

## **CORRESPONDENCE DIRECTORY**

If, after reading this catalog, you have further questions or wish to make specific inquiries about the programs or admission to York Technical College, please look below to find the appropriate office to contact.

York Technical College  
452 South Anderson Road  
Rock Hill, South Carolina 29730

## **ADMISSIONS**

If you need information on admissions for day, evening, or weekend classes, or if you wish to make an appointment for an interview or counseling, please contact:

Office of Admissions  
(803) 327-8008 within the local dialing area  
(800) 922-TECH (toll-free) inside South Carolina

## **STUDENT FINANCIAL AID**

If you need information on scholarships, work-study, grants, or other student financial aid, please contact:

Student Financial Aid Office  
(803) 327-8005

## **CONTINUING EDUCATION**

If you need information about continuing education and course offerings, please contact:

Continuing Education  
(803) 325-2888

<b>Campus Security</b>	(803) 327-8013
<b>Veterans' Affairs</b>	(803) 327-8005
<b>Tutoring</b>	(803) 981-7121
<b>Student Records</b>	(803) 327-8002
<b>Transcript Evaluation</b>	(803) 327-8003

**Visit our Web site at:**

*<http://www.yorktech.com>*

**STUDENT HANDBOOK  
and  
CATALOG**

**2002-2003**

It is the policy of York Technical College not to discriminate on the basis of sex, race, age, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. Title IX and Section 504 Compliance Officer is Dr. Dennis Gribenas, V.P. for Business Affairs, York Technical College, 452 South Anderson Road, Rock Hill, SC 29730.

**YORK TECHNICAL COLLEGE** 

# **YORK TECHNICAL COLLEGE**

452 SOUTH ANDERSON ROAD, ROCK HILL, SC 29730

## **CATALOG INFORMATION**

York Technical College issues this catalog for the purpose of furnishing all interested persons with information about the College and its various programs. Announcements and policy statements in this catalog are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Efforts will be made to keep changes to a minimum, but changes in policy by the Area Commission of York Technical College or by the State Board for Technical and Comprehensive Education may make some changes necessary.

**YORK TECHNICAL COLLEGE**

DR. DENNIS F. MERRELL  
President

**YORK COUNTY COMMISSION FOR TECHNICAL EDUCATION**

Mr. Bruce A. Vaughan, Chairman  
Mrs. Carolyn B. Carpenter, Vice Chairman  
Mr. Edwin L. Barnes  
Mrs. Rachel C. Law  
Mr. James H. Owen, Jr.  
Mr. Charles Z. Robinson  
Mr. Jeffrey C. Sigmon  
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Mr. Ladson A. Barnes  
Mr. Robert Boekhout, President  
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Mrs. Eleanor Pettus  
Mr. Charles Z. Robinson  
Mr. Kenny Sawyer  
Mr. Theodore J. Solomon  
Mr. Al Steele  
Mr. Anthony J. Ventura  
Mrs. Kathy Wilson

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\*Tentative\*  
**ACADEMIC CALENDAR**  
2002-2003

**FALL SEMESTER**

August 19	Fall Semester Classes Begin
August 19-23	Add/ Drop Period
August 23-24	Weekend College Classes Begin
September 2	Labor Day—College Closed
October 14	Mid Term
November 5	Election Day - College Closed
November 27	No Credit Classes
November 28-29	Thanksgiving Holidays—College Closed
December 6-7	Last Weekend of Fall Semester Classes
December 13	Last Day of Fall Semester Classes
December 19-January 1	Winter Break

**SPRING SEMESTER**

January 6	Spring Semester Classes Begin
January 6-10	Add/ Drop Period
January 10-11	Weekend College Classes Begin
January 20	MLK Holiday - College Closed
February 21	SCTEA Annual Meeting—No Credit Classes
March 5	Mid Term
April 14-18	Spring Break—No Credit Classes
May 2-3	Last Weekend of Spring Semester Classes
May 7	Last Day of Spring Semester Classes
May 8	Graduation

**SUMMER SESSION**

May 19	Summer Session Classes Begin
May 19-21	Add/ Drop Period
June 20	Mid Term
June 30-July 4	Summer Break—No Credit Classes
July 4	Independence Day Holiday—College Closed
August 1	Last Day of Summer Session Classes

\*The Calendar may change due to extenuating circumstances. A schedule of courses offered is published prior to each term. Please refer to the most current schedule.



# **THE COLLEGE**

### HISTORY OF THE COLLEGE

York Technical College opened in 1964 as a Technical Education Center and began with 60 students enrolled in seven programs all housed in one building. The College has grown in the past three decades from the initial enrollment to over 3,600 credit students in more than 50 credit programs. The College campus has also grown from one building to thirteen. In 1974, York County Technical Education Center became York Technical College.

