles of good conduct and to become familiar with school policies.

The College reserves the right to dismiss a student for misconduct or a violation of student regulations. A student dismissed for infraction of student regulations is not entitled to honorable withdrawal privileges.

See the Student Code for further details on discipline and grievance procedures.

# COUNSELING/CAREER AND PERSONAL

Counseling offices are located in Ingram Hall. Counselors are available to both day and evening students. Students are urged to take advantage of available services, including career-planning assistance for students who want information about the world of work.

In addition, personal concerns and problems may be discussed with counselors. All discussions will be held in strict confidence and will in no way jeopardize the student's continuing enrollment at the College.

Testing and interest inventories are available and may be administered by the counseling staff upon request.

Counseling services are available to distance learning students. More information on counseling and career services for distance learning students can be found on the college website at www.netc.edu.

# DRESS REGULATIONS

Cleanliness and appropriate dress are ways in which the student gives evidence of self-esteem and concern for others. For health and safety considerations, shoes must be worn, along with acceptable dress items.

Students enrolled in Allied Health programs are required to wear appropriate uniforms as prescribed. Purchase of these items is the responsibility of the student. Safety glasses and equipment are required in several programs to protect the student in the learning process.

# DUE PROCESS/APPEALS PROCEDURES

Students at Northeastern Technical College are expected to conduct themselves in a mature, dignified and honorable manner. Activities which are in violation of College regulations and/or detrimental to the College may be cause for disciplinary action. All instructors and administrators have express authority for general supervision of student conduct. Instructors may temporarily dismiss students from class and should refer the situation to the Vice President for Student Services for disciplinary action.

Due process of law is recognized as essential to proper enforcement of College rules, and accordingly no disciplinary action may be imposed on a student by or in the name of the College except in accordance with the provisions of the Student Code and Grievance Procedure. A copy of the Student Code and Grievance can be accessed at www.netc.

edu or a copy may be requested from the Office of Student Services.

Each student charged with misconduct which could result in disciplinary action shall have and be informed of the right to a fair hearing before the Student Affairs Committee.

Due process procedures include, but are not limited to:

A. The student must request, in writing, a hearing for the appeal (after consultation with the Vice President for Student Services to attempt to resolve the complaint).
B. The student will be notified by certified mail of the date, time and location of the hearing. A written statement of procedural rights will be included.
C. The Committee will consist of three faculty, three students, and one non-voting member of the Student Services staff.
D. The student will have the right to representation, the right to the identity of the person initiating the charges, the right to hear witnesses, the right to call witnesses, the right to testify or to refuse to testify. The student may also request, in writing, that the President disqualify any member of the Committee for a reason listed in the written request.
E. The Committee will hear information presented by both sides, then convene privately to discuss the possible sanctions and to vote.
F. The student will be notified, in writing, of the committee's decision, including statement of the sanctions recommended. A copy of this information will remain in the student's record for the period of the disciplinary action.
G. If considered guilty by the Committee, the student may appeal to the President. The appeal must be in writing and received by the President within seven days of the hearing. After review of the information and committee deliberations, the President will render a final decision in writing to the student.

# EMERGENCIES

General campus emergencies will be announced by the Administration. Students are expected to abide by instructions from the faculty or administration.

Medical emergencies should be reported immediately to the closest faculty or staff member. Only superficial injuries should be treated. In case of serious illness or injury, call the Switchboard Operator and request the Rescue Squad. Then call the Vice President for Student Services. Attempts will be made to notify the victim's physician and family. The campus security officer should also be notified. Insurance claims forms are available from the Student Services Office.

Emergency telephone calls for students will be noted and the student will be contacted immediately. Classes will not be interrupted unless the emergency is stated. General messages for students will be posted on the bulletin board in Ingram Hall.

# EMERGENCY EVACUATION PROCEDURE

Emergency evacuation drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the institution. The following steps should be taken:

A. The signal for an emergency evacuation of the College is given by the Fire Alarm System by one long continuous sounding of the fire alarm.
B. All persons should evacuate to the nearest parking lot and proceed to a point 300 feet from the nearest building. No one should evacuate to the quadrangle. Escape routes are posted.
C. The "all-clear" signal for return to classes will be three short soundings of the fire alarm. Classes will resume at that time unless formally dismissed.
D. When a tornado warning is issued by the College, students should move to protected areas such as hallways or to areas without windows. Refer to maps posted in each area for exact locations.

# FINANCIAL AID

Students who are in need of financial assistance may call or visit the Financial Aid Office on the main campus in Cheraw, or visit the web site.

Financial Aid is available in the form of grants, scholarships, part-time employment, and lottery tuition assistance. See Financial Information.

Applications for financial aid should be submitted four–six weeks prior to the planned date of enrollment.

# FOOD SERVICES

Food and beverages are available in vending machines in the Student Lounge (200), Harris Hall (500) and in the John C. West Building (800) for the convenience of students, faculty, staff and guests of the College.

# HEALTH SERVICES AND FIRST AID

Northeastern Technical College is a commuter institution; therefore, no infirmary facilities are provided. Basic first aid for minor injuries is available, and first aid kits are located in every department. The Student Services Office can provide first aid supplies. Major illness or injury will be treated by professionals; the Rescue Squad will be called in this case.

Insurance forms for injury should be obtained from the Student Services Office prior to receiving treatment if possible.

# HOURS OF OPERATION

The College is open from 8 a.m. to 10:30 p.m., Monday through Thursday and 8 a.m.–1:30 p.m. on Friday.

Library hours are 7:30 a.m.–9:00 p.m., Monday through Thursday, and 7:30 a.m.–1:00 p.m. on Friday. Hours may vary between terms but will be posted.

The Business Office and Student Services Office will be open 8 a.m.–6:30 p.m., Monday–Thursday and 8 a.m.–1:30 p.m. on Friday.

The Book Nook is open 8 a.m.–6:30 p.m., Monday through

Thursday, and 8 a.m.–1 p.m. on Friday.

The Success Center is open 7:30 a.m.–9:00 p.m., Monday through Thursday, and 7:30 a.m.–1 p.m. on Friday unless otherwise posted.

# I.D. BADGES

The college requires that all students enrolled in credit courses wear identification badges.

Different requirements are in place for students enrolled in continuing education classes. This will be explained to students by the Office of Continuing Education.

Students must wear the I.D. badge at all times while on campus. Replacement fee is $3 for lost badges. Temporary badges are issued at a cost of $1.00.

Failure to wear the I.D. badge will result in the student not being allowed in classes.

# INSURANCE/ACCIDENTS

Group insurance covers students while attending regularly scheduled classes and instructor-scheduled field trips. Insurance claim forms are available in the Student Services Office. These forms should be picked up from the office prior to medical treatment if possible.

Workman's Compensation coverage may apply to clinical, on-site activities. Information is provided to classes when this is applicable.

# JOB PLACEMENT SERVICES

The College assists students and graduates in securing placement. Assistance is available through faculty members as well as through the Office of Career Planning and Placement. Representatives of business and industry are invited to the College for discussion of employment opportunities with students.

The Placement Service is available to all students who are encouraged to establish their credentials. These credentials include a summary of educational and employment experiences. This information is forwarded to employers at the student's request.

Employment opportunities are posted on the bulletin board. Part-time jobs are also posted; on campus, and part-time employment is available through the College Work Study Program.

# LIBRARY AND INFORMATION SERVICES

The Library at NETC serves as an integral part of the learning process, providing materials and services to meet the information needs of students, faculty, staff, and community users. Cognizant of the trends in education and technology, the Library offers information in a wide variety of formats for both on and off-campus accessibility. The NETC Library has over 20,000 print titles, 200 journals and newspapers, electronic databases and books, as well as a current selection of recreational reading. Remote access is available to students at www.netc.edu.

The facilities are located on the first floor of Harris Hall in Building 500. There are computer stations, general reading areas with study tables as well as four study rooms for group projects. A conference room with audio-visual equipment is available for college-related use, by appointment.

The Library has professional staff on duty at all times to assist patrons in their information needs, and to provide personalized attention and supplement instruction with brochures and handouts. Instructional materials explaining Library policies, offerings and services are available at the main desk in the Library. First-time patrons are encouraged to tour the facility and become familiar with holdings and services. Group tours for classes or community patrons are also available by appointment.

Hours of operation are Monday through Thursday, 7:30 a.m. to 9:00 p.m., and Friday 7:30 a.m. to 1:00 p.m., unless otherwise posted. Semester and holiday closing hours are posted in advance.

For more information, please call (843) 921-6953 or access the Library link on the NETC web site at www.netc.edu.

# LOST AND FOUND

Lost and found articles may be claimed or left in the Student Services Office or at the Information Window in building 100.

# NAME AND ADDRESS CHANGES

Students are responsible for maintaining communication with the College by keeping on file with the Records Office at all times a current address, zip code and telephone number.

# NO SMOKING POLICY

Under the provisions of state law providing for smoke-free public buildings in South Carolina, NETC has designated all campus buildings as smoke-free. This means that smoking is not permitted inside any campus building. Violators are subject to the provisions of the law.

# ORGANIZATION OF THE COLLEGE

The College is organized by several areas of responsibility, each of which reports to the President of the College. The College is governed by the Northeastern Technical College Board of Trustees.

The areas of the College include:

- Finance (Business Office, Switchboard/Information Window)
- Human Resources Office (Human Resources, Bookstore, and Campus Security)

- Institutional Advancement (Computer Center, Grants and Research, Institutional Effectiveness and Public Relations)
- Instruction (Degree, Diploma and Certificate programs, Library, Success Center, Instructional Support Services and Continuing Education)
- Plant/Maintenance Services (Maintenance, Custodial, and Physical Plant)
- Student Services (Counseling, Admissions, Records, Financial Aid, Veterans Affairs, Placement, Student Support Services, Career Center and Community Campuses)

# ORIENTATION

Orientation is available for new students at the beginning of each term. The orientation process includes review of policies and regulations, introduction of staff, distribution of advisement materials, and services of the College.

# PARKING/VEHICLE REGULATIONS

All students, faculty and staff must register their vehicles prior to the close of registration for the Fall Semester, or the first term that they are enrolled/employed. Vehicle registration is coordinated by the Student Services Office and is accomplished by completing a registration card and receiving a vehicle registration permit. This permit must be displayed on the rear-view mirror with the number visible from the outside. It is valid for the remainder of the academic year.

The person registering the vehicle is responsible for all violations assessed against that vehicle.

The Information Desk must be notified of any changes in ownership of the vehicle, license number, address of the owner, etc.

Visitors coming to NETC for workshops, seminars, conferences, etc., will be issued special parking permits by the activity sponsor. These dated permits will allow visitors to park in student parking areas, and must be displayed in the left front window.

Students who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from the receptionist at the Information Desk. This permit must be displayed in the left front window.

All vehicles must be parked in designated parking spaces and areas. Parking spaces marked "Reserved" are for use by the person to whom the space is assigned. Other spaces are restricted, as marked, for use by visitors, handicapped students, etc. Students may park in any parking space not otherwise restricted.

Vehicles must be parked so that the entire vehicle is within the lines designating a parking space.

Parking lot gates will be locked at the scheduled college closing time.

The speed limit on campus is 20 m.p.h.

Pedestrians have the right-of-way on campus.

Drivers must not operate their vehicles in a reckless manner.

Visitors who cannot find a reserved visitor space will be cited only for violations that create hazardous conditions.

# FINES FOR VIOLATIONS OF REGULATIONS

Persons violating traffic regulations will be assessed fines according to the following schedule:

**Non-moving Violations**
First Offense — $3 Fine
Second Offense — $5 Fine
Third Offense — $10 Fine
Fourth Offense — Subject to loss of vehicle privileges
**Moving Violations**
First Offense — $25 Fine
Second Offense — Subject to loss of vehicle privileges.

Fines are paid and violations are cleared in the Business Office. Violations must be cleared within five (5) class days after receipt of ticket or an additional penalty of $5 will be assessed. All fines are considered debts to the College and must be paid in full before grades will be released, before the diploma/certificate/degree will be awarded, before registration for the next term can be completed, and before requests for transcripts will be processed.

Persons who feel that their citation of a traffic regulation violation is unwarranted should confer with the Vice President for Student Services. This action must be taken within five (5) days after receipt of citation.

# PUBLIC SAFETY

The Crime Awareness and Campus Security Act of 1990 requires the College to collect and make available crime statistics for certain crimes committed on campus, if any. This information will be provided upon request from the Office of Student Services.

Reporting of crimes or other emergencies should be handled as follows:

1. During day classes (8 a.m. to 5 p.m.): Report to the Office of Student Services. During evening classes (5 p.m. to 11 p.m.): Report to the Evening Coordinator or Campus Security. In either case, the proper authority can be contacted through the switchboard operator (Monday, Tuesday, Wednesday, and Thursday 8 a.m. to 7 p.m.; Friday 8 a.m. to 1:30 p.m.).
2. In the event of an emergency situation, the student or visitor should report the problem to the most accessible faculty or staff person who will notify Security or the administrator in charge. Appropriate college personnel will notify the proper local authorities needed to assist with the emergency.
3. Any individual that is determined to be a threat to you or those around you should be reported immediately by dialing "0" or calling 911. Avoid confrontation and seek protection in a classroom or office that locks or if possible leave the building immediately if such action does not put you at risk with the individual. When notifying the college operator or 911 be prepared to provide a description of the individual and provide a situation assessment. Do not attempt to apprehend or interfere unless forced to do so for self-protection.

While the College makes considerable effort to ensure the safety and security of all students and visitors, it is the

individual's responsibility to take precautions to protect himself/herself. Campus security efforts are supplemented by mutual aid agreement with local police agencies.

# RELEASE OF STUDENT INFORMATION POLICIES AND PROCEDURES

Northeastern Technical College, in the execution of its responsibilities to students, maintains accurate and confidential student records. Federal law states the rights of students to have access to their academic and personal records in accordance with existing college policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Records or student information are not released to parents or outside agencies except with written permission of the student.

A. Definition of terms "educational records"
   1. These regulations as defined under the provision of the Family Educational Rights and Privacy Act of 1974 include files, documents and other materials which contain information directly related to students and which are maintained by an educational institution in an authority on behalf of the institution.

The term "educational record," under the provision of the law, does not include the following:

   1. Records of institutional, supervisory and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the above named personnel;
   2. Records and documents of security officers of the institution which are kept apart from such educational records;
   3. Records on students which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessional acting in their official capacity and which are made, maintained, or used only in connection with a provision for treatment for the student and not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of a given student's choice;
   4. Financial records of the parents of the students or other information therein contained;
   5. Confidential recommendations if given student has signed a waiver of the student's rights of access, provided that such a waiver may not be required of the student; and
   6. Confidential letters on statements of recommendation which were placed in educational records prior to January 1, 1975, if such records or statements are not used for purposes other than those for which they were specifically intended.

B. Control provisions on student records and student information
   1. Transcripts and other information are released only with written permission of the student. A transcript request made by the student using their NETC WebAdvisor account is considered a written request. If information other than the transcript is released from the student's official record (student records), this release is noted on a cumulative basis.
   2. Students have the right to inspect their own records whether recorded in hard copy form or recorded in the form of magnetic disks and microfilm. Upon inspection, the students are entitled to an explanation of any information contained in their record.
   3. The official student file shall not be sent outside the counseling office, records office, information services, financial aid office, veterans affairs office or other custodial office except in circumstances specifically authorized by the Vice President for Student Services. The authorization for such special circumstances must be in writing.