In addition to offering academic programs, the College provides continuing education for approximately 13,000 area residents and more than 250 businesses. This translates to about 325,000 contact hours of continuing education.

### MISSION STATEMENT

York Technical College, a member of the South Carolina Technical and Comprehensive Education System, is a public, two-year, associate degree-granting institution. York Technical College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State and to respond to the technical education and public service needs of the community through excellence in teaching. The College has an open admissions policy and annually enrolls 4,500 to 5,000 credit students. York Technical College provides opportunities for individuals with diverse backgrounds and ability levels to acquire or upgrade the knowledge and skills necessary in engineering technology, industrial technology, business, health, or public service employment or for transfer to senior colleges and universities. In addition to teaching technical skills, the College seeks to provide graduates competency in written and oral communication, information technology, mathematics, problem-solving, and interpersonal skills.

The College offers:

- Associate degrees in the following areas:
  - vocational
  - technical
  - occupational
  - university transfer
- Diplomas and certificates in the following areas:
  - vocational
  - technical
  - occupational
- Developmental and remedial education
- Custom-designed continuing education for business and industry
- Special Schools to train potential employees for new and expanding manufacturing companies
- Student development and lifelong learning opportunities.

York Technical College pursues its mission based on these fundamental values:

**LEARNING:** The College is committed to addressing the diverse learning needs of the community in a student-centered environment.

## **THE COLLEGE**

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**EXCELLENCE:** The College is dedicated to excellence in instruction, support services, and management of human and physical resources.

**ACCESSIBILITY:** The College is an open door institution of higher education for qualified students.

**COMMUNICATION:** The College recognizes and supports the importance of teamwork and communication both internally and externally.

**COMMUNITY:** The College believes in working with other educational systems, business, and industry to enhance economic growth and the quality of life for the people of the College's service area in the most cost effective manner feasible.

Approved by the York Technical College Commission, Aug. 8, 2000  
Approved by South Carolina Commission on Higher Education, Jan. 9, 2001

### **CAMPUS AND BUILDINGS**

York Technical College is located in Rock Hill, South Carolina. The modern campus with 13 buildings on 112 acres is 70 miles northwest of Columbia, South Carolina, and 14 miles south of Charlotte, North Carolina.

Campus facilities include the Administration Building, four modern classroom buildings, the Anne Springs Close Library, Student Services Building, two annexes, the Maintenance Building, Child Development Center, the Student Center which houses the student Bookstore and Canteen, and the Baxter M. Hood Continuing Education Center.

### **RESEARCH AND APPLICATION TRAINING FACILITIES**

#### **The Anne Springs Close Library**

The Anne Springs Close Library is conveniently located behind A Building and is open during day and evening hours. A "Tour of the Library," available on the library's web site, familiarizes new patrons with the library facility, resources, and services. The library's computer lab has fifteen computers available for information retrieval and library research. Books, videocassettes, electronic databases, newspapers, reference materials, a photocopier, microfiche reader/printers, and TV/VCRs may be used by students, faculty, staff, and the local business community. Class instruction on how to access library databases and other information resources is available upon request. Individual assistance is offered at all times by qualified librarians and library technical assistants.

#### **The Education Technology Center**

The Education Technology Center is located in L-105 and promotes technology in learning. The Education Technology Manager, the Instructional Specialist, and the Technology Specialist are available to provide technical services for on-line and other computer-based learning applications; to assist with audio/visual materials needed for instruction, student support services, and administrative projects; to assist with research and development of courses in alternate formats; and to provide related professional development opportunities to faculty and staff.

#### **The Child Development Center**

The Child Development Center of York Technical College is a training facility for students in Early Childhood Development accredited through the National Association for the Education of Young Children. It is a non-profit, non-sectarian, interracial and non-political institution. Its purpose is three-fold:

- 1) To provide training for students in the area of child development.
- 2) To provide quality learning experiences for the children.
- 3) To provide quality child-care services to York Technical College students, faculty and staff and to the community.

The Center is open 49 weeks a year, from 7:30 a.m. to 5:30 p.m. Children ages 6 weeks through 5 years are enrolled on a first-come, first-served basis by date of application. Qualified students at York Technical College may apply with the Adults in Transition Program for assistance with child care expenses. Any other individuals in need of financial assistance may apply with the ABC Block Grant Program.

### **Computer Center Facilities**

In support of instructional and administrative computing, the computer center facilities include microcomputers linked to a VAX Cluster via an Ethernet Local Area Network. The microcomputer hardware and software reflect the latest in information systems processing and offer students and faculty state-of-the-art capabilities for office automation, Internet access, computer-aided design, computerized accounting, and computer program development.

### **Distance Learning Facilities**

Two interactive distance learning classrooms are located in C Building for two-way audio/video transmission. These state-of-the-art facilities are available for credit and non-credit classes and other college-related functions.

### **Office Technology**

These labs, which are located in A Building, represent the latest in office technology. Students use a variety of equipment and software as they learn how to apply this technology to office automation applications.

### **Health and Human Services**

The Health and Human Services Division has state-of-the-art laboratories in dental hygiene, dental assisting, medical lab, nursing, radiology, and surgical technology located on the first floor of A Building. These labs so nearly duplicate actual clinical settings that the surgical technology lab can be used as an operating room in case of a civil emergency, and the dental clinic is used to deliver basic dental services to patients. Computer-assisted instruction is available to students in the Health and Human Services Division through the computer lab facilities located on the second floor of A Building.

### **Learning Assistance Center**

The Learning Assistance Center offers courses in English, English as a Second Language, reading, mathematics and basic computer skills. Support Services include a 15-station computer lab with remedial programs, including Skills Bank 4 and ELLIS.

### **Science**

Laboratories located in A and C Buildings support classes in general biology, microbiology, anatomy and physiology, chemistry, physics, and physical science. From the study of steam power to lasers and from the growth of cultured bacteria to the study of the biosphere, students and faculty explore and learn together.

### **Electronics**

The laboratories in B Building have work stations with analog and digital oscilloscopes, waveform generators, power supplies, networked computers, and printers. These computers have software installed for analog, digital, and

## **THE COLLEGE**

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computer programming simulation and they can be interfaced with various microprocessors for testing student programs. One lab is completely devoted to networking/telecommunications. These facilities provide for a broad range of laboratory experiences for students.

### **Engineering Graphics**

Engineering graphics and computer-assisted design (CAD) labs are located in C Building. The labs use state-of-the-art equipment to teach students the latest in engineering graphics applications for business and industry. Classroom instruction and laboratory experiences are combined to help students understand necessary theoretical and practical applications.

### **Heating and Air Conditioning**

Shops, located on the first floor of D Building, support troubleshooting and repair of residential and commercial heating and cooling systems as well as residential and commercial refrigeration systems. A computerized environmental control system supports experimentation and training in the programming, operation, and repair of fully automatic systems.

### **Industrial Maintenance**

Labs and shops located in B, F, and G Buildings support the Industrial Maintenance Department in areas such as motor controls, programmable logic controls, automated manufacturing equipment, hydraulics and pneumatic, boilers, robotics, and welding. These facilities provide “hands-on” real-world experiences for students and reinforce the material presented in the lectures.

### **Institute for Manufacturing Productivity (IMP)**

The Institute for Manufacturing Productivity, a partnership between the College and industry, located in the C Building expansion sets a new standard for productivity, innovation, and training. This 30,000 square foot facility contains the latest generation of computer numerically controlled machine tools, simulators, and advanced CAM software.

### **Machine Tool**

The Machine Tool facility, located in C Building, provides students with real-world experience in machining operations ranging from manual lathe and mill operation to computer numeric control programming and operation. These clean, well-maintained facilities offer an invitation to those students interested in skills which combine mental tasks with manual dexterity to produce quality metal and composite products.

### **Teleproduction**

A complete production facility, with sound editing rooms and a fully equipped studio, is located in C Building. This facility provides a complete learning environment for students, as well as tremendous media development capabilities for the College.

### **Transportation**

The Automotive Lab, located in D Building, is equipped with computerized diagnostic tune-up and alignment equipment. Students learn troubleshooting and repair, using over 60 real- engine, transmission, and whole-vehicle training aids.

### **Welding**

The Welding Shop, located on the first floor of D Building, is well equipped with gas, electric arc, MIG, and TIG facilities. Students work with both ferrous and non-ferrous metals building container, structural, and piping systems. The Fabrication Shop is located in F Building.

### **The Baxter M. Hood Continuing Education Center**

The Baxter M. Hood Continuing Education Center is a state-of-the-art facility, conveniently located on the campus of York Technical College. This full-service, 40,000-square-foot facility, offers an ideal setting for a wide variety of activities, from small workshops or training sessions to full-scale meetings, conferences or trade shows. The Hood Center's design places a premium on flexibility, efficiency, and convenience, plus state-of-the-art technology to meet all presentation needs. The Center offers two-way teleconferencing, a media presentation theatre, and television production. The interfacing of the Center's fiber optics with current satellite technology provides new communication and training opportunities. The large Telecommunications Theater can seat up to 200 people, and an adjacent exhibition hall offers 2,500 square feet of additional space for special displays and demonstrations. The Center's main banquet area will seat 650 for meal functions or approximately 900 for large lectures. There are also six dedicated breakout rooms of various sizes and configurations to allow for smaller gatherings or meetings.