C. Release of student's educational records to educational institutions and state and federal agencies:
   1. Such requests for confidential information shall not be honored without proper written consent for the release of such records by the student except under conditions indicated in paragraphs C-2 and C-5.
      A. The written consent must specify the records or the specific data to be released, to whom it is to be released, and the reason/reasons for release.
      B. Each request for consent must be specific, and each request must be handled separately.
   2. Requests for confidential information will be honored without prior consent of the student in connection with an emergency, if the knowledge of such information by appropriate persons is necessary (in the view of a reasonable person) to protect the health or safety of the student or other persons. However, such a release shall have the approval of the Vice President for Student Services unless it can be shown that under the circumstances time would not permit or no administrator was available.
   3. The following "directory information" may be made available to the public by the College unless students notify the Vice President for Student Services in writing by the third week of the term that such information concerning themselves is not to be made available:
      A. Student's name
      B. Major field of study or program
      C. Beginning and ending dates of terms; degrees, diplomas or awards received at NETC.
      D. Hometown for honors recognition
      E. Full- or part-time status
      F. Previous spring high school graduate transcripts sent to high school for follow-up purposes.
   4. Disclosure other than "directory information"
      Any release of student information for public use or use by the media except that designated above (paragraph 3) must have prior written approval by students involved.
   5. Disclosure to government agencies
      Properly identified and authorized representatives of

or bona fide written requests from the Comptroller General of the United States, the Secretary of Education, an administrative head of a federal education agency, or state educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or legal requirements which relate to such programs. Routine requests for student data from such agencies as HEW, OEO, research agencies and state reporting agencies may be honored without prior approval of the student only in formats where students are not identified.

6. Faculty and administrative officers of the College who demonstrate legitimate educational need will be permitted to look at the official student file for a particular student.
7. Confidential information requested by other than federal or state agencies as specified in paragraph 5 above will be released only under the following conditions:
   A. An official order of a court of competent jurisdiction or
   B. Subpoena (students will be notified immediately by registered mail that their records are being subpoenaed).
8. Records of access
   A record of access to the official student file will be maintained within the file itself. This record will show the name, address, date and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees, who because of the nature of their duties, have been granted access.

D. Students' rights to question content of their official student files
   1. Students have the right to review their own official record or other educational records on them that are maintained by the institution (paragraph B-2). Furthermore, students may question any inaccurate or misleading information and request correction or deletion of that data from their files.
   2. All requests for correction of file data will be directed to the official custodian of the file and will become a part of the file in question.
   3. All requests for correction of a student file will be acted upon within 45 days of the receipt of the request. If the custodian can verify that such data is, in fact, in error, appropriate corrections will be made and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an ad hoc hearing committee appointed by the president. After students have had the opportunity to present their case to the hearing committee, the committee will render a decision in writing stating the reasons for their decision. If the decision is in agreement with the student's request, the student will be permitted to review the file to satisfy himself that the change has been correctly made. If the student's request is denied, he will be permitted to append a statement to the record in question, showing the basis for his disagreement with the denial. Such appendages will become a permanent part of the record.

E. Annual notice to students of their rights under Family Educational Rights and Privacy Acts of 1974
   1. A general statement regarding release and access of student information will be published in the College catalog.
   2. The College policy on access to and release of student information will be made available to students, faculty, and staff. This information is available on request and will specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedure for students to initiate a hearing to challenge accuracy of educational records.

# SAFETY

Students must observe the rules of proper safety at all times. Visits to classrooms, shops and laboratories are not allowed when there is not an instructional supervisor available.

Safety and protective equipment are mandatory in some courses, and students will be required to purchase and use these items as part of their course work.

Vehicle safety is also necessary at all times; this includes observation of parking and speed regulations.

No open or concealed weapons are permitted on campus.

# SEXUAL HARASSMENT

No employee or student may engage in conduct which falls under the definition of sexual harassment. No personnel, admissions and academic standing decision shall be made on the basis of granting or denial of sexual favors.

# STUDENT ASSESSMENT

Northeastern Technical College is committed to helping all students realize their potential. We evaluate the quality of this commitment and its impact on our students by assessing the effectiveness of all institutional operations. Student assessment, therefore, is a vital measure for determining the quality of NETC's educational program.

From the time of application through the completion of studies at NETC, students will/may participate in assessment in a variety of ways. These may include tests and surveys designed to evaluate advising services, course placement accuracy, and satisfaction with college programs and services. Serious student participation provides the college with accurate information and results can be used to plan effective new programs and services and improve existing ones.

# STUDENT CODE OF CONDUCT AND GRIEVANCE PROCEDURE

The S.C. Technical College System, under the auspices of the State Board for Technical and Comprehensive Education, has published the South Carolina TECH Student Code. This code is a statement of policy on students' rights and responsibilities. Copies of this Code are distributed to each student and may be obtained in the Student Services Office.

The Student Code contains a listing of the general rights of students, prescribed conduct, and a statement on academic dishonesty. Students are also advised of disciplinary procedures and sanctions as well as the process for conducting a hearing. A grievance procedure is provided for students who have a complaint against the College regarding discrimination, sexual harassment, or lack of English fluency by teaching faculty.

**Student Responsibilities**

1. Each student is responsible for reading the Student Code and being familiar with the regulations included.
2. Each student is responsible for safety, and for being aware of the safety procedures in the classroom, labs, shops and parking areas.
3. Each student is responsible for information published through notices and bulletin board announcements.
4. Students are not allowed in unauthorized areas without permission (this includes business offices, storage areas).
5. Students should keep cars locked, and personal items should be kept safely (including purses, textbooks, money).
6. Students are responsible for their work; taking credit for work other than his/her own is academic dishonesty.
7. Students are responsible for their behavior; abusive, disruptive behavior is subject to disciplinary action.

# STUDENT GOVERNMENT ASSOCIATION

Because self-government promotes the development of character and responsible citizenship, the Student Government Association, consisting of all registered students at NETC, is established to coordinate and direct the activities of student life. The work of the SGA is accomplished through two separate branches: the Executive and the Student Senate.

The SGA exists to maintain the high ideals for which the College is justly respected and to foster recognition of privileges and responsibilities of students.

A copy of the SGA Constitution can be obtained from the SGA office or the Student Services Office.

# STUDENT ORGANIZATIONS ON CAMPUS

**ALPHA BETA DELTA** honors students who are nominated by college faculty on the basis of academic achievement, leadership qualities and community involvement.

**NATIONAL VOCATIONAL/TECHNICAL HONOR SOCIETY** is an honorary society recognizing the achievements of students who are enrolled in career preparation and technology programs.

**PHI THETA KAPPA** is an honorary society recognizing those students who demonstrate academic achievement in the Arts and Science programs.

**PSI BETA** is a national honorary society for the recognition of community/technical college students in order to stimulate, encourage and recognize outstanding scholarship and interest in Psychology.

**STUDENT GOVERNMENT ASSOCIATION** is the organization serving all students on campus.

# STUDENT ROLE IN INSTITUTIONAL DECISION-MAKING

Since many of the decisions that are made at Northeastern Technical College directly affect students and their academic programs, all students are encouraged to participate in the decision-making processes available to them. The primary ways in which students may participate are through the College's institutional committees and through the Student Government Association. Many of the College's institutional committees have student representatives who are expected to take an active role in committee deliberations and vote on issues on an equal basis with other committee members. The Student Government Association is the recognized representative organization of the student body and has access to the President through the sponsor and/or the Vice President for Student Services and other administrators of the College on issues of concern and advice.

# STUDENT SUPPORT SERVICES

Student Support Services is a program designed to improve retention and increase graduation of students who are economically disadvantaged, first-generation college, and/or disabled by assisting them in maintaining academic standards of progress. Project participants are referred by admissions counselors, instructors, or recruited during registration periods and from screening admissions and financial aid information.

Project services include financial aid counseling, study skills instruction, writing skills instruction, educational counseling, tutoring in curriculum and remedial courses, career awareness, and cultural events not usually available to disadvantaged students.

Located in room 123 of Ingram Hall, Student Support Services is open from 8 a.m.–6:30 p.m. Monday–Thursday, and from 8 a.m.–1:30 p.m. each Friday unless otherwise posted.

# THE SUCCESS CENTER

The Success Center is an instructional resource center designed to assist students in their academic study at Northeastern Technical College. Located in the John C. West Learning Resources Center, the Success Center is equipped with the latest instructional technology. The Success Center is open from 7:30 a.m. until 9:00 p.m. Monday through Thursday and from 7:30 a.m. until 1:00 p.m. each Friday unless otherwise posted.

Services offered by the Success Center include the access to computers to complete written assignments, audiovisual resources, Internet access and instructional software. In addition, the Success Center is available to faculty and students for individualized instruction, keyboard instruction, test administration and classroom presentations. See Testing Services.

# TELEPHONES

Telephones for student use are available in the Student Lounges. All telephones in campus offices are considered business telephones, and are not available for personal calls.

Students should notify their friends and families that they may not receive phone calls through the College telephone system, except in the case of an emergency.

Cell phones or beepers must not be activated in classrooms, Library or Success Center. Emergency personnel must clear with instructor

.

# TESTING SERVICES

Northeastern Technical College is a member of the Consortium of College Testing Centers, (CCTC). As a CCTC member, Northeastern Technical College participates in providing testing services for students enrolled in distance education classes. The purpose of the consortium is to make test administration services available to students at locations away from their campus. Testing services may be paper or electronic testing for correspondence, video, or internet-based courses requiring proctored testing.

The Success Center, located in the John C. West Learning Resources Center, (Building 800), serves as the NETC Testing Center site.

Students requesting testing services must contact the Success Center in advance to schedule their test, make the necessary arrangements to have the test sent to the Success Center, and submit payment, if applicable, to the NETC Business Office for testing prior to administration of the test. Students with proof of enrollment at any of the South Carolina Technical Colleges DO NOT pay for testing services for any course(s). An appointment, appropriate photo identification, and proof of payment (when applicable) are required of all students prior to the administration of any test.

# TRANSCRIPTS

Students may request transcript copies for their own personal use or for use by employers or other educational institutions.

All transcripts issued by the College are considered official.

All requests to fax a transcript will be $3 and the appropriate fax number.

# WEBADVISOR FOR STUDENTS

WebAdvisor now gives students quick online access to their individual student information. Using WebAdvisor students can currently access: account balances, class schedules, grades, grade point averages, transcripts, test scores, student profiles, and program evaluations.

Students can also complete a transcript request form and request an enrollment verification using WebAdvisor. Student Services provides training sessions and written instructions for WebAdvisor.

# VISITORS

All visitors are welcomed guests to the campus of Northeastern Technical College. Any interested individual or group of individuals may visit the College and should arrange for tours by calling ahead.

Visitors should stop at the Information Window in the lobby of Ingram Hall to obtain a visitor's pass and should get a visitor's parking permit if no visitor spaces are available.

Students should have the instructor's permission before inviting visitors to a particular class; students are, however, encouraged to invite their families and friends to visit the College.

# *Curriculum Information*

- **Arts & Sciences Programs**
- **Business & Computer Technology Programs**
- **Health & Public Service Programs**
- **Technology Programs**
- **Developmental Studies**
- **Course Descriptions**

***WWW.NETC.EDU***

# ARTS AND SCIENCES PROGRAMS

## ARTS AND SCIENCES PROGRAMS

NETC College Transfer/Pre-Professional programs provide a general education in the areas of Communications, Social Sciences, Sciences, Mathematics, and the Humanities. Students in the Associate in Arts (AA) or the Associate in Science (AS) degree have as their primary objective either the transfer of the degree in its entirety or the transfer of specific courses to four-year institutions. Programs may be tailored to meet individual needs in preparation for various majors. See Transfer Blocks.

Courses are designed to enable transfer to senior institutions. By working closely with NETC advisors and contacting a representative from their chosen senior college early in their academic careers, students can obtain more specific transfer information. Articulation is supported by the Commission on Higher Education transfer agreement. To facilitate a smooth transfer to a senior college/university, the student is encouraged to consult his/her advisor regularly. It is also the student's responsibility to plan for transfer in advance by talking with the transfer institution. Grades of "C" or better are usually required for transfer. All courses toward these degrees should be selected from transfer courses to maximize transfer credits.

## ASSOCIATE IN ARTS (45600)

Students interested in bachelor degree programs in English, History, Sociology, Psychology, Business, Law, or Education should work toward an A.A. degree. Each student should work with his/her advisor to make up a curriculum profile for the student's study at NETC. This should be completed no later than the second term of attendance at NETC. (NOTE: Students who are interested in earning a bachelor's degree in Elementary Education or Social Work may consult their advisors for information regarding courses which will transfer to Francis Marion University or Coker College.)

**Degree: Associate in Arts (AA)**
**Credits Required for Graduation: 65**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete work in the following areas:**

| **A. General Education: 32 credits** | | **Credits** |
|---|---|---|
| ENG 101 | Composition I | 3 |
| ENG 102 | Composition II | 3 |
| | Literature | 3 |
| | Lab Sciences (BIO, CHM, PHS) | 8 |
| | Mathematics | 3 |
| | (Choose MAT 110, 120, 122, 211, 212 or 215) | |
| | Humanities | 6 |
| | Social/Behavioral Sciences | 6 |

**B. Major Courses: 15 credits**

| | | |
|---|---|---|
| | Humanities/Behavioral Sciences, Literature, Communications | 15 |

**C. Support Courses: 3 credits**

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

**D. Electives: 15 credits**

| | | |
|---|---|---|
| | Electives – selected from transfer list | 15 |

Each student may select courses with guidance by the faculty advisor for the purpose of allowing the student to adapt the course work to his/her individual objectives. Transfer information is extremely important and is available from the advisor, this catalog and NETC's website at www.netc.edu.

## ASSOCIATE IN SCIENCE (55600)

Students interested in Mathematics- or Science-related majors should work toward the A.S. Degree. Each student should work with the faculty advisor to design a curriculum profile for the student's study at the College.

**Degree: Associate in Science (AS)**
**Credits Required for Graduation: 65**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete work in the following areas:**

| **A. General Education: 32 credits** | | **Credits** |
|---|---|---|
| ENG 101 | Composition I | 3 |
| ENG 102 | Composition II | 3 |
| | Literature | 3 |
| | Lab Sciences | 8 |
| | Mathematics | 3 |
| | (Select from MAT 110, 120, 122, 211, 215) | |
| | Humanities | 6 |
| | Social/Behavioral Sciences | 6 |

**B. Major Courses: 15 credits**

| | | |
|---|---|---|
| | Math/Lab Sciences | 15 |

Student is advised to complete a minimum of one math and two lab sciences. Math must be selected from MAT 110, 111, 120, 130, 211, 212 or higher.

**C. Other Related Courses: 3 credits**

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

**D. Electives: 15 credits**

| | | |
|---|---|---|
| | Electives – selected from transfer list | 15 |

Each student may select courses with guidance by the faculty advisor for the purpose of allowing the student to adapt the course work to his/her individual objectives. Transfer information is extremely important and is available from the advisor, this catalog and NETC's website.

# BUSINESS & COMPUTER TECHNOLOGY PROGRAMS

Business Programs are designed to provide students a working knowledge of the intricacies of the world of business and industry. Course work includes a practical study of management, computers, accounting, organizing, planning, production and supervision. The student may specialize by selection of electives. The office majors are designed to prepare the student to become an efficient contributor to the processes required by business and industry.

Some courses in this division may be accepted for transfer to a senior institution, applicable toward the B.A./B.S. degree. Advisors have details.

Fire Science Management Emphasis is available in the Business/Management major. Fire services personnel should submit transcripts from S.C. or National Fire Academy for review for credits toward the Associate in Business degree, which requires general education, business/management and fire sciences credits.

Certificate in Business or Computer Technology information is available in Student Services.

## BUSINESS AND MANAGEMENT MAJOR (35001)

Success in the business world requires knowledge in various fields of business as well as appreciation for the changing technologies. To meet this need, the Business curriculum requires courses in general education (math, sciences) as well as in humanities, economics, accounting, management, marketing, and related areas.

Job opportunities include administrative or office management, supervision, marketing, finance, accounting, personnel management, banking and related fields.