### **CHESTER CENTER**

York Technical College's Chester Center is located in Chester, South Carolina, and focuses on providing high quality higher education opportunities to the citizens of Chester County. The office serves as an extension of the College located within the community and responds to the County's educational and training needs. College admission, counseling, and placement may be completed at the Chester site, and some classes are delivered via the interactive classroom at Chester Telephone Company.

### **KERSHAW-HEATH SPRINGS CENTER**

The Kershaw-Heath Springs Center of York Technical College, located in Kershaw, SC, brings high quality higher education opportunities closer to the residents of Lancaster County. The Center seeks to contribute to the economic growth and development of Lancaster County by responding to the County's educational and training needs. The Kershaw-Heath Springs Center has a state-of-the-art computer lab and a "Smart" classroom with wireless laptop computer capability. Students may take credit and non-credit courses in a traditional classroom setting, via the Internet, or by CAI (computer assisted instruction). College admission, counseling, placement testing, and registration may be provided at the Center.

# **ADMISSIONS**

## **ADMISSIONS**

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### **ACCREDITATION**

York Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Certificates. Additional accreditation is associated with some specific programs and is described in the program information section of this catalog. York Technical College has established and maintains agreements with area vocational schools and area senior colleges to aid the transfer of student work both to and from the College. Accreditation documents are located in the Office of the President.

### **NON-DISCRIMINATION POLICY**

It is the policy of York Technical College not to discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. The Title IX and Section 504 Compliance Officer is Dr. Dennis Gribenas, Vice President for Business Affairs, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: (803) 327-8000.

### **OPEN ADMISSIONS**

York Technical College makes a major effort to minimize barriers to post-secondary programs and services offered by the College. A high school diploma (or GED diploma), though desirable, is not a prerequisite for college admission but may be required for specific program admission. Through its partnership with York Technical College, York County Adult Education now provides General Education Development (GED) instruction on campus using classroom facilities provided by the College. For more information call 981-1375.

### **RESIDENCY INFORMATION**

In accordance with South Carolina Code of Laws 59-112-20, York Technical College is required to determine the residence classification of applicants at the time of admission. For the purpose of tuition and fees, residency status may be determined by any applicant or student information received by the College. To qualify for in-state tuition, a legal resident must have maintained his domicile in South Carolina for at least 12 months immediately preceding the first day of classes for the term for which resident classification is sought. In addition to the requirements above, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate.

Students who do not meet this requirement should contact the Admissions Office for more information about documentation required for exceptions (i.e., military personnel and their dependents, full-time faculty and administrative employees of SC state-supported colleges/universities and their dependents, individuals with full-time employment in S.C. and their dependents, retired persons and persons on terminal leave, etc.)

The information the student declares will be used for calculation of tuition each semester until the student initiates and documents the change in residency status. Students paying in-state tuition and fees who are later determined to be non-South Carolina residents will be required to pay the difference between resident and non-resident tuition and fees retroactive to the beginning of the semester in question.

### **GENERAL ADMISSION REQUIREMENTS**

Students who enter the College must possess a high school diploma or its equivalent or be eighteen years of age or older. Non-high school graduates under the age of eighteen may attend York Technical College under the following special conditions:



## **ADMISSIONS**

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A. Applicants currently enrolled in the eleventh or twelfth grade of a secondary school may enroll in selected courses at York Technical College. This enrollment is based on the following conditions:

1. Students continue their enrollment in secondary school.
2. Students submit written permission of one parent and secondary school official.

B. Applicants between the ages of sixteen and eighteen may receive individual consideration for enrollment on the written request of one parent or guardian and the written permission of the public school official in whose school the applicant is or should be enrolled. In the case of an applicant from a home school, the agreement must be between the College and a district administrator from the school district or an authorized educational agency which has jurisdiction over the home school.

Students under 18 years of age seeking enrollment to the College must be eligible to return to the last high school attended before they can be considered for admission.

C. Applicants who are sixteen years of age or older or who are eligible to enter the tenth grade in a secondary school may enroll in courses at York Technical College for the summer term without written permission of parent or public school official.

D. Students less than sixteen years of age may enroll in non-credit, continuing education courses with their parent or guardian. The students must be of an age when the course will be of educational or vocational value. The College administration reserves the right to make this determination.

Each academic department has determined minimum test scores on reading, math and English for placement into the general education courses needed for each program. The Admissions Office uses these scores as guidelines in the student acceptance process.

Within budget, space, and personnel limitations, applicants not meeting curriculum placement criteria shall be, at their discretion, placed in a program of developmental study or referred to Adult Education.

### **Special Admission Requirements**

South Carolina residents who are at least sixty years of age and not employed full-time are permitted to attend classes on a space-available basis without payment of tuition. Students cannot register under this provision until the first day of class. A \$10 registration fee is charged each semester, along with any other fee associated with the course or courses. The registration fee covers the cost of accident insurance, parking, and a student ID card.

Veterans and veterans' dependents may apply for veterans' educational benefits through the Financial Aid Office in the Student Services Building.

Foreign students should address applications to the Admissions Office and contact that office for more information regarding admissions.

Students with disabilities who wish to receive special testing accommodations should contact the Special Resources Office in Student Services at (803) 981-7198 (TDD compatible). York Technical College requires a reasonable advance notice for such requests.

## ADMISSIONS

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### ADMISSION PROCEDURES

A. *Applicants who plan to pursue a degree, diploma, and selected certificate programs need to complete the following steps:*

1. Complete and submit an application for admission available at [www.yorktech.com](http://www.yorktech.com) or in the Admissions Office.
2. Have official transcripts of any previous college credit earned sent to the College if evaluation of transfer credit is desired. (See TRANSFER CREDIT)

**NOTE:** Individuals who plan to receive credit for previously earned college work should contact the Admissions Office to determine if taking a placement test is necessary.

3. Take the College placement test or submit satisfactory SAT or ACT scores.
4. Have an interview with an Admissions Counselor and be admitted into a program.
5. Plan schedule with an advisor and attend orientation.
6. Register and pay for classes.

**SPECIAL NOTE:** Entry to Health and Human Services programs requires a physical examination in addition to meeting any other departmental requirements. See the Admissions Office for additional information.

B. *Applicants who do not plan to pursue a degree, diploma, or certificate program but want to register for a credit course of special interest or for Career Development purposes should:*

1. Complete and submit an application for admission available online at [www.yorktech.com](http://www.yorktech.com) or in the Admissions Office.
2. Contact the Admissions Office to determine if any prerequisites are required.
3. Confirm your program with an Admissions Counselor and be admitted into the Career Development program.
4. Register and pay for classes.

C. *Applicants who plan to take a Continuing Education course should:*

1. Contact the Continuing Education Office for class information (325-2888).
2. Register and pay for classes.

### TECHNICAL STANDARDS

Technical standards are published by the instructional divisions for each program of study at York Technical College. The purpose of technical standards is to identify essential requirements that students must meet in order to complete program competencies successfully. All applicants receive a copy of the technical standards upon admission to a program. Students have the responsibility to read the technical standards and understand the competencies required in their program of study. Large print or audio cassette editions are available upon request to the Special Resources office. All inquiries concerning technical standards should be directed to the program department managers.

### ADMISSION WITH ADVANCED STANDING

York Technical College awards credit for satisfactory completion of courses in other technical colleges, technical institutes, or accredited colleges. Applicants for admission with advanced standing should complete the College admission application and submit the application to the Admissions Office with an official transcript of work from other schools. All rules regulating the transfer of credit must be met and acceptance of such credit will be at the discretion of the Registrar's Office, Division Dean, and Executive Vice President for Academic & Student Affairs.

## **ADMISSIONS**

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### **STATEWIDE TRANSFER AGREEMENTS**

The South Carolina Commission on Higher Education has established a list of technical college courses which are universally accepted by South Carolina's state-supported colleges and universities. York Technical College offers many of these courses, which may transfer for credit in various majors at the state-supported senior colleges.

### **OTHER ARTICULATION AGREEMENTS**

York Technical College has documented articulation agreements for acceptance of additional credits with Benedict College—School of Education, Charleston Southern, Clemson University, Livingstone College, Medical University of South Carolina—Bachelor of Health Science, South Carolina State, and University of South Carolina—School of Nursing and College of Applied Professional Sciences.

### **EXEMPTION EXAMS**

The following is the exemption process for York Technical College. Procedures may change based on specific needs.

1. All exemption examinations require a minimum \$50 test fee. More involved performance evaluations may require an additional fee.

A. *Conditions:* Any student who requests an exemption test must obtain approval of the Department Manager or designated faculty for courses other than those listed in the College's Exemption Test brochure. Students will be allowed one attempt to take this test at a time arranged by the Department Manager, the student, and the test administrator.