**Degree: Associate in Business (AB)**
**Credits Required for Graduation: 66**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 15 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| PSY 103 | Human Relations | 3 |
| SPC 105 | Effective Speaking | 3 |
| **B. Major Courses: 18 credits** | | |
| ACC 101/111 | Accounting Principles I or Accounting Concepts | 3 |
| ACC 102/112 | Accounting Principles II or Organizational Accounting | 3 |
| BUS 121 | Business Law I | 3 |
| CPT 101 | Introduction to Computers | 3 |
| MGT 101 | Principles of Management | 3 |
| MKT 101 | Marketing | 3 |
| **C. Support Courses: 15 credits** | | |
| ACC 120 | Federal Income Tax | 3 |
| BUS 105 | Business Economics Applications | 3 |
| BUS 123 | Business Law II | 3 |
| BUS 130 | Business Communications | 3 |
| BUS 140 | Business Mathematics | 3 |
| **D. Electives: 18 credits** | | |
| | Business Electives | 12 |
| | General Electives | 6 |

Note: Student may earn one business degree for each major.

## BUSINESS AND MANAGEMENT MAJOR (35001) – ACCOUNTING EMPHASIS

Accounting is recording, summarizing, analyzing and reporting business activity. Accounting includes a study of the fundamentals of accounting procedures, including income taxes, cost and intermediate accounting. In addition, the program allows students to study management, economics, statistics, payrolls, computers and business law.

Accountants are always in demand. Most of the graduates are employed by private industry, and some go into public accounting.

Job opportunities include: accounting clerk, junior accountant, payroll clerk, supervisory clerk, accountant, public accountant, government accountant, cost accountant.

**Degree: Associate in Business (AB.ACC)**
**Credits Required for Graduation: 66**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 15 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| PSY 103 | Human Relations | 3 |
| SPC 105 | Effective Speaking | 3 |
| **B. Major: 30 credits** | | |
| ACC 101 | Accounting Principles | 3 |
| ACC 102 | Accounting Principles II | 3 |

| | | |
|---|---|---|
| ACC 112 | Organizational Accounting | 3 |
| ACC 115 | Managerial Accounting | 3 |
| ACC 120 | Federal Income Tax | 3 |
| ACC 150 | Payroll Accounting | 3 |
| ACC 230 | Cost Accounting I | 3 |
| ACC 240 | Computerized Accounting | 3 |
| BUS 121 | Business Law I | 3 |
| CPT 101 | Introduction to Computers | 3 |
| MGT 101 | Principles of Management | 3 |

**C. Related Courses: 6 credits**

| | | |
|---|---|---|
| BUS 140 | Business Mathematics | 3 |
| CPT 174 | Microcomputer Spreadsheets | 3 |

**E. Electives: 15 credits**

| | | |
|---|---|---|
| | Business/Management Electives | 9 |
| | General Electives | 6 |

Note: Student may earn one business degree for each major.

# COMPUTER TECHNOLOGY MAJOR (35104)

Job opportunities in the computer field are increasing daily. America is becoming more structured around computers, both in business and in the home. There is an ever-increasing need for an awareness of how to deal with the "Computer Revolution."

Today, jobs which are available include computer programmer, computer operator, data entry operator and computer technician. With the expansion of the computer's capabilities through research and development, many future jobs are still "on the drawing board." Computers will be an integral part of other job fields, such as accounting, office management, education and more. Advanced certificates allow students to specialize.

**Degree: Associate in Computer Technology (ACT.CPT)**
**Credits Required for Graduation: 66**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 15 credits** | | **Credits** |
|---|---|---|
| ENG 101/155 | Composition I/Communications | 3 |
| ENG 102 | Composition II | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 110/122 | College Algebra/Finite College Math | 3 |
| PSY 103/201 | Human Relations/General Psych | 3 |
| SPC 105 | Effective Speaking | 3 |

**B. Major Courses: 21 credits**

| | | |
|---|---|---|
| CPT 114 | Computers and Programming | 3 |
| CPT 115 | COBOL Programming I | 3 |
| CPT 215 | COBOL Programming II | 3 |
| CPT 255 | Operating System Fundamentals | 3 |
| CPT 264 | Systems and Procedures | 3 |
| CPT | CPT Elective (172, 174, 179) | 3 |
| IST 220 | Data Communications | 3 |

**C. Other Required Courses: 24 credits**

| | | |
|---|---|---|
| ACC 101/111 | Accounting Principles I or Accounting Concepts | 3 |
| ACC 102/112 | Accounting Principles II or Organizational Accounting | 3 |
| MAT 120 | Probability and Statistics | 3 |
| CPT | Electives—Select 15 credits from CPT or IST | 15 |

**D. Electives: 6 credits**

| | | |
|---|---|---|
| | General Electives | 6 |

# OFFICE SYSTEMS

This program enables students to obtain proficiency in keyboarding, machine transcription, records management and document production.

Job opportunities include office and administrative support, receptionist, office manager, or word processing clerk. The student may select degree (Office Systems Technology), diploma (Automated Office) or Certificate (Word Processing) programs.

# OFFICE SYSTEMS TECHNOLOGY MAJOR (35007)

**Degree: Associate in Business (AB.OST)**
**Credits Required for Graduation: 69**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 15 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Math | 3 |
| PSY 103 | Human Relations | 3 |
| SPC 105 | Effective Speaking | 3 |

**B. Major Courses: 33 credits**

| | | |
|---|---|---|
| OST 110 | Document Formatting | 3 |
| OST 121 | Machine Transcription | 3 |
| OST 131 | Shorthand I | 3 |
| OST 134 | Office Communications | 3 |
| OST 136 | Business Records | 3 |
| OST 141 | Office Procedures I | 3 |
| OST 142 | Office Procedures II | 3 |
| OST 165 | Information Processing Software | 3 |
| OST 167 | Information Processing Applications | 3 |
| OST 210 | Document Production | 3 |
| OST 267 | Integrated Information Processing | 3 |

**C. Other Required Courses: 9 credits**

| | | |
|---|---|---|
| ACC 111 | Accounting Concepts | 3 |
| BUS 130 | Business Communications | 3 |
| BUS 140 | Business Mathematics | 3 |

**D. Technical Electives: 9 Credits**

| | | |
|---|---|---|
| | Electives from Business-related areas | 9 |

**E. General Electives: 3 Credits**

| | | |
|---|---|---|
| | Electives | 3 |

# AUTOMATED OFFICE (15041)

**Diploma: Business (DB.ATO)**
**Credits: Required for Graduation: 51**

**Grade point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 9 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| PSY 103 | Human Relations | 3 |
| **B. Major Courses: 33 credits** | | |
| OST 110 | Document Formatting | 3 |
| OST 121 | Machine Transcription | 3 |
| OST 131 | Shorthand I | 3 |
| OST 134 | Office Communications | 3 |
| OST 136 | Business Records | 3 |
| OST 141 | Office Procedures I | 3 |
| OST 142 | Office Procedures II | 3 |
| OST 165 | Information Processing Software | 3 |
| OST 167 | Information Processing Applications | 3 |
| OST 210 | Document Production | 3 |
| OST 267 | Integrated Information Processing | 3 |
| **C. Other Required Courses: 6 credits** | | |
| BUS 130 | Business Communications | 3 |
| BUS 140 | Business Mathematics | 3 |
| **D. Technical Electives: 3 Credits** | | |
| | Electives | 3 |

# WORD PROCESSING (70059)

**Certificate: Word Processing (CB.WPR)**
**Credits Required for Graduation: 30**

**Grade-point average of 2.0 on all college work presented to fulfill program requirements.**

| **A. Related Courses: 6 credits** | | **Credits** |
|---|---|---|
| BUS 130 | Business Communications | 3 |
| BUS 140 | Business Mathematics | 3 |
| **B. Major Courses: 21 credits** | | |
| OST 110 | Document Formatting | 3 |
| OST 121 | Machine Transcription | 3 |
| OST 134 | Office Communications | 3 |
| OST 136 | Business Records | 3 |
| OST 141 | Office Procedures I | 3 |
| OST 165 | Information Processing Software | 3 |
| OST 167 | Information Processing Applications | 3 |
| OST 267 | Integrated Information Processing | 3 |

# MEDICAL OFFICE ASSISTANT (70742)

**Certificate: Medical Office Assistant (CB.MOA)**
**Credits Required for Graduation: 33**

**Grade-point average of 2.0 on all college work presented to fulfill program requirements.**

| A. Related Courses: 6 credits | | Credits |
|---|---|---|
| BUS 130 | Business Communications | 3 |
| BUS 140 | Business Mathematics | 3 |
| **B. Major Courses: 24 credits** | | |
| OST 110 | Document Formatting | 3 |
| OST 115 | Medical Terminology | 3 |
| OST 122 | Medical Machine Transcription | 3 |
| OST 134 | Office Communications | 3 |
| OST 136 | Business Records | 3 |
| OST 164 | Medical Word Processing | 3 |
| OST165/167 | Info Processing Software/Applic. | 3 |
| OST 252 | Medical Systems and Procedures | 3 |
| OST 267 | Integrated Information Processing | 3 |

# LEGAL OFFICE ASSISTANT (70999)

**Certificate: Legal Office Assistant**
**Credits required for Graduation: 39**

**Grade-point average of 2.0 on all college work presented to fulfill program requirements.**

| **Related Courses: 6 credits** | | **Credits** |
|---|---|---|
| BUS121 | Business Law I | 3 |
| BUS130 | Business Communications | 3 |
| **Major Courses: 33 credits** | | |
| LEG 135 | Introduction to Law/Ethics | 3 |
| OST 110 | Document Formatting | 3 |
| OST 123 | Legal Machine Transcription | 3 |
| OST 131 | Shorthand I | 3 |
| OST 134 | Office Communications | 3 |
| OST 136 | Business Records | 3 |
| OST 165 | Info. Processing Software | 3 |
| OST 196 | Office Confidentiality/Security | 3 |
| OST 213 | Legal Document Production | 3 |
| OST 253 | Legal Systems and Procedures | 3 |
| OST 267 | Integrated Info. Processing | 3 |

# BUSINESS AND COMPUTER TECHNOLOGY CERTIFICATE PROGRAMS

**Current certificate programs include:**

**Accounting Clerk Certificate (70022) CB.ACC**

24 credits: ACC 101 or 111, ACC 102 or 112, ACC 120, ACC 150, ACC 240 or CPT 174; BUS 121, 140; CPT 101 or 114.

**CISCO Internetworking (70844) CCT.CIN**

30 credits: CPT 114, 168, 255; IST 201, 202, 203, 204, 220; ENG 155/101; MAT 155/110

**Data Processing Clerk Certificate (70053) CCT.DPC**

30 credits: ACC 101 or 111, 102 or 112, CPT 114, 172, 174. Electives, ENG 101 or 155, HSS 205, MAT 110 or 122.

**Management and Supervision (60335) CB.MGT**

24 credits: ACC 101/111; BUS 140; CPT 101; MGT 101, MGT 110 or 255, 120 or 150, 201; PSY 103.

**Microcomputer Accounting Certificate (70150) CB.MCA**

36 credits: ACC 101 or 111, ACC 102 or 112, ACC 120, ACC 150, 230, 240; BUS 140; CPT 114, 172, 174; ENG 101 or 155; CPT Elective.

**WEB Mastery Certificate (60785) CCT.WBM**

39 credits: CPT 114, 168, 211, 220, 260; ENG 155 or101; IST 220, 226, 227, 228, 237, 238; MAT 155 or 110.

**WEB Page Development (70845) CCT.WPD**

30 credits: CPT 114, 168, 212; IST 220, 226, 228, 237, 238; ENG 155, 101; MAT 155/110.

# HEALTH AND PUBLIC SERVICE PROGRAMS

## CRIMINAL JUSTICE (70198)

This program is designed to introduce students to law enforcement, corrections, and the American criminal justice system. The criminal justice field offers many job opportunities for men and women as police or corrections officers, caseworkers, investigators and many other related occupations. Credits earned in this program may apply as electives in the Associate in Arts or Associate of Science, but may not transfer.

Individuals currently employed in law enforcement and currently certified may be eligible for credit for criminal justice academy training by submitting official academy transcripts to the Admissions Office. The S.C. Criminal Justice Academy also accepts certain NETC courses. Detailed information is available from the Office of Admissions

**Certificate: Criminal Justice (CPS.CRJ)**
**Credits Required for Completion: 36**

**Grade-point average of 2.0 (C=2) on all college work presented to fulfill program requirements.**

**Complete work in the following areas:**

| **A. General Education: 12 credits** | | **Credits** |
|---|---|---|
| ENG 101/155 | Composition I/Communication | 3 |
| ENG 102 | Composition II | 3 |
| PSY 201 | General Psychology | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| SPC 105 | Effective Speaking | 3 |
| **B. Major Courses: 15 credits** | | |
| CRJ 101 | Intro. to Criminal Justice Systems | 3 |
| CRJ 115 | Criminal Law I | 3 |
| CRJ 125 | Criminology | 3 |
| CRJ 130 | Police Administration | 3 |
| CRJ 135/242 | Corrections Administration/Systems | 3 |
| **C. Related: 9 credits** | | |
| CPT 101 | Introduction to Computers | 3 |
| SOC 205 | Social Problems | 3 |
| Select 3 hours from the following: | | 3 |
| HIS 201, HIS 202, PSC 201, PSC 215 | | |

## EARLY CHILDHOOD DEVELOPMENT CERTIFICATE (70483)

The Early Childhood programs prepare students to work with children and families in child development centers, family or group homes or agencies. Employment opportunities include childcare teacher, teacher assistant, and family service worker. Criminal background records check and health information are required.

These are occupational courses, not intended for transfer and do not lead to teacher certification. These courses may serve as electives for the Associate in Arts. Eligible students may earn the Early Care credential and financial assistance for completion of ECD 101 through SC Childcare Career Development Center and through T.E.A.C.H.

**Certificate: Early Childhood Development (CPS.ECD)**
**Credits Required for Completion: 27**

**Grade-point average of 2.0 (C=2) on all college work presented to fulfill program requirements.**

**Complete work in the following areas:**

| **A. Major Courses: 27 credits** | | **Credits** |
|---|---|---|
| ECD 101 | Intro to Early Childhood | 3 |
| ECD 102 | Growth and Development I | 3 |
| ECD 105 | Guidance-Classroom Management | 3 |
| ECD 107 | Exceptional Children | 3 |
| ECD 131 | *Language Arts | 3 |
| ECD 132 | Creative Experiences | 3 |
| ECD 133 | *Science and Math Concepts | 3 |
| ECD 135 | Health, Safety and Nutrition | 3 |
| ECD 203 | Growth and Development II | 3 |

*Require placement scores or prerequisites.

## EARLY CHILDHOOD DEVELOPMENT DEGREE (35318-ECD)

**Degree: Associate in Occupational Technology (AOT.GEN. ECD) Major: General Technology**
**Credits Required for Graduation: 68**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 15 credits** | | **Credits** |
|---|---|---|
| ENG 155/101 | Communications I/Composition | 3 |
| ENG 102 | Composition II | 3 |
| HSS 205 | Technology and Society or Humanity | 3 |
| MAT 155/110 | Contemporary Math/College Algebra | 3 |
| PSY 103/201 | Human Relations/Psychology | 3 |
| SPC 105 | Effective Speaking | 3 |
| **B. Technical Speciality: 27 credits** | | |
| ECD 101 | Intro to Early Childhood | 3 |
| ECD 102 | Growth and Development I | 3 |
| ECD 105 | Guidance-Classroom Management | 3 |
| ECD 107 | Exceptional Children | 3 |
| ECD 131 | *Language Arts | 3 |
| ECD 132 | Creative Experiences | 3 |
| ECD 133 | *Science and Math Concepts | 3 |
| ECD 135 | Health, Safety and Nutrition | 3 |

| | | |
|---|---|---|
| ECD 203 | Growth and Development II | 3 |

* Require placement scores or prerequisites

**C. Cross Technology: 17 credits**

Student may select Business or Transfer Option.