B. *Administration of Examination:* The Department Manager will determine the appropriate time, place, and test administrator.

C. *Kind of Credit:* Exemption credit will be awarded with a grade of "E" on the transcript, with no guaranteed transfer option, for exemption exams completed with the appropriate passing score.

D. *Application Procedure:* Students must complete an application for the test and pay the testing fee at the Business Office prior to making the appointment for the test.

2. At least 25 percent of semester credit hours required for program completion must be earned through instruction at York Technical College.

3. In order to receive York Technical College credit for exempted courses, the student must enroll in the College within 12 months following the administration of the test and complete one semester at York Technical College.

Students with the appropriate work experience or other relevant non-collegiate training or experience may request consideration for credit by contacting their program Department Manager.

### **TECHNICAL ADVANCED PLACEMENT**

Technical Advanced Placement (TAP) is an articulation agreement that has been developed by the faculty and administration of York Technical College and the vocational faculty and the administration of Catawba Technology Education Consortium Schools. The purpose of the agreement is to provide advanced placement opportunities for high school graduates who complete vocational courses at any of the Catawba Technology Education Consortium High Schools. Questions about Technical Advanced Placement can be directed to Catawba Technology Education Consortium high school counselors or York Technical College admission counselors.

## ADMISSIONS

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### **ADVANCED PLACEMENT TESTING PROGRAM (AP) AND COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Students enrolled at York Technical College may apply to receive credit for Advanced Placement (AP) or College Level Examination Program (CLEP) subject area tests for which there is a comparable York Technical College course. Students who wish to receive such credit must arrange to have their AP or CLEP scores sent from the College Board Testing Service to the Registrar's Office. For further information, students should contact the Registrar's Office.

### **TRANSFER CREDIT**

For students wishing to transfer courses from another postsecondary institution, these guidelines apply:

1. Students must have official transcripts of completed courses from postsecondary institutions attended sent to the College.
2. Course credit must have been earned at a postsecondary institution accredited at the college level by a nationally recognized regional accrediting agency or by a nationally recognized health accrediting agency for hospital-based transfer credit. Coursework completed at either hospital or college-sponsored accredited radiologic technology programs that are recognized by the Joint Review Committee on Education in Radiologic Technology is eligible for consideration.
3. To receive transfer credit in a program, a course must be required or approved as an elective in the curriculum being entered.
4. A grade of "C" or better must have been earned in each course to be considered for transfer.
5. Course credits being transferred must have been earned within the last twelve years unless a degree or diploma was earned.
6. Credit for the courses to be transferred must show on an official transcript from the granting institution.
7. Credits transferred from other institutions may not exceed seventy-five percent of the total credits required by York Technical College for graduation.
8. Courses transferred into a curriculum must have equivalent credits and be comparable to York Technical College courses which are required or approved as electives in the curriculum. These courses will be assigned a grade of "TR" and will not be calculated in the grade-point ratio (GPR).
9. Students eligible to receive transfer credit in a curriculum must enroll in that curriculum within two semesters of the time the credit is approved.

### **TRANSFER OF MILITARY CREDIT**

York Technical College awards exemption and/or transfer credit for appropriate educational experiences in the armed services. In determining credits to be awarded, recommendations provided in the *Guide to the Evaluation of Education Experiences in the Armed Services*, published by the American Council on Education, are considered.

### **READMISSION TO THE COLLEGE**

A student who has not attended the College as a credit student for two consecutive semesters and wishes to reenter must be readmitted to the College through the Admissions Office. Readmitted students must meet the graduation requirements in the current catalog for their program.