Business Options Include: ACC 150; BUS 121, 130; CPT 101; MGT 120, 150

Transfer Options Include: PSY 203; SOC 101, 205; Science (8 credits)

**D. Electives: 9 Credits**

| | |
|---|---|
| Related Electives | 6 |
| General | 3 |

# NURSING PREPARATION (70021)

The majority of the non-clinical courses required by several local colleges for the Associate Degree in Nursing are offered at NETC. Upon completion of these courses, a student may transfer to one of several colleges in the area. NETC has a good relationship with these colleges and advisors are informed about their requirements; however, the student is responsible for meeting the program requirements of the transfer institution. Credits earned in this program may apply to degree requirements in Associate in Arts/Science.

NETC's acceptance of transfer credits for this certificate does not guarantee transfer to nursing programs at other colleges. Several of these courses meet requirements of the Practical Nursing Program.

**Certificate: Nursing Preparation (CHS.NUR)**
**Credits Required for Completion: 40**

| **A. General Education: 12 credits** | | **Credits** |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II/Humanity | 3 |
| PSY 201 | Introduction to Psychology | 3 |
| SPC 205 | Public Speaking | 3 |
| **B. Major Courses: 22 credits** | | |
| BIO 210 | Anatomy and Physiology I | 4 |
| BIO 211 | Anatomy and Physiology II | 4 |
| BIO 225 | Microbiology | 4 |
| CHM 110 | College Chemistry I | 4 |
| MAT 110 | College Algebra | 3 |
| PSY 203 | Human Growth and Development | 3 |
| **C. Related: Select 6 credits** | | |
| AHS 101 | Intro to Health Professions | 2 |
| AHS 102/OST 115 | Medical Terminology | 3 |
| AHS 107 | Clinical Calculations | 2 |
| CPT 101 | Introduction to Computers | 3 |
| SOC 101 | Introduction to Sociology | 3 |

# PRACTICAL NURSING (15209)

Practical nursing is a high-demand occupation in the healthcare field and requires skills for direct patient care. Students who complete this program must also pass the National Council Licensure Exam (NCLEX-PN) which is required for practice as a licensed practical nurse.

Admission: In addition to application and transcripts required for admission, the College requires the following for admitting qualified students to the practical nursing program:

- High school graduation or equivalent
- Appropriate placement scores on the NETC Placement test; in lieu of placement scores, appropriate SAT or ACT scores or completion of college-level or prerequisite courses in English, Math and Reading
- Completion of a natural science course with the grade of "C" or better at the high school or college level
- A cumulative GPA of 2.0 (4.0 scale) on college work earned in the previous 5 years
- Attendance at mandatory Information Session

In addition to these basic criteria, additional criteria are assigned a point value. Points are then used to rank applicants for admission. In the event that applicants have identical total admission points, tiebreaker procedures will be followed. Qualified applicants not accepted due to space limitations will remain eligible in rank order if any vacancy occurs. Students must reapply for the next class if not admitted; applications are not automatically carried over and no consideration is given to applications from the previous year.

In order to register, admitted students are required to submit additional verification regarding health and immunizations, criminal background records, CPR certification, and other information required for clinical instruction as required by clinical facilities. Prior convictions for crimes may be cause for the State Board of Nursing to deny the privilege of writing the NECLEX-PN, unless the matter is cleared by the State Board of Nursing (803.896.4550). The College has no role or authority in this matter.

Specific details for each admission cycle regarding scores, points, deadlines and expenses are available from the Office of Student Services or at www.netc.edu. The Practical Nursing Preparation certificate is designed for students to prepare for admission to the PN program.

**Diploma: Practical Nursing (DHS.PNR)**
**Credits Required for Graduation: 48**

| **A. General Education: 9 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| MAT 155 | Contemporary Math | 3 |
| PSY 103/201 | Human Relations/Psychology | 3 |
| **B. Major: 30 credits** | | |
| PNR 110 | Fundamentals of Nursing | 5 |
| PNR 123 | Medical/Surgical Nursing I | 4 |
| PNR 130 | Medical/Surgical Nursing II | 5 |
| PNR 140 | Medical/Surgical Nursing III | 5 |
| PNR 154 | Maternal/Infant/Child Nursing | 5 |
| PNR 170 | Nursing of Older Adults | 2 |
| PNR 175 | Practical Nursing Skills | 4 |
| **C. Other Required Courses: 9 credits** | | |
| AHS 107 | Clinical Calculations | 2 |
| BIO 112/211 | Basic Anatomy and Physiology or Anatomy and Physiology II | 4 |
| PNR 122 | Pharmacology | 3 |

# HEALTH CERTIFICATES

**Health Careers Certificate (70811) CHS.HCR**

38 credits: AHS 101, 102 OR OST 115; BIO 210, 211, 225; CPT 101, ENG 101, 102; MAT 155/110; PSY 201; SPC 205, Humanity Elective.

**Practical Nursing Preparation Certificate CHS.PNP**

23 credits: ENG 155, MAT 155, PSY 103, CPT 101, BIO 210, BIO 211, elective.

# TECHNOLOGY PROGRAMS

The Technology Programs at Northeastern Technical College prepare students for initial employment and advancement in a given vocation or occupation. Emphasis is on development of skills, with much of the student's time spent in lab or shop work. The remaining time is directed to related technical and general education, necessary for success in today's business and industry.

Any of these programs may be completed on a part-time basis, though it will require a longer period of time to do so. Certificate programs are also available for those interested in short-term course work. Certificate course work will apply toward diplomas or degrees upon completion of admission requirements.

Certificate information is available from Student Services or advisors. See listing at end of this section.

## ELECTRONICS TECHNOLOGY

Electronics Technology pertains to the maintenance and repair of all types of electrical and electronic equipment, including motor controllers, digital controllers, and instrumentation controls found in various industrial plants in this area. Industrial Electronics is a broad field that encompasses manufacturing, medical, and safety controls and environmental equipment, as well as pneumatics and hydraulics.

Present job opportunities are electricians' technician, control technician, electronic instrumentation repairer, troubleshooter, equipment installer, wiring and general building maintenance (electrical) mechanic.

Certificate programs are available in Electronics, such as Motor Controls, and Residential Wiring. Students may elect to prepare for degree, diploma or certificate.

## INDUSTRIAL ELECTRICITY/ ELECTRONICS (15373)

**Diploma: Industrial Technology (DIT.EEM)**
**Credits Required for Graduation: 45**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 12 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| PSY 103 | Human Relations | 3 |
| **B. Major Courses: 30 credits (minimum)** | | |
| CPT 101 | Introduction to Computers | 3 |
| EEM 115 | DC Circuits | 4 |
| EEM 116 | AC Circuits | 4 |
| EEM 140 | National Electrical Codes | 3 |
| EEM 151 | Motor Controls I | 4 |
| EEM 160 | Industrial Instrumentation | 3 |
| EEM 165 | Residential/Commercial Wiring | 4 |
| EEM 201 | Electronic Devices I | 3 |
| EEM 251 | Programmable Controllers | 3 |
| **C. Electives: 3 credits** | | |
| Electives | 3 | |

## INDUSTRIAL ELECTRONICS TECHNOLOGY MAJOR (35360)

**Degree: Associate in Industrial Technology (AIT.EEM)**
**Credits Required for Graduation: 75**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 18 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| MAT 168 | Geometry and Trigonometry | 3 |
| PSY 103 | Human Relations | 3 |
| SPC 105 | Effective Speaking | 3 |
| **B. Major Courses: 46 credits** | | |
| EEM 115 | DC Circuits | 4 |
| EEM 116 | AC Circuits | 4 |
| EEM 140 | National Electrical Codes | 3 |
| EEM 151 | Motor Controls I | 4 |
| EEM 160 | Industrial Instrumentation | 3 |
| EEM 165 | Residential/Commercial Wiring | 4 |
| EEM 201 | Electronic Devices I | 3 |
| EEM 202 | Electronic Devices II | 3 |
| EEM 231 | Digital Circuits I | 3 |
| EEM 241 | Microprocessors I | 3 |
| EEM 242 | Microprocessors II | 3 |
| EEM 251 | Programmable Controllers | 3 |
| EEM 252 | Programmable Control Applications | 3 |
| EEM 275 | Technical Troubleshooting | 3 |
| **C. Related Courses: 6 credits** | | |
| CPT 101 | Introduction to Computers | 3 |
| PHS 111 | Conceptual Physics I | 3 |
| **D. Electives: 6 credits** | | |
| | Electives | 5 |

## DRAFTING

Drafting deals with the mechanical and electronic skills of drafting and the practical application of basic engineering principles. Students study the science of drawing, receive hands-on training in the use of precision instruments and

machine tools, plus study mathematics and general education. Computer-assisted drafting is practiced in several modes. The program is challenging in the solution of graphics problems and related applications.

Job opportunities include: tracing, detailing, checking, design, mechanical drafting, tool design.

**Drafting**

**Certificate: Drafting (CIT.ORT)**
**Credits Required for Graduation: 47**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 9 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| PSY 103 | Human Relations | 3 |
| **B. Major Courses: 28 credits** | | |
| EGT 106 | Print Reading and Sketching | 3 |
| EGT 110 | Engineering Graphics I | 4 |
| EGT 115 | Engineering Graphics II | 4 |
| EGT 151 | Introduction to CAD | 3 |
| EGT 152 | Fundamentals of CAD | 3 |
| EGT 210 | Engineering Graphics III | 4 |
| EEM 115 | D.C. Circuits | 4 |
| MTT 121 | Machine Tool Theory | 3 |
| **C. Electives: 3 credits** | | |
| | Electives | 3 |

# GENERAL TECHNOLOGY (35318)

Many local industries require maintenance employees to be multi-crafted technicians. These technicians should have the skills necessary to maintain all aspects of the industrial process. The General Technology major allows a student, with the help of a faculty advisor, to tailor an individualized program of study to not only meet their specific career goals but also the industry requirements for technicians.

Students may choose a career path from the following majors:

**Engineering Graphics** **Industrial Electronics**
**Electro-Mechanical** **Welding**
**Industrial Maintenance**

**Degree: Associate in Occupational Technology (AOT.GEN)**
**Credits Required for Graduation: 73-80**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 18 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| MAT 168 | Geometry and Trigonometry | 3 |
| PSY 103 | Human Relations | 3 |
| SPC 105 | Effective Speaking | 3 |

**B. Required Major: 28 credits**
The major consists of a minimum of 28 semester hours from any one approved degree, diploma or credit certificate program, as approved by the area Dean. Courses must be selected for a career path (such as Electronics, Electro-Mechanical, Engineering Graphics, Machine Tool, Industrial Maintenance, Drafting, Welding).

**C. Cross Technology Courses: 12 credits**
The Cross-Technology consists of a minimum of 12 semester hours from any one approved degree, diploma or credit certificate program, and different from the major, as approved by the Dean.

**D. Electives: 3-6 credit**

# INDUSTRIAL PLANT MECHANICS (70348)

Industrial Mechanics deals with the maintenance and upkeep of an industrial plant and its machines, mechanical equipment and systems. The industrial mechanic must be knowledgeable in blueprint reading, mathematics, hydraulics, pneumatics, machine shop and welding, as well as have considerable mechanical ability to make many different types of repairs, installations or improvements.

Job opportunities include: general plant mechanic, industrial machinery mechanic, machinery repairer, machinery rebuilder, and maintenance mechanic.

**Certificate: Industrial Plant Mechanics (CIT.IPM)**
**Credits Required for Completion: 40**

**Grade-point average work of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. Major Courses: 17 credits** | | **Credits** |
|---|---|---|
| IMT 102 | Industrial Safety | 2 |
| IMT 111 | Industrial Tools | 5 |
| IMT 131 | Hydraulics and Pneumatics | 4 |
| IMT 161 | Mechanical Power Applications | 4 |
| WLD 102 | Intro to Welding | 2 |
| **B. Other Required Courses: 23 credits** | | |
| EEM 115 | D.C. Circuits | 4 |
| EEM 151 | Motor Controls I | 4 |
| EGT 106 | Print Reading | 3 |
| EGT 111 | Mechanical Drawing | 2 |
| EGT 151 | Intro to CAD | 3 |
| MTT 121 | Machine Tool Theory I | 3 |
| MTT 122 | Machine Tool Practice I | 4 |

# MACHINE TOOL

Machine Tool Technology deals with the setup and operation of all standard machine tools and the manufacture of precision metal parts. Nearly all the products used in farming, mining, manufacturing, construction, transportation, communication and the professions depend upon the skill of the machinist and the precision tool and diemaker. The machinist-tool and diemaker must be knowledgeable in the areas of mathematics, blueprint reading, mechanical drawing, metals, heat treatment and computer numerical controls.

Graduates of the Machine Tool Technology program are in demand in nearly all manufacturing plants, including small

machine shops, production machining industries, plant maintenance shops, metal fabricating industries, plastic injection molding shops, tool and diemaking industries.

The Machine Tool Technology program provides a combination of academic preparation as well as practical experience.

Job opportunities include: machine tool operator, apprentice, job shop machinist, production machinist, tool room machinist, repair machinist, tool and diemaker (for advanced students) and CNC operators.

Certificate programs, such as CNC (Computer Numerical Controls), Machine Operator, are available. Contact Student Services for complete listing.

# MACHINE TOOL (15370)

**Diploma: Industrial Technology (DIT.MTT)**
**Credits Required for Graduation: 49**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 15 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| MAT 168 | Geometry and Trigonometry | 3 |
| PSY 103 | Human Relations | 3 |
| **B. Major Courses: 22 credits** | | |
| EGT 106 | Print Reading and Sketching | 3 |
| MTT 121 | Machine Tool Theory I | 3 |
| MTT 122 | Machine Tool Practice I | 4 |
| MTT 123 | Machine Tool Theory II | 3 |
| MTT 124 | Machine Tool Practice II | 4 |
| MTT 141 | Metals and Heat Treatment | 3 |
| MTT 147 | Tool and Cutter Grinding | 2 |
| **C. Other Required Courses: 4 credits** | | |
| EGT 111 | Mechanical Drawing I | 2 |
| WLD 102 | Introduction to Welding | 2 |
| **D. Electives: 8 credits** | | |
| | Electives | 8 |

# MACHINE TOOL TECHNOLOGY MAJOR (35370)

**Degree: Associate in Industrial Technology (AIT.MTT)**
**Credits Required for Graduation: 83**

**Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| **A. General Education: 18 credits** | | **Credits** |
|---|---|---|
| ENG 155 | Communications I | 3 |
| ENG 165 | Professional Communications | 3 |
| HSS 205 | Technology and Society | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| MAT 168 | Geometry and Trigonometry | 3 |
| PSY 103 | Human Relations | 3 |
| **B. Major Courses: 53 credits** | | |
| MTT 121 | Machine Tool Theory I | 3 |
| MTT 122 | Machine Tool Practice I | 4 |
| MTT 123 | Machine Tool Theory II | 3 |
| MTT 124 | Machine Tool Practice II | 4 |
| MTT 126 | Machine Tool Practice III | 4 |
| MTT 141 | Metals and Heat Treatment | 3 |
| MTT 147 | Tool and Cutter Grinding | 2 |
| MTT 211 | Die Theory | 3 |
| MTT 231 | Tool and Die Making I | 5 |
| MTT 232 | Tool and Die Making II | 5 |
| MTT 233 | Tool and Die Making III | 5 |
| MTT 241 | Jigs and Fixtures I | 2 |
| MTT 251 | CNC Operations | 3 |
| MTT 252 | CNC Setup and Operations | 4 |
| MTT 253 | CNC Programming and Operations | 3 |
| **C. Other Required Courses: 10 credits** | | |
| EGT 106 | Print Reading and Sketching | 3 |
| EGT 111 | Mechanical Drawing I | 2 |
| EGT 151 | Introduction to CAD | 3 |
| WLD 102 | Introduction to Welding | 2 |
| **D. Electives: 2 credits** | | |
| | Electives | 2 |

# WELDING (60027)

Welding deals with the joining of metals with gas-fueled torches or electric-arc processes. Welding is a vital construction skill that involves principles and uses of oxyacetylene, T.I.G., M.I.G. and electric arc.

Present job opportunities for welders are in structural steel welding, pipe welding and job shop welding. Additional opportunities in nuclear power facilities exist for persons who are certified in this highly skilled field.

**Certificate: Welding (CIT.WLD)**
**Credits Required for Graduation: 23**

**Grade-point average of 2.00 (C=2) on all work presented to fulfill program requirements.**

**Complete course work in the following areas:**

| | | **Credits** |
|---|---|---|
| WLD 106 | Gas and Arc Welding (WLD102 &104) | 4 |
| WLD 111 | Arc Welding I | 4 |
| WLD 113 | Arc Welding II | 4 |
| WLD 115 | Arc Welding III | 4 |
| WLD 132 | Inert Gas Welding Ferrous | 4 |
| WLD 134 | Inert Gas Welding Non-Ferrous | 3 |

# TECHNOLOGY CERTIFICATE PROGRAMS

Students who may prefer to enter a certificate program should request curriculum requirements from Student Services or advisor. Current certificate programs include:

**Computer-Assisted Drafting (60215) CET.CAD**

14 credits: EGT 110 or 111, 151, 152, 251, 252

**CNC (Computer Numerical Controls) (60018) CIT.CNC**

16 credits: MTT 251, 252, 253, 254, 255

**Machine Operator (70023) CIT.MOP**

27 credits: EGT 106; MAT 168; MTT 121, 122, 123, 124, 141, 147; Elective

**Motor Controls (60217) CIT.MCT**

9 credits: EEM 115, 151, 251

**Residential Wiring (60026) CIT.RWR**

9 credits: EEM 115, 140, 165

**Technology Gateway (60708) CIT.TGW**

16 credits: ENG 104; EGR 104; MAT 104; Electives (7)

**Electronics/Industrial Applications (70667) CIT.EIA**

31 credits: EEM 115, 116, 140, 151, 160, 165, 201, 251; MAT 155

# DEVELOPMENTAL STUDIES

The purpose of Developmental Studies is to provide the opportunity to upgrade skills in English, math and/or reading for students applying for or enrolled in a curriculum program or preparing for the GED in these areas. The aim is to provide an efficient program of study, using a variety of audiovisuals, printed materials, and instructional techniques to complement students' learning styles and to assist students in attaining their educational goals.

As a result of Placement Test Scores, students will be assigned to their chosen programs. However, if skills are deficient in certain areas, the student will also be assigned to developmental courses. Developmental course work does not always exclude the student from curriculum courses; the student and advisor will work out an appropriate plan of study.

By policy of the State Board for Technical and Comprehensive Education, a student may enroll in no more than 36 semester hours of 0-level courses. Federal Financial Aid funding allows a limit of 30 hours only.

Classes are available day and evening. Scheduling may be flexible to meet the needs of the working adult.

Tuition is based on the credit hours for which a student is enrolled. A student may enroll for any portion or combination of credit hours.

Developmental courses offered include English; Reading, and Math. These courses do not apply toward graduation requirements and must be completed prior to enrollment in curriculum required courses.

## GENERAL EDUCATION DEVELOPMENT (GED)

NETC does not provide GED testing or a program specifically for GED preparation. Students who wish to prepare for the GED should contact the Office of Adult Education in the county of residence. Day and evening classes in developmental writing, reading and mathematics are available at NETC. Students who enroll in these classes must follow admission and registration procedures. College financial aid programs do not support GED preparation.

## DEVELOPMENTAL STUDIES COURSES AND CATALOG DESCRIPTIONS*

**ENG 032: Developmental English-3 Credit Hours**

Study of the basic elements of traditional grammar, writing conventions, and effective style. Students study grammar, conventions and style applied to writing assignments. ENG 100 is next in English sequence.

COMPASS: 15-52

**MAT 032: Developmental Math-3 Credit Hours**

This is a review of the processes of arithmetic to include operations with integers, rational, decimal and real numbers. The course requires that students develop computational skills and efficiency in arithmetic. MAT 150 is next in math sequence.

COMPASS-Pre-Algebra: 22-39

**RDG 032: Developmental Reading-3 Credit Hours**

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. RDG 100 is next in reading sequence.

COMPASS: 43–65

*Explanation of developmental course numbers. The first digit "0" indicates the course is developmental. Courses with 0-level numbers do not fulfill graduation requirements.

# COURSE DESCRIPTIONS

## COURSE OFFERINGS AND SCHEDULES

A tentative schedule of the times in which courses will be offered is available in Student Services or on WebAdvisor. This schedule may be affected by demand for classes, cancellation of classes, instructor availability or other situations beyond the control of the College. Some courses which are available to students through the South Carolina Online Consortium are not included in the course description listing here. Students can find course descriptions and related information at www.netc.edu in the distance education section.

## COURSE NUMBERS

Course designations consist of a three-letter prefix, a number, and the title of the course. The three-letter prefix indicates the area of study. Courses numbered 100–299 are generally applicable toward the Associate Degree, Diploma, or Certificate. Courses numbered 001–099 are developmental courses, which do not apply toward graduation requirements.

For a course description not listed, please contact the Office of Instruction.

## COURSE HOURS AND CREDITS

Following the prefix, number and title of the course, the number of lecture, laboratory and credit hours are shown in parentheses.

The number of lecture hours in each class each week and/or the number of laboratory hours in class each week combine to make up the total contact hours required for the class each week. The credit for the course is shown beside the course title and by the last number in the parentheses.

## PREREQUISITES/ COREQUISITES

Course prerequisites are courses required before enrolling in a course, and are identified following each course description. Corequisites are also indicated. Many prerequisite courses require a grade of "C" before the subsequent course may be taken. The grade of "D" may be assigned for G.P.R. purposes; however, prerequisite must be repeated.

## TRANSFER LIST

Courses that are marked with an asterisk (*) are included on the South Carolina Senior Public College Transfer List. The student is responsible for checking with the college/university selected for transfer to determine which courses will be accepted in transfer. Other courses although not marked, may transfer to many colleges and universities.

## ACCOUNTING

**ACC 100: BASIC ACCOUNTING—3 Credit Hours (3-0-3) Non-Degree Credit.**

This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers and trial balances.

***ACC 101: ACCOUNTING PRINCIPLES I—3 Credit Hours (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.

***ACC 102: ACCOUNTING PRINCIPLES II—3 Credit Hours (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:** ACC 101 or ACC 111 and 112 with grade of "C" or better.

**ACC 111: ACCOUNTING CONCEPTS—3 Credit Hours (3-0-3)**

This course is a study of the principles of the basic accounting functions—collecting, recording, analyzing, and reporting information.

**ACC 112: ORGANIZATIONAL ACCOUNTING—3 Credit Hours (3-0-3)**

This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization.

**Prerequisite:** ACC 101/111 with grade of "C" or better.

**ACC 115: MANAGERIAL ACCOUNTING—3 Credit Hours (3-0-3)**

This course is a study of the types and uses of internal accounting information for management decision-making; including cost determination, cost control, performance evaluation, and financial planning.

**Prerequisite:** ACC 102 with a grade of "C" or better.

**ACC 120: FEDERAL INCOME TAX—3 Credit Hours (3-0-3)**

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

**ACC 150: PAYROLL ACCOUNTING—3 Credit Hours (3-0-3)**

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local govern-

mental laws and regulations, internal controls, and various forms and records.

**ACC 230: COST ACCOUNTING I—3 Credit Hours (3-0-3)**

This course is a study of the accounting principles involved in job order cost systems.

**Prerequisite:** ACC 101 or ACC 112 with grade of "C" or better.

**ACC 240: COMPUTERIZED ACCOUNTING—3 Credit Hours (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:** ACC 101 or 111 with grade of "C" or better.

# ALLIED HEALTH

**AHS 101: INTRO TO HEALTH PROFESSION—2 Credit Hours (2-0-2)**

This course provides a study of the health professions and the health care industry.

**AHS 102: MEDICAL TERMINOLOGY—3 Credit Hours (3-0-3)**

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition and pronunciation.

**AHS 107: CLINICAL COMPUTATIONS—2 Credit Hours (2-0-2)**

This course is a study of the principles and applications of computations used in the clinical setting.

**Prerequisite:** PNR 110

# ART

***ART 101: ART HISTORY AND APPRECIATION—3 Credit Hours (3-0-3)**

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

# ASTRONOMY

***AST 101: SOLAR SYSTEM ASTRONOMY—4 Credit Hours (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. On-line.

**Prerequisite:** MAT 102

***AST 102: STELLAR ASTRONOMY—4 Credit Hours (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. On-line.

**Prerequisite:** AST 101.

# BIOLOGY

***BIO 101: BIOLOGICAL SCIENCE I—4 Credit Hours (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.

***BIO 102: BIOLOGICAL SCIENCE II—4 Credit Hours (3-3-4)**

This is a continuation of introductory Biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

**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. For Practical Nursing students.

***BIO 210: ANATOMY AND PHYSIOLOGY I—4 Credit Hours (3-3-4)**

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.

**Prerequisite:** BIO 101 or high school biology.

***BIO 211: ANATOMY AND PHYSIOLOGY II—4 Credit Hours (3-3-4)**

This is a continuation of BIO 210 including intensive coverage of the body as an integrated whole. All body systems are studied.

**Prerequisite:** BIO 210 with grade of "C" or better.

***BIO 225: MICROBIOLOGY—4 Credit Hours (3-3-4)**

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

**Prerequisite:** BIO 101 or BIO 210 with grade of "C" or better.

# BUSINESS

**BAF 101: PERSONAL FINANCE—3 Credit Hours (3-0-3)**

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

**BUS 101: INTRODUCTION TO BUSINESS—3 Credit Hours (3-0-3)**

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

**BUS 105: BUSINESS ECONOMICS APPLICATIONS—3 Credit Hours (3-0-3)**

This course includes the practical applications of economics used in marketing, retailing and management and the study of supply/demand, market structure, price regulations and trade.

**BUS 121: BUSINESS LAW I—3 Credit Hours (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.

**BUS 123: BUSINESS LAW II—3 Credit Hours (3-0-3)**

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

**BUS 124: BUSINESS LAW III—3 Credit Hours (3-0-3)**

This course is a study of the principal agent, employment relationships, partnerships, special ventures, corporations, and law as related to real property.

**BUS 130: BUSINESS COMMUNICATIONS—3 Credit Hours (3-0-3)**

This course covers the application of communication skills to situations routinely encountered in business environments.

**Prerequisite:** ENG 100 or higher with grade of "C" or better or equivalent placement score.

**BUS 140: BUSINESS MATHEMATICS—3 Credit Hours (3-0-3)**

This course provides applications of business mathematics in the study of discounting, marking up, inventory and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices.

**Prerequisite:** MAT 150 with grade of "C" or better or equivalent placement score.

# CHEMISTRY

**CHM 100: INTRODUCTORY CHEMISTRY—4 Credit Hours (4-0-4) Non-degree credit.**

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques.

**Prerequisite:** MAT 150.

***CHM 110: COLLEGE CHEMISTRY I—4 Credit Hours (3-3-4)**

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

**Prerequisite:** CHM 100 or recent chemistry with a grade of "C" or better, MAT 101 with a grade of "C" or better.

***CHM 111: COLLEGE CHEMISTRY II—4 Credit Hours (3-3-4)**

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.

**Prerequisite:** CHM 110 with a grade of "C" or better.

***CHM 112: COLLEGE CHEMISTRY II—4 Credit Hours (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 organic chemistry and biochemistry.

**Prerequisite:** CHM 110 with a grade of "C" or better.

# COLLEGE ORIENTATION

**COL 101: COLLEGE ORIENTATION—1 Credit Hour (1-0-1)**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

**COL 103: COLLEGE SKILLS—3 Credit Hours (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.

# COMPUTER TECHNOLOGY

**CPT 101: INTRODUCTION TO COMPUTERS—3 Credit Hours (3-0-3)**

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

**Prerequisite:** Keyboarding skills or permission of instructor.

**CPT 114: COMPUTERS AND PROGRAMMING—3 Credit Hours (3-0-3)**

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level procedural language.

**Prerequisite:** Keyboarding skills or permission of instructor.

**CPT 115: COBOL PROGRAMMING I—3 Credit Hours (3-0-3)**

This course introduces the nature and use of the common business-oriented language—COBOL.

**Prerequisite:** CPT 114 with grade of "C" or better.

**CPT 121: RPG PROGRAMMING I—3 Credit Hours (3-0-3)**

This course introduces the RPG programming language, emphasizing the designing, coding, testing, and debugging of RPG programs.

**CPT 168: PROGRAMMING LOGIC AND DESIGN—3 Credit Hours (3-0-3)**

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

**CPT 172: MICROCOMPUTER DATA BASE—3 Credit Hours (3-0-3)**

This course introduces microcomputer database concepts, including generating reports from databases, creating, maintaining, and modifying databases.

**Prerequisite:** CPT 101 or CPT 114 with grade of "C" or better.

**CPT 174: MICROCOMPUTER SPREADSHEETS—3 Credit Hours (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.

**Prerequisite:** CPT 101 or CPT 114 with grade of "C" or better.

**CPT 212: VISUAL BASIC PROGRAMMING—3 Credit Hours (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.

**Prerequisite:** CPT 114 with grade of "C" or better.

**CPT 215: COBOL PROGRAMMING II—3 Credit Hours (3-0-3)**

This course emphasizes file maintenance and tables using advanced concepts in COBOL.

**Prerequisite:** CPT 115 with grade of "C" or better.

**CPT 220: E-COMMERCE—3 Credit Hours (3-0-3)**

This course is a study of fundamental computer and business concepts applied to the world of e-commerce.

**Prerequisite:** IST 226 with grade of "C" or better.

**CPT 255: OPERATING SYSTEM FUNDAMENTALS—3 Credit Hours (3-0-3)**

This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs, and screen design.

**Prerequisite:** CPT 101 or CPT 114 with grade of "C" or better.

**CPT 260: FUNDAMENTALS OF OPERATING SYSTEMS AND WEB SERVERS—3 Credit Hours (3-0-3)**

This course is a study of operating techniques needed for setting up and maintaining web servers.

**Prerequisite:** CPT 255 with grade of "C" or better.

**CPT 264: SYSTEMS AND PROCEDURES—3 Credit Hours (3-0-3)**

This course covers the techniques of system analysis, design, development, and implementation.

**Prerequisite:** CPT 115 or CPT 121 with a grade of "C" or better.

**CPT 270: ADVANCED MICROCOMPUTER APPLICATIONS—3 Credit Hours (3-0-3)**

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.

**Prerequisite:** CPT software course with grade of "C" or better.

**CPT 276: CPT INTERNSHIP—3 Credit Hours (3-0-3)**

This course is an intensive application development experience in an approved business setting.

**Prerequisite:** CPT 215

# CRIMINAL JUSTICE

**CRJ 101: INTRODUCTION TO CRIMINAL JUSTICE—3 Credit Hours (3-0-3)**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

**CRJ 115: CRIMINAL LAW I—3 Credit Hours (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.

**Prerequisite:** CRJ 101 with grade of "C" or better.

**CRJ 125: CRIMINOLOGY—3 Credit Hours (3-0-3)**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

**CRJ 130: POLICE ADMINISTRATION—3 Credit Hours (3-0-3)**

This course is a study of the organization, administration, and management of law enforcement agencies.

**CRJ 135: CORRECTIONAL ADMINISTRATION—3 Credit Hours (3-0-3)**

This course is a study of the structure, organization, and management of adult and juvenile correctional facilities.

**CRJ 242: CORRECTIONAL SYSTEMS—3 Credit Hours (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.

# EARLY CHILDHOOD DEVELOPMENT

**ECD 101: INTRODUCTION TO EARLY CHILDHOOD—3 Credit Hours (3-0-3)**

This course includes an overview of the history, theories and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in this course.