## ADMISSIONS

**TABLE I  
ADVANCED PLACEMENT TEST—REQUIRED SCORES**

AP Test Subject Area	Required Minimum Score	York TECH Course	Semester Credit Hours
ART HISTORY	3	ART 101	3.0
BIOLOGY	3	BIO 101	4.0
Environmental Science	4	BIO 101 & BIO 102	4.0 & 4.0
	3	BIO 205 & BIO 206	3.0 & 1.0
CHEMISTRY	3	CHM 101	4.0
COMPUTER SCIENCE			
Computer Science: A	3	CPT 101	3.0
Computer Science: AB	3	CPT 101	3.0
ECONOMICS			
Microeconomics	3	ECO 211	3.0
Macroeconomics	3	ECO 210	3.0
ENGLISH			
English Language & Composition	3	ENG 101	3.0
English Literature & Composition	4	ENG 101 & ENG 102	3.0 & 3.0
GERMAN LANGUAGE	3	GER 101 & GER 102	4.0 & 4.0
GOVERNMENT			
American Government			
Political Science	3	PSC 201	3.0
Contemporary Gov't			
Political Science	3	PSC 210	3.0
HISTORY			
American History	3	HIS 201	3.0
	4	HIS 201 & HIS 202	3.0 & 3.0
HISTORY			
European History	3	HIS 101	3.0
	4	HIS 101 & HIS 102	3.0 & 3.0
MATHEMATICS			
Calculus AB	3	MAT 140	4.0
Calculus BC	4	MAT 140 & MAT 141	4.0 & 4.0
Statistics	3	MAT 165	3.0
MUSIC	3	MUS 105	3.0
PHYSICS			
Physics B	3	PHY 201	4.0
	4	PHY 201 & PHY 202	4.0 & 4.0
PSYCHOLOGY			
Psychology	3	PSY 201	3.0
SPANISH LANGUAGE	3	SPA 101 & SPA 102	4.0 & 4.0

**TABLE II  
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)  
REQUIRED SCORES**

CLEP Subject Area	Minimum Score	York TECH Course	Semester Credit Hours
<b>BIOLOGY</b> General Biology	50	BIO 101 & BIO 102	4.0 & 4.0
<b>BUSINESS</b> Introductory Management Introductory Accounting Introductory Business Law Introductory Marketing	50 50 50 50	MGT 101 ACC 101 & ACC 102 BUS 121 MKT 101	3.0 3.0 & 3.0 3.0 3.0
<b>CHEMISTRY</b> General Chemistry	50	CHM 101	4.0
<b>COMPUTER SCIENCE</b> Information Systems and Computer Applications	50	CPT 101	3.0
<b>ECONOMICS</b> Introductory Macro. Introductory Micro.	50 50	ECO 210 ECO 211	3.0 3.0
<b>ENGLISH</b> College Composition American Literature English Literature	50 50 50	ENG 101 & ENG 102 ENG 201 & ENG 202 ENG 205 & ENG 206	3.0 & 3.0 3.0 & 3.0 3.0 & 3.0
<b>GERMAN</b>	50	GER 101 & GER102	4.0 & 4.0
<b>GOVERNMENT</b> American Government	50	PSC 201	3.0
<b>HISTORY</b> American History I American History II Western Civilization I Western Civilization II	50 50 50 50	HIS 201 HIS 202 HIS 101 HIS 102	3.0 3.0 3.0 3.0
<b>MATHEMATICS</b> College Algebra College Trigonometry Calculus with Elementary Functions	50 50 50	MAT 110 MAT 111 MAT 140 & MAT 141	3.0 3.0 4.0 & 4.0
<b>PSYCHOLOGY</b> General Psychology Human Growth and Development	50 50	PSY 201 PSY 203	3.0 3.0
<b>SOCIOLOGY</b> Introductory Sociology	50	SOC 101	3.0
<b>SPANISH</b>	50	SPA 101 & SPA 102	4.0 & 4.0

## ADMISSIONS

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### FINANCIAL AID

#### General Information

The Financial Aid Department seeks to provide assistance to students, enrolled in eligible programs, who demonstrate financial need and have a desire to attend college. The types of aid available include grants, scholarships, part-time employment, and a limited non-federal loan program. Financial aid counselors are available to advise and assist students in applying for financial aid. All students are encouraged to apply by the priority deadline for each semester. The following deadlines apply:

Fall Semester	June 1
Spring Semester	December 1
Summer Semester	May 1

Financial need is determined by a standard formula established by the U.S. Congress to evaluate the information reported by the parents and/or the student from the **Free Application for Federal Student Aid (FAFSA)**. The formula produces an Expected Family Contribution (EFC) number. The financial need is determined by subtracting the total cost of attending York Technical College from the Expected Family Contribution (EFC). The **Free Application for Federal Student Aid (FAFSA)** forms are available in local high school guidance counselors' offices, in the York Technical College Financial Aid Office, and on FAFSA on the web (Internet address: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

Each school year, all students receiving financial aid must sign and return to the Financial Aid Office an authorization form which gives the Business Office permission to deduct tuition, student fees, and bookstore charges from each student's financial aid account. The forms are available at the Financial Aid Office. The authorization may be rescinded at any time by notifying the Financial Aid Office in writing.

#### TYPES OF AID

**Federal Pell Grant**—The Federal Pell grant is a program which provides the foundation of financial aid for post secondary education. These grants range from \$400 to \$4,000 per year for tuition, books, and other educational expenses. The annual award amount will depend on yearly program funding.