**ECD 102: GROWTH AND DEVELOPMENT I—3 Credit Hours (3-0-3)**

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

**ECD 105: GUIDANCE-CLASSROOM MANAGEMENT—3 Credit Hours (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.

**ECD 107: EXCEPTIONAL CHILDREN—3 Credit Hours (3-0-3)**

This course includes an overview of special-needs children and their families. Emphasis in on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in main streaming and early identification, and on federal legislation affecting exceptional children.

**ECD 131: LANGUAGE ARTS—3 Credit Hours (3-0-3)**

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writ-

ing skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.

**Prerequisite:** English Placement scores of 53 or higher or ENG 032 with grade of "C" or better.

**ECD 132: CREATIVE EXPERIENCES—3 Credit Hours (3-0-3)**

In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.

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

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

**Prerequisite:** Pre-Algebra Placement score of 40 or higher or MAT 032 with grade of "C" or better.

**ECD 135: HEALTH, SAFETY AND NUTRITION—3 Credit Hours (3-0-3)**

This course covers a review of health/safety practices recommended for childcare and includes information on common disease and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

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

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

**Prerequisite:** ECD 102.

# ECONOMICS

***ECO 210: MACROECONOMICS—3 Credit Hours (3-0-3)**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

***ECO 211: MICROECONOMICS—3 Credit Hours (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.

# ELECTRONICS

**EEM 105: BASIC ELECTRICITY—2 Credit Hours (1-3-2)**

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

**EEM 115: DC CIRCUITS—4 Credit Hours (3-3-4)**

This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, OHM's law, Kirchhoff's voltage and current laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested.

**EEM 116: AC CIRCUITS—4 Credit Hours (3-3-4)**

This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors, series, parallel, and complex circuits are covered. Circuits are constructed and tested.

**Corequisite:** MAT 155 or permission of instructor.

**EEM 140: NATIONAL ELECTRICAL CODE—3 Credit Hours (2-3-3)**

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

**EEM 151: MOTOR CONTROLS I—4 Credit Hours (3-3-4)**

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

**EEM 160: INDUSTRIAL INSTRUMENTATION—3 Credit Hours (2-3-3)**

This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications.

**EEM 165: RESIDENTIAL/COMMERCIAL WIRING—4 Credit Hours (3-3-4)**

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

**EEM 201: ELECTRONIC DEVICES I—3 Credit Hours (2-3-3)**

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

**Prerequisite:** EEM 105 or EEM 115

**EEM 202: ELECTRONIC DEVICES II—3 Credit Hours (2-3-3)**

This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.

**Prerequisite:** EEM 201.

**EEM 231: DIGITAL CIRCUITS I—3 Credit Hours (2-3-3)**

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

**Prerequisite:** EEM 201.

**EEM 241: MICROPROCESSORS I—3 Credit Hours (2-3-3)**

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

**Prerequisite:** EEM 201.

**EEM 242: MICROPROCESSORS II—3 Credit Hours (2-3-3)**

This course is a continuation of the study of microprocessor programming and interfacing techniques.

**Prerequisite:** EEM 241.

**EEM 251: PROGRAMMABLE CONTROLLERS—3 Credit Hours (2-3-3)**

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

**Corequisite:** EEM 151.

**EEM 252: PROGRAMMABLE CONTROLLERS APPLICATIONS—3 Credit Hours (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:** EEM 251.

**EEM 275: TECHNICAL TROUBLESHOOTING—3 Credit Hours (2-3-3)**

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

**Prerequisite:** EEM 117 or EEM 115 and EEM 116

**EEM 276: APPLIED TROUBLESHOOTING—3 Credit Hours (2-3-3)**

This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.

**Prerequisite:** EEM 201.

# ENGINEERING GRAPHICS/ DRAFTING

**EGT 106: PRINT READING AND SKETCHING—3 Credit Hours (3-0-3)**

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations.

**EGT 110: ENGINEERING GRAPHICS I—4 Credit Hours (3-3-4)**

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.

**EGT 111: MECHANICAL DRAWING I—2 Credit Hours (1-3-2)**

This course is an introduction to the principles and practices of mechanical drawing. Not for EGT majors.

**Prerequisite:** EGT 106 with a grade of "C" or better.

**EGT 115: ENGINEERING GRAPHICS II—4 Credit Hours (3-3-4)**

This course in engineering graphics science includes additional drawing techniques for industrial applications.

**Prerequisite:** EGT 110 with a grade of "C" or better.

**EGT 151: INTRODUCTION TO CAD—3 Credit Hours (3-0-3)**

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

**EGT 152: FUNDAMENTALS OF CAD—3 Credit Hours (3-0-3)**

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

**Prerequisite:** EGT 151 with a grade of "C" or better.

**EGT 210: ENGINEERING GRAPHICS III—4 Credit Hours (4-0-4)**

This advanced course in engineering graphics science covers the production of technical working drawings.

**Prerequisite:** EGT 115 with a grade of "C" or better.

**EGT 251: PRINCIPLES OF CAD—3 Credit Hours (3-0-3)**

This course includes the additional use of CAD software for production of technical drawings and related documentation.

**Prerequisite:** EGT 151 with a grade of "C" or better.

**EGT 252: ADVANCED CAD—3 Credit Hours (3-0-3)**

This course includes instruction in advanced concepts of CAD software and applications.

**Prerequisite:** EGT 251 with a grade of "C" or better.

# ENGLISH

**ENG 032: DEVELOPMENTAL ENGLISH—3 Credit Hours (3-0-3)**

Intended for students who must develop better English skills in order to be successful in a curriculum program. Concentration is mainly on proper usage, grammar and diction, punctuation, capitalization, sentence structure. Non-Degree Credit.

COMPASS: 15-52

**ENG 100: INTRODUCTION TO COMPOSITION—3 Credit Hours (3-0-3) Non-Degree Credit.**

This course is a study of basic writing and different modes of composition and may include a review of usage. This is a required course for students completing English Essentials. Non-Degree Credit.

**Prerequisite:** Acceptable placement scores (COMPASS: 53-67) or satisfactory completion of English 032.

***ENG 101: ENGLISH COMPOSITION I—3 Credit Hours (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:** Acceptable English placement scores (COMPASS: 74-100) or ENG 100 with grade of "C" or better and completion of RDG requirements.

***ENG 102: ENGLISH COMPOSITION II—3 Credit Hours (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:** ENG 101, with a grade of "C" or better.

**ENG 104: COMMUNICATIONS FOUNDATIONS—3 Credit Hours (3-0-3)**

This course focuses on gathering, organizing, and presenting written, oral and visual information. Team-building

skills are encouraged through collaborative learning environments. Technical communications skills are emphasized.

**Prerequisite:** English placement scores (COMPASS: 64-73); ENG 100.

**ENG 155: COMMUNICATIONS I—3 Credit Hours (3-0-3)**

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

**Prerequisite:** Acceptable placement scores (COMPASS: 68-100) or ENG 100 with grade of "C" or better and completion of RDG requirements.

**ENG 165: PROFESSIONAL COMMUNICATIONS—3 Credit Hours (3-0-3)**

This course develops practical written, and oral professional communication skills.

**Prerequisite:** ENG 155 with a grade of "C" or better.

***ENG 201: AMERICAN LITERATURE I—3 Credit Hours (3-0-3)**

This course is a study of American literature from the colonial period to the Civil War.

**Prerequisite:** ENG 102 with a grade of "C" or better.

***ENG 202: AMERICAN LITERATURE II—3 Credit Hours (3-0-3)**

This course is a study of American literature from the Civil War to the present.

**Prerequisite:** ENG 102 with a grade of "C" or better.

***ENG 205: ENGLISH LITERATURE I—3 Credit Hours (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:** ENG 102 with a grade of "C" or better.

***ENG 206: ENGLISH LITERATURE II—3 Credit Hours (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:** ENG 102 with a grade of "C" or better.

***ENG 208: WORLD LITERATURE I—3 Credit Hours (3-0-3)**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**Prerequisite:** ENG 102 with a grade of "C" or better.

***ENG 209: WORLD LITERATURE II—3 Credit Hours (3-0-3)**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

**Prerequisite:** ENG 102 with a grade of "C" or better.

# FOREIGN LANGUAGES

French, German or Spanish are available via distance education. Advisors will provide specific information.

- French 101, 102, 201, 202
- German 101, 102
- Spanish 101, 102, 201, 202

# GEOGRAPHY

**GEO 102: WORLD GEOGRAPHY—3 Credit Hours (3-0-3)**

This course includes a geographic analysis of the regions of the world, I.E., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. (Distance Learning)

# HISTORY

***HIS 101: WESTERN CIVILIZATION TO 1689—3 Credit Hours (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.

***HIS 102: WESTERN CIVILIZATION POST 1689—3 Credit Hours (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.

**HIS 104: WORLD HISTORY I—3 Credit Hours (3-0-3)**

This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

***HIS 201: AMERICAN HISTORY: DISCOVERY TO 1877—3 Credit Hours (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.

***HIS 202: AMERICAN HISTORY: 1877 TO PRESENT—3 Credit Hours (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.

# HUMANITIES

***HSS 205: TECHNOLOGY AND SOCIETY—3 Credit Hours (3-0-3)**

This course is an investigation of the impact of the twentieth-century technological changes in America on the individual, society, and the physical environments.

# INDUSTRIAL MANAGEMENT

**IET 131: MOTION AND TIME STUDY—3 Credit Hours (3-0-3)**

This course covers the techniques of motion, stopwatch, time study and work sampling. The study of the principles of motion economy is included with the necessary mathematics for work measurement.

**IET 211: PRODUCTION PLANNING AND CONTROL—3 Credit Hours (3-0-3)**

This course is a study of the nature of production and inventory planning, scheduling, and control under various

types of manufacturing systems. It includes forecasting, linear programming, network techniques, mrp, scheduling, and economic lot sizing.

**IET 229: STATISTICAL QUALITY CONTROL—3 Credit Hours (3-0-3)**

This course includes statistical sampling plans, the nature of variation in industrial processes, and the methods of statistically analyzing their variation. Quality assurance functions, variable sampling, control charts for variable and attributes are also topics covered in this course.

# INDUSTRIAL MAINTENANCE

**IMT 101: INTRODUCTION TO INDUSTRIAL MAINTENANCE—2 Credit Hours (2-0-2)**

This course is an introduction to industrial maintenance.

**IMT 102: INDUSTRIAL SAFETY—2 Credit Hours (2-0-2)**

This course covers safety awareness and practices found in industry.

**IMT 111: INDUSTRIAL TOOLS—5 Credit Hours (3-6-5)**

This course covers the proper use of hand and power tools. (IMT 112 Hand Tool Operations—3 Credit Hours plus IMT 113, Power Tool Operations—2 Credit Hours).

**IMT 131: HYDRAULICS AND PNEUMATICS—4 Credit Hours (4-0-4)**

This course covers the basic technology and principles of hydraulics and pneumatics (IMT 132 plus IMT 133).

**IMT 161: MECHANICAL POWER APPLICATIONS—4 Credit Hours (3-3-4)**

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

# INFORMATION SYSTEMS

**IST 201: CISCO INTERNETWORKING CONCEPTS—3 Credit Hours (3-0-3)**

This course is a study of CURRENT AND EMERGING COMPUTER NETWORKING TECHNOLOGY. Topics covered include safety, networking, network terminology, and protocols, network standards, LANS, WANS, OSI model, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

**Prerequisite:** IST 220 with a "C" or better.

**IST 202: CISCO ROUTER CONFIGURATION—3 Credit Hours (3-0-3)**

This course is a study of LANS, WANS, DSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

**Prerequisite:** IST 201 with a "C" or better.

**IST 203: ADVANCED CISCO ROUTER CONFIGURATION—3 Credit Hours (3-0-3)**

This course is a study of configuring Cisco routers.

**Prerequisite:** IST 202 with a "C" or better.

**IST 204: CISCO TROUBLESHOOTING—3 Credit Hours (3-0-3)**

This course is a study of troubleshooting Cisco routers.

**Prerequisite:** IST 203 with a "C" or better.

**IST 220: DATA COMMUNICATIONS—3 Credit Hours (3-0-3)**

This course is a study of the fundamentals of Data Communications, Basic signaling, networking, and various transmission media are covered.

**Prerequisite:** CPT 114

**IST 226: INTERNET PROGRAMMING—3 Credit Hours (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 application.

**Prerequisite:** CPT 114

**IST 227: INTERNET OPERATIONS AND MANAGEMENT—3 Credit Hours (3-0-3)**

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

**Prerequisite:** CPT 114 with a "C" or better.

**IST 228: INTRANET OPERATIONS AND MANAGEMENT—3 Credit Hours (3-0-3)**

This course covers the duties and responsibilities of an Intranet WebMaster, selecting appropriate hardware, software and telecommunications technology, designing, implementing and maintaining an Intranet site. Describing issues relating to interconnection of Internet to an Intranet, and utilizing security mechanisms.

**Prerequisite:** IST 226 with a "C" or better.

**IST 237: INTERMEDIATE WEBSITE DESIGN—3 Credit Hours (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:** CPT 114 with a "C" or better.

**IST 238: ADVANCED TOOLS FOR WEBSITE DESIGN—3 Credit Hours (3-0-3)**

This course is a study of an advanced (4th Generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

**Prerequisite:** IST 237 with a "C" or better.

**IST 251: LAN NETWORKING TECHNOLOGY—3 Credit Hours (3-0-3)**

This course provides software-specific concepts of Local Area Network (LAN) communications, networking, and connectivity.

Prerequisite: **IST 220**

**IST 252: LAN SYSTEM MANAGER—3 Credit Hours (3-0-3)**

This course covers the fundamental skills needed to effectively manage a Local Area Network (LAN) from introductory to advanced.

**Prerequisite:** IST 251

**IST 253: LAN SERVICE AND SUPPORT—3 Credit Hours (3-0-3)**

This course focuses on installing, maintaining and troubleshooting Local Area Networks in a lab environment.

**Prerequisite:** IST 252

# MATH

**MAT 032: DEVELOPMENTAL MATH—3 Credit Hours (3-0-3) Non-Degree Credit.**

Developmental mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimal percents, and an introduction to measurement, algebraic, and geometric concepts. Word problem skills are emphasized. Non-Degree Credit.

COMPASS: Pre-Algebra 22-39.

**MAT 150: FUNDAMENTALS OF MATH—3 Credit Hours (3-0-3) Non-Degree Credit.**

This course includes the following topics: elementary number theory, basic algebra and geometry, English and SI measurements, ratio and proportion, statistics, and graph interpretation. Non-Degree Credit.

**Prerequisite:** Acceptable placement scores (COMPASS: Pre-Algebra 40-100 or MAT 032 with grade of "C" or better.

**MAT 101: BEGINNING ALGEBRA—3 Credit Hours (3-0-3) Non-Degree Credit.**

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

**Prerequisite:** Acceptable placement score (COMPASS: Algebra 28-36) or MAT 150 with grade of "C" or better.

**MAT 102: INTERMEDIATE ALGEBRA—3 Credit Hours (3-0-3) Non-Degree Credit.**

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.

**Prerequisite:** Acceptable placement score (COMPASS: Algebra 37-68) or MAT 101 with grade of "C" or better.

**MAT 104: MATHEMATICS FOUNDATIONS—3 Credit Hours (3-0-3)**

This course includes the study of numeration, measurement (US customary and SI), basic algebra, geometry, statistics, and trigonometry. Applications of science and technology are integrated in a problem-based learning environment, technology, communications, teamwork, and other workplace readiness skills are emphasized

**Prerequisite:** Acceptable placement score (COMPASS: Algebra 37-68) or MAT 101 with grade of "C" or better.

***MAT 110: COLLEGE ALGEBRA—3 Credit Hours (3-0-3)**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability.

**Prerequisite:** Acceptable placement score (COMPASS: Algebra 57-100 or College Algebra 0-56) or MAT 102 with grade of "C" or better.

***MAT 111: COLLEGE TRIGONOMETRY—3 Credit Hours (3-0-3)**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including Demoivre's theorem; vectors; conic sections; sequences; and series.

**Prerequisite:** Acceptable placement score or MAT 110 with grade of "C" or better.

***MAT 120: PROBABILITY AND STATISTICS—3 Credit Hours (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; type I and ii errors; linear regression; and correlation.

**Prerequisite:** Acceptable placement scores (COMPASS: Algebra 69-100 or College Algebra 0-56) or MAT 102 or 122 with grade of "C" or better.

***MAT 122: FINITE COLLEGE MATHEMATICS—3 Credit Hours (3-0-3)**

This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks.

**Prerequisite:** Acceptable placement scores (COMPASS: Algebra 69-100) or MAT 101 with grade of "C" or better.

***MAT 130: ELEMENTARY CALCULUS—3 Credit Hours (3-0-3)**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

Prerequisite: **Acceptable placement scores (COMPASS: C**ollege Algebra 57-100) or MAT 110 with grade of "C" or better.

***MAT 140: ANALYTICAL GEOMETRY AND CALCULUS I—4 Credit Hours (4-0-4)**

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

**Prerequisite:** MAT 110 with a grade of "C" or better.

***MAT 141: ANALYTICAL GEOMETRY AND CALCULUS II—4 Credit Hours (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:** MAT 140 with a grade of "C" or better.

**MAT 155: CONTEMPORARY MATHEMATICS—3 Credit Hours (3-0-3)**

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

**Prerequisite:** Acceptable placement score (COMPASS: Algebra 28-100) or MAT 150 with grade of "C" or better.

**MAT 168: GEOMETRY AND TRIGONOMETRY—3 Credit Hours (3-0-3)**

This course includes the following topics: points, lines, angles, and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors. This course is available as a telecourse or traditional class.

**Prerequisite:** MAT 155 with grade of "C" or better.

**MAT 211: MATH FOR ELEMENTARY EDUCATION—3 Credit Hours (3-0-3)**

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

**Prerequisite:** MAT 102 with grade of "C" or better or Placement scores (COMPASS: Algebra 69-100 or College Algebra 0-56).

**MAT 212: MATH FOR ELEMENTARY EDUCATION—3 Credit Hours (3-0-3)**

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

**Prerequisite:** MAT 102 with grade of "C" or better or Placement scores ( COMPASS: Algebra 69-100).

**MAT 215: GEOMETRY—3 Credit Hours (3-0-3)**

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line.

**Prerequisite:** MAT 102 with grade of "C" or better or Placement scores (COMPASS: Algebra 69-100).

***MAT 240: ANALYTICAL GEOMETRY AND CALCULUS III—4 Credit Hours (4-0-4)**

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and there applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

**Prerequisite:** MAT 141 with grade of "C" or better.

# MANAGEMENT

**MGT 101: PRINCIPLES OF MANAGEMENT—3 Credit Hours (3-0-3)**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 110: OFFICE MANAGEMENT—3 Credit Hours (3-0-3)**

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

**MGT 120: SMALL BUSINESS MANAGEMENT—3 Credit Hours (3-0-3)**

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

**MGT 150: FUNDAMENTALS OF SUPERVISION—3 Credit Hours (3-0-3)**

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

**MGT 201: HUMAN RESOURCE MANAGEMENT—3 Credit Hours (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.

**MGT 255: ORGANIZATIONAL BEHAVIOR—3 Credit Hours (3-0-3)**

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

# MARKETING

**MKT 101: MARKETING—3 Credit Hours (3-0-3)**

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

**MKT 110: RETAILING—3 Credit Hours (3-0-3)**

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

**MKT 120: SALES PRINCIPLES—3 Credit Hours (3-0-3)**

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

**MKT 240: ADVERTISING—3 Credit Hours (3-0-3)**

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

# MACHINE TOOL

**MTT 101: INTRODUCTION TO MACHINE TOOL—2 Credit Hours (1-3-2)**

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

**MTT 105: MACHINE TOOL MATH APPLICATIONS—3 Credit Hours (3-0-3)**

This course is a study of shop math relevant to the machine tool trade.

**MTT 112: MACHINE TOOL THEORY AND PRACTICE —5 Credit Hours (3-6-5)**

This course is a combination of the basic theory and operation of machine shop equipment.

**MTT 121: MACHINE TOOL THEORY I—3 Credit Hours (3-0-3)**

This course covers the principles involved in the production of precision metal parts.

**MTT 122: MACHINE TOOL PRACTICE I—4 Credit Hours (0-12-4)**

This course covers practical experiences using the principles in Machine Tool Theory I.

**Corequisite:** MTT 121.

**MTT 123: MACHINE TOOL THEORY II—3 Credit Hours (3-0-3)**

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each.

**Prerequisite:** MTT 121

**MTT 124: MACHINE TOOL PRACTICE II—4 Credit Hours (0-12-4)**

This course covers the practical application of the principles in Machine Tool Theory II.

**Corequisite:** MTT 123.

**MTT 126: MACHINE TOOL PRACTICE III—4 Credit Hours (1-9-4)**

This course covers the practical application of the principles in Machine Tool Theory III.

Prerequisite: **MTT 124.**

**MTT 141: METALS AND HEAT TREATMENT—3 Credit Hours (3-0-3)**

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

**MTT 147: TOOL AND CUTTER GRINDING—2 Credit Hours (2-0-2)**

This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

**MTT 211: DIE THEORY—3 Credit Hours (3-0-3)**

This course is a study of die components as they relate to the complete die.

**Prerequisite:** MTT 124, MTT 141 and MAT 168.

**MTT 231: TOOL AND DIEMAKING I—5 Credit Hours (2-9-5)**

This course covers the manufacture and use of a simple blanking or piercing die or tools.

**Prerequisite:** MTT 126 and MTT 211.

**MTT 232: TOOL AND DIEMAKING II—5 Credit Hours (2-9-5)**

This course covers the manufacture and use of a compound die or tools.

**Prerequisite:** MTT 231.

**MTT 233: TOOL AND DIEMAKING III—5 Credit Hours (2-9-5)**

This course covers the manufacture and use of a progressive die or tools.

**Prerequisite:** MTT 232.

**MTT 241: JIGS AND FIXTURES I—2 Credit Hours (0-6-2)**

This course includes the theory necessary to design working prints of simple jigs and fixtures.

**Prerequisite:** EGT 111 and MTT 124.

**MTT 242: JIGS AND FIXTURES II—2 Credit Hours (0-6-2)**

This course includes the theory necessary to design a complex jig or fixture for piece part production.

**Prerequisite:** MTT 241.

**MTT 251: CNC OPERATIONS—3 Credit Hours (2-3-3)**

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

**Prerequisite:** EGT 111, MAT 168 and MTT 124.

**MTT 252: CNC SETUP AND OPERATIONS—4 Credit Hours (3-3-4)**

This course covers CNC setup and operations.

**Prerequisite:** MTT 251.

**MTT 253: CNC PROGRAMMING AND OPERATION—3 Credit Hours (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:** MTT diploma or instructor permission.

**MTT 254: CNC PROGRAMMING I—3 Credit Hours (2-3-3)**

This course is a study of CNC programming, including machine language and computer-assisted programming.

**Prerequisite:** MTT 251 or MTT 253.

**MTT 255: CNC PROGRAMMING II—3 Credit Hours (2-3-3)**

This course includes CNC programming with simulated production conditions.

**Prerequisite:** MTT 254.

# MUSIC

***MUS 105: MUSIC APPRECIATION—3 Credit Hours (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.

# OFFICE SYSTEMS

**OST 100: INTRODUCTION TO KEYBOARDING—3 Credit Hours (3-0-3) Non-Degree Credit.**

This is an introductory course in keyboarding and basic formatting techniques.

**OST 105: KEYBOARDING—3 Credit Hours (3-2-3)**

This course focuses on the mastery of keyboarding and formatting principles.

**OST 106: KEYBOARDING LAB—1 Credit Hours (0-3-1)**

This lab focuses on improving keyboarding speed and accuracy. This course is designed to teach microcomputer keyboarding to the beginner, using computer assisted instruction, and covers the traditional keyboard as well as the ten-key numeric keyboard.

**OST 110: DOCUMENT FORMATTING—3 Credit Hours (3-2-3)**

This course emphasizes speed, accuracy, and development of document-formatting skills using keyboarding competencies.

**Prerequisite:** OST 100, 105, or demonstrated knowledge of keyboarding.

**OST 115: MEDICAL OFFICE TERMINOLOGY—3 Credit Hours (3-0-3)**

This course is a study of root derivations of terms and terminology for the medical office.

**OST 121: MACHINE TRANSCRIPTION—3 Credit Hours (3-0-3)**

This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents.

**Prerequisite:** OST 110 with grade of "C" or better.

**OST 122: MEDICAL MACHINE TRANSCRIPTION I—3 Credit Hours (3-0-3)**

This course provides experience in transcribing medical documents from dictation equipment.

**Prerequisite:** OST 115 and 165 or 167 with a "C" or better.

**OST 123 - Legal Machine Transcription—3 Credit Hours (3-0-3)**

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment.

**Prerequisites:** OST 110 & LEG 135

**OST 131: SHORTHAND I—3 Credit Hours (3-0-3)**

This is an introductory course to the basic principles of shorthand. Emphasis is placed on shorthand techniques, legibility, and mastery of the basic vocabulary. Dictation and transcription of familiar material are included. The form of shorthand in this course is Speedwriting, an alphabetic shorthand.

**Prerequisite:** OST 105 with grade of "C" or better.

**OST 132: SHORTHAND II—3 Credit Hours (3-0-3)**

This course emphasizes dictation and transcription of familiar and unfamiliar material. The form of shorthand in this course is Speedwriting, an alphabetic shorthand.

**Prerequisite:** OST 131 with grade of "C" or better.

**OST 134: OFFICE COMMUNICATIONS—3 Credit Hours (3-0-3)**

This course develops proficiency in proofreading and other specialized applications of communications in the office environment.

**Prerequisite:** ENG 155 or permission of instructor.

**OST 136: BUSINESS RECORDS—3 Credit Hours (3-0-3)**

This course covers the development and maintenance of a variety of business records.

**OST 141: OFFICE PROCEDURES I—3 Credit Hours (3-0-3)**

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

**Prerequisite:** OST 105 with grade of "C" or better.

**OST 142: OFFICE PROCEDURES II—3 Credit Hours (3-0-3)**

This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment.

**Prerequisite:** OST 141 with grade of "C" or better.

**OST 164: MEDICAL INFORMATION PROCESSING—3 Credit Hours (3-0-3)**

This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.

**Prerequisite:** OST 105 and 165 or 167 with a "C" or better.

**OST 165: INFORMATION PROCESSING SOFTWARE—3 Credit Hours (3-0-3)**

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

**Prerequisite:** OST 100 or OST 105 with grade of "C" or better.

**OST 167: INFORMATION PROCESSING APPLICATIONS—3 Credit Hours (3-0-3)**

This course emphasizes applications and features of information processing software.

**Prerequisite:** OST 100 or 105 and OST 165 with grade of "C" or better.

**OST 196 - OFFICE CONFIDENTIALITY AND SECURITY—3 Credit Hours (3-0-3)**

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPPA, and other rules as they apply to specific types of offices; office security issues and basic response to crisis are also reviewed.

**OST 210: DOCUMENT PRODUCTION—3 Credit Hours (3-2-3)**

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production, using appropriate software applications.

**Prerequisite:** OST 110 and OST 267

**OST 211: ADVANCED DOCUMENT PRODUCTION—3 Credit Hours (3-2-3)**

This course covers the production of specialized documents found in business offices. Emphasis is placed on productivity and excellence in document production.

**Prerequisite:** OST 210 with grade of "C" or better.

**OST 213: LEGAL DOCUMENT PRODUCTION-3 Credit hours (3-2-3)**

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

**Prerequisite:** OST 110 and OST 267 with a "C" or better.

**OST 221: ADVANCED MACHINE TRANSCRIPTION—3 Credit Hours (3-0-3)**

This course emphasizes accuracy and speed development in transcribing business applications from dictation equipment.

**Prerequisite:** OST 121 with grade of "C" or better.

**OST 252: MEDICAL SYSTEMS AND PROCEDURES—3 Credit Hours (3-0-3)**

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

**Prerequisite:** OST 105, 115 and 165/167 with a "C" or better.

**OST 253 - LEGAL SYSTEMS AND PROCEDURES—3 Credit Hours (3-0-3)**

This course emphasizes development of proficiency in integrating knowledge and skills performed in legal offices.

**Prerequisites:** OST 196 & OST 213 with a "C" or better.

**OST 267: INTEGRATED INFORMATION PROCESSING—3 Credit Hours (3-0-3)**

This course covers the application of integrated computer software.

**Prerequisite:** OST 100 or 105 with a "C" or better.

**LEG 135 - INTRODUCTION TO LAW AND ETHICS—3 Credit Hours (3-0-3)**

This course is a general introduction to law, including courts, legal terminology, procedures, systems, and society; emphasis is on ethics and the role of the paralegal in the legal system.

**Prerequisites:** BUS 121

# PHILOSOPHY

***PHI 101: INTRODUCTION TO PHILOSOPHY—3 Credit Hours (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.

# PHYSICAL SCIENCE

**PHS 101: PHYSICAL SCIENCE I—4 Credit Hours (3-3-4)**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

**Prerequisite:** MAT 101.

**PHS 102: PHYSICAL SCIENCE II—4 Credit Hours (3-3-4)**

This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

**Prerequisite:** PHS 101, Corequisite: MAT 102.

**PHS 111: CONCEPTUAL PHYSICS I—3 Credit Hours (3-0-3)**

This course is an introduction to the mechanical concepts of distance, time, mass, force, energy, and power.

**Prerequisite:** MAT 155 with grade of "C" or better.

# POLITICAL SCIENCE/ GOVERNMENT

***PSC 201: AMERICAN GOVERNMENT—3 Credit Hours (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.

***PSC 215: STATE AND LOCAL GOVERNMENT—3 Credit Hours (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.

# PRACTICAL NURSING

**PNR 110: FUNDAMENTALS OF NURSING—5 Credit Hours (4-3-5)**

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psycho social needs of the individual, legal and ethical roles of the practical nurse are emphasized. Must be admitted to Practical Nursing Program.

**PNR 122: PHARMACOLOGY—3 Credit Hours (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.

**Prerequisite:** PNR 123 with a grade of "C" or better.

**PNR 123: MEDICAL SURGICAL NURSING I—4 Credit Hours (2-6-4)**

This course is a beginning study utilizing the nursing process. Concepts include physiological, psycho social, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

**Prerequisite:** PNR 110 with a grade of "C" or better.

**PNR 130: MEDICAL SURGICAL NURSING II—5 Credit Hours (3-6-5)**

This course is a continuation of the study of the nursing process.

**Prerequisite:** PNR 120 with a grade of "C" or better.

**PNR 140: MEDICAL SURGICAL NURSING III—5 Credit Hours (3-6-5)**

This course is a continuation of the study of the nursing process.

**Prerequisite:** PNR 130 with a grade of "C" or better.

**PNR 154: MATERNAL/INFANT/CHILD—5 Credit Hours (3-6-5)**

This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the child-bearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses.

**Prerequisite:** PNR 130 and 122 with a grade of "C" or better.

**PNR 170: NURSING OF OLDER ADULTS—2 Credit Hours (2-0-2)**

This course is a study utilizing the nursing process. Concepts include physiological, psycho social, nutritional and health and safety needs of the older patient.

**Prerequisite:** PNR 130 and 122 with a grade of "C" or better.

**PNR 175: PRACTICAL NURSING SKILLS—4 Credit Hours (3-3-4)**

This course provides refinement of skills used in the nursing process. Organizational skills, legal and ethical aspects of practical nursing, and career opportunities are emphasized.

**Prerequisite:** PNR 123 with a grade of "C" or better.

# PSYCHOLOGY

**PSY 103: HUMAN RELATIONS—3 Credit Hours (3-0-3)**

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life; includes human relations in organizations and skills for the workplace.

***PSY 201: GENERAL PSYCHOLOGY—3 Credit Hours (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. This is available as a telecourse or traditional class.

***PSY 203: HUMAN GROWTH AND DEVELOPMENT—3 Credit Hours (3-0-3)**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

***PSY 212: ABNORMAL PSYCHOLOGY—3 Credit Hours (3-0-3)**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

# READING

**RDG 032: DEVELOPMENTAL READING (3-0-3) Non-Degree Credit.**

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. Non-Degree Credit.

**Prerequisite:** COMPASS: 43-65

**RDG 100: CRITICAL READING (3-0-3) Non-Degree Credit.**

This course covers the application of basic reading skills to improve critical comprehension higher order thinking skills. Non-Degree Credit.

**Prerequisite:** COMPASS: 66-80 or RDG 031 with a grade of "C" or better.

NOTE: COMPASS score of 81 or higher, no reading course required.

# SOCIOLOGY

***SOC 101: INTRODUCTION TO SOCIOLOGY—3 Credit Hours (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.

***SOC 102: MARRIAGE AND THE FAMILY—3 Credit Hours (3-0-3)**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

***SOC 205: SOCIAL PROBLEMS—3 Credit Hours (3-0-3)**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

**SOC 101 recommended as prerequisite.**

***SOC 206: SOCIAL PSYCHOLOGY—3 Credit Hours (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).

# SPEECH

**SPC 105: Effective Speaking—3 Credit Hours (3-0-3)**

This course is a study of oral communication in professional and social environments.

**Prerequisite:** Eng 155 with grade of C or better.

***SPC 205: PUBLIC SPEAKING—3 Credit Hours (3-0-3)**

This course is an introduction to principles of public speaking with application of speaking skills. For Transfer.

**Prerequisite:** ENG 101 with grade of "C" or better; Corequisite: ENG 102.

# THEATRE

***THE 101: INTRODUCTION TO THEATRE—3 Credit Hours (3-0-3)**

This course includes the appreciation and analysis of theatrical literature, history, and production.

# WELDING

**WLD 102: INTRODUCTION TO WELDING—2 Credit Hours (1-3-2)**

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

**WLD 103: PRINT READING I—1 Credit Hour (0-3-1)**

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols

and assembly drawings as used in fabrication work are also covered.

**WLD 104: GAS WELDING AND CUTTING—2 Credit Hours (1-3-2)**

This course covers gas welding, brazing, soldering, and cutting of metals.

**WLD 106: GAS AND ARC WELDING—4 Credit Hours (2-6-4)**

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.

**WLD 111: ARC WELDING I—4 Credit Hours (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.

**WLD 113: ARC WELDING II—4 Credit Hours (2-6-4)**

This course is a study of arc welding of ferrous and/or non-ferrous metals.

**Prerequisite:** WLD 111 or permission of instructor.

**WLD 115: ARC WELDING III—4 Credit Hours (2-6-4)**

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

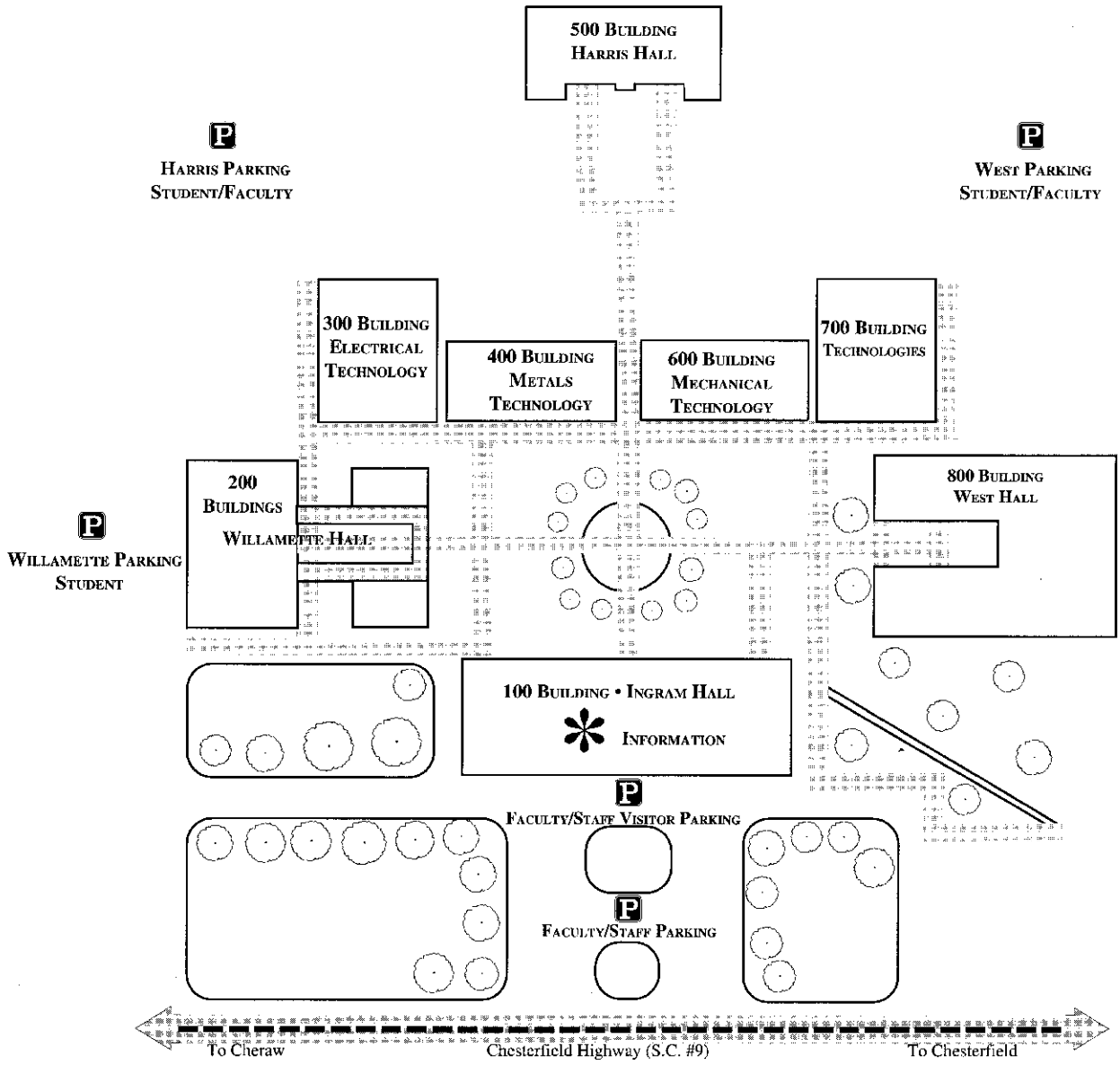
**Prerequisite:** WLD 113 or permission of instructor.

**WLD 132: INERT GAS WELDING FERROUS—4 Credit Hours (2-6-4)**

This course covers set-up and adjustment of equipment and fundamental techniques for welding ferrous metals.

**WLD 134: INERT GAS WELDING NON-FERROUS—3 Credit Hours (1-6-3)**

This course covers fundamental techniques for welding non-ferrous metals.




## A Guide to the Campus

Welcome to Northeastern Technical College! Below you will find a guide to the different buildings and the offices, labs and classrooms that they house. If you need assistance, please inquire at the information window in Ingram Hall.

**100 Building - Ingram Hall**
Administrative Offices, Business Office, Office of Instruction, Student Services, Financial Aid, Career Center, Special Schools, Student Support Services, Institutional Advancement, and the Information Window (✱).

**200 Building - Willamette Hall**
Continuing Education, Auditorium, Book Nook, Student Lounge/ Canteen.

**300 Building - Electrical Technology**
Electricity and Electronics.

**400 Building - Metals Technology**
Machine Tool and Welding.

**500 Building - Harris Hall**
Library, Classrooms, Faculty Offices

**600 Building - Machanical Technology**
Special Training.

**700 Building - Technologies**
Engineering Graphics, Industrial Maintenance, Office Systems Technology.

**800 Building - West Hall**
Business, General Studies, Library, Science Labs, Student Success Center and the Distance Learning Classroom.

# NOTES

# NOTES

Student ID#: _____
Contacts: _____

# NETC

## APPLICATION FOR ADMISSION
## NORTHEASTERN TECHNICAL COLLEGE

Keyed by: _____
Date: _____
Advisor: _____

**PERSONAL INFORMATION**

***Please Print***

___ ___
Social Security Number

Last Name | First Name | MI | Maiden
*Please print your name as it appears on your Social Security card.*

Mailing Address | City | State | Zip Code

Home Telephone: _____ Work Telephone: _____ E-mail: _____

Birthdate (MM/DD/YY) _____/_____/_____

**Residence Status** (The Admissions Office reserves the right to verify when necessary.)
Are you a legal resident of South Carolina? ❑YES ❑NO In what South Carolina County do you reside? _____
Length of time in South Carolina? _____/_____
Yrs./Mos.

**Check One:**
Sex: M ❑ Male
F ❑ Female

Race: 1 ❑ Non-resident Alien 3 ❑ American Indian/Alas 5 ❑ Hispanic 7 ❑ Unknown
2 ❑ Black/African American 4 ❑ Asian or Pacific Isl 6 ❑ White/Non-Hispanic
This information is used for reporting and statistical purposes only and has no effect on admission to NETC.

**EDUCATIONAL INFORMATION**

**Educational Experience:** ❑ Received GED _____ (Mo/Yr Received) ❑ Not a High School Graduate/No GED

***** Have a transcript sent to the admissions office from all high schools and colleges which you have attended.*****

| High School/College Name | City/State | Dates Attended | Grad. Date | Degree Recv'd |
|---|---|---|---|---|
| High School: | | | | xxxxxxxxxxxxx |
| College: | | | | |
| College: | | | | |
| College: | | | | |

Have you attended NETC before: Yes ❑ Dates: _____ to _____ in _____
No ❑ Month/Year Month/Year Program/Curriculum

Term you wish to enter: _____ (Fall Semester (August), Spring Semester (January), Summer Session (May)/Year)

Program you wish to enter: _____ (See list of programs on back of application)

Most important reason for attending (Check one)
1 ❑ Learn skills to get a new job
2 ❑ Learn skills to advance in job
3 ❑ Transfer to a four-year college
4 ❑ Improve basic skills (English, Reading, Math, Computer)
5 ❑ Take courses for personal interest

Plan to Earn certificate/diploma/degree at NETC? (Check one)
1 ❑ Yes, 2-year degree
2 ❑ Yes, certificate or diploma
3 ❑ Undecided
4 ❑ No, classes only

(Check one) Are you currently employed 1 ❑ Yes If so, where? _____ 1 ❑ Full-time
2 ❑ No 2 ❑ Part-time

*I certify that all information on this application is true and complete to the best of my knowledge. I realize that any falsification of information or willful omission of requested information may be sufficient cause for the college to cancel my enrollment. I also hereby grant permission for the use of my picture, name, and address to be used in college publications, news releases, and related materials, as appropriate.*

A photocopy of this authorization shall be as valid as the original.

Signature_____ Date_____

**RETURN (WITH A $12.50 APPLICATION FEE IF A NEW STUDENT) TO:**
OFFICE OF ADMISSIONS
Northeastern Technical College
P.O. Drawer 1007
Cheraw, SC 29520

Northeastern Technical College does not discriminate in admissions or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For inquiries on nondiscrimination policies, contact: Director of Human Resources, P.O. Box 1007, Cheraw, SC 29520, or call (843) 921-6900.

# Programs of Study

## Degrees

Associate in Arts (AA)
Associate in Arts-Elementary Education (AA.EE)
Associate in Arts-Social Work (AA.SW)
Associate in Science (AS)
Computer Technology (ACT.CPT)
Business/Management (AB)
Business/Management - Accounting (AB.ACC)
Business/Management - Fire Science (AB.FSC)
General Technology - Early Childhood Development - Business (AOT.GEN.ECOB)
General Technology - Early Childhood Development - Transfer (AOT.GEN.ECOT)
General Technology - Electro-Mechanical (AOT.GEN.EOM)
General Technology - Electronics (AOT.GEN.EEM)
General Technology - Engineering Graphics (AOT.GEN.EGT)
General Technology - Industrial Maintenance (AOT.GEN.IMT)
General Technology - Welding (AOT.GEN.WLD)
Industrial Electronics Technology(AIT.EEM)
Machine Tool Technology (AIT.MTT)
Office Systems Technology (AB.OST)

## Diplomas

Automated Office (DB.ATO)
Industrial Electricity (DIT.EEM)
Machine Tool (DIT.MTT)

## Certificates

Accounting Clerk (CB.ACC)
Accounting/Microcomputer Application (CB.MCA)
Allied Health Careers (CHS.HCR)
Cisco Internetworking (CCT.CIN)
*Computer Assisted Drafting (CET.CAD)
*Computer Numeric Controls (CIT.CNC)
Criminal Justice (CPS.CRJ)
Data Processing Clerk (CCT.DPC)
Drafting (CIT.MCD)
Early Childhood Development (CPS.ECD)
Electronics Industrial Application (CIT.EIA)
Industrial Plant Mechanics (CIT.IPM)
Machine Operator (CIT.MOP)
Legal Office Assistant (CB.LOA)
Management and Supervision (CB.MGT)
Medical Office Assistant (CB.MOA)
*Motor Controls (CIT.MCT)
Nurse Preparation (CHS.NUR)
Practical Nursing Preparation (CHS.PNP)
*Residential Wiring (CIT.RWR)
Web Mastery (CCT.WBM)
Web Page Development (CCT.WPD)
Welding Practices (CIT.WLD)
Word Processing (CB.WPR)

## Also Available:

*Career Development (ND.CDV) when you just take a few courses *(Financial Assistance not available.)*

* Federal Student Aid is not available for these programs.

# DIRECTORY

| **ABOUT** | **YOUR CONTACT** |
|---|---|
| Absences | Office of Student Services/Instructors |
| Academic and Personal Problems | Advisor/Office of Student Services |
| Address Change | Records Office |
| Admission | Office of Student Services |
| Automobile Registration | Switchboard |
| Books | Bookstore |
| Career Information | Career Center and Placement Coordinator |
| Change of Programs | Advisor/Admissions Office |
| Dropping/Adding a Class | Instructors/Records Office |
| Employment on Campus | Financial Aid Officer |
| Employment off Campus | Career Center and Placement Coordinator |
| Exemption Tests | Counselors/Instructors |
| Fees and Expenses | Financial Aid Officer/Business Officer |
| Graduation | Records Office |
| Health Services (Emergency) | Office of Student Services |
| Identification Badges | Records Office |
| Interest Inventories | Career Center and Placement Coordinator |
| Lost and Found | Switchboard |
| Paying Parking Tickets | Business Office |
| Placement (After Graduation) | Career Center and Placement Coordinator |
| Posting Signs and Notices | Office of Student Services |
| Registration | Office of Student Services |
| Selling or Solicitation on Campus | Business Office |
| Student Activities | Student Government Association |
| Student Announcements | Bulletin Boards/Information |
| Transcripts | Records Office |
| Transfer of Credits | Advisor/Office of Student Services |
| Withdrawing from College | Advisor/ Records Office |
| Anything Else | Office of Student Services |

**Main Campus – Cheraw**
1201 Chesterfield Highway
P.O. Drawer 1007
Cheraw, South Carolina 29520
843-921-6900/1-800-921-7399

**Bennettsville Community Campus**
131 South Marlboro Street
Bennettsville, South Carolina 29512
843-479-4284

**Dillon Community Campus**
2204 Highway 301 South
P.O. Box 1579
Dillon, South Carolina 29536
843-841-2014

**Pageland Community Campus**
815 South Pearl Street
P.O. Box 489
Pageland, South Carolina 29728
843-672-3700

***WWW.NETC.EDU***