**Federal Supplemental Educational Opportunity Grant (SEOG)**—Federal SEOG may provide an additional \$200–\$600 per year to Pell Grant recipients who demonstrate, through the **Free Application for Federal Student Aid**, to have extreme financial need. SEOG funds are limited; therefore, students should apply early.

**South Carolina Need-Based Grant (SCNBG)**—The SCNBG is a State-funded, need-based grant for students enrolled as undergraduates in public institutions of higher learning in South Carolina. These grants range from \$400 to \$1,500 per year at York Technical College and are limited to eight full-time semesters. Students apply through the **Free Application for Federal Student Aid**. Funds are limited; therefore, students should apply early.

**LIFE Scholarship Program**—The Legislative Incentive for Future Excellence (LIFE) Scholarship Program is a merit-based program. (Legislation is pending. For current information, check the SC Commission on Education website at [www.che400.state.sc.us](http://www.che400.state.sc.us))

**NAVTEP**—The Native American Vocational and Technical Education Program (formerly, IVEP) is a Catawba Indian Nation educational grant funded by the U.S. Department of Education for Native American Students and their dependents attending York Technical College. Qualifying students may receive the cost of tuition, books, supplies, and childcare in addition to receiving a stipend and travel while attending class. Once accepted into the program, students are required to maintain at least a 2.0 GPA and attend monthly

## ADMISSIONS

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mentor meetings. NAVTEP offers internship programs through local businesses and employment assistance following graduation. Students may contact NAVTEP staff in the Student Services Building, Suite 205, for requirement information and applications.

**Scholarships**—Scholarships are provided through the York Technical College Foundation and the generosity of local citizens, civic clubs, and business groups. Scholarships are awarded to students on a competitive basis and are based on criteria such as academic excellence, leadership qualities, and financial need. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum grade-point average (GPA). Scholarship applications are available in the Financial Aid Office and on the College's website. Scholarships are provided through the York Technical College Foundation. The deadline to apply for most scholarships is April 30.

### **CATEGORICAL LISTING OF ALL SCHOLARSHIPS**

#### **Freshman Only**

Achievement Scholarship  
Bowater Scholarship  
Fort Mill Rotary Scholarship  
Lehigh-Lancaster Scholarship  
Rock Hill Breakfast Rotary Scholarship  
Rock Hill Kiwanis Scholarship  
Rock Hill Rotary Scholarship  
Vocational Director's Scholarship

#### **Industrial/Engineering Only**

Curt Shoaf Scholarship  
Duracell Scholarship

#### **Medical Only**

Fort Mill Lioness Betty Goodwin Scholarship  
Myrtle B. and Alfred R. Huddleston Memorial Scholarship  
Paul G. Gross Nursing Scholarship  
Piedmont Healthcare System-Med Staff  
Piedmont Healthcare System- Tenet  
Piedmont Healthcare System-VAX  
Rock Hill Radiology Scholarship  
Zona Neal Lane Memorial Endowed Scholarship

#### **Associate of Arts/Associate of Science Only**

C.H. Albright Scholarship  
Irvin Plowden Scholarship  
Kenneth Lambert Memorial Endowed Scholarship  
Dr. Connie S. Lee Memorial Endowed Scholarship

#### **Dental Only**

Dr. James Kimble Dental Scholarship

#### **Visually Impaired Only**

Lions Vision Scholarship Program

#### **Automotive Only**

Fort Mill Auto Mall Scholarship

#### **Miscellaneous Scholarships**

Andrew Carter Memorial Endowed Scholarship  
Barnes Family Scholarship  
Val Bartles Endowed Scholarship  
Lewis & Lucia Bell Foundation Scholarship  
Express Personnel Scholarship  
Farmer's Mutual Scholarship



## **ADMISSIONS**

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Gastonia Sheet Metal Scholarship  
Gerald Patrick Gorman Memorial Endowed Scholarship  
Golf Marathon Scholarship  
Clarence Hornsby Endowed Scholarship  
Junior Welfare League Scholarship  
Lewisville Community Scholarship  
DL Scurry Scholarship

**Federal Work-Study**—Federal Work-Study is a part-time employment program which provides jobs that enable students to earn money for educational expenses. These positions are most often limited to 20 hours or fewer per week. Awards and job placement are determined by the student's eligibility, class schedule, academic progress, and job skills, as well as the availability of positions and funds.

**Springs Foundation Loan**—The Springs Foundation Loan is an interest-free, non-federal, need-based loan designed to assist students with tuition only (maximum \$1,000). Eligibility is limited to students in certain geographic locations. Please contact the Financial Aid Office for more information.

### **Financial Aid Standards**

Students receiving Federal financial assistance are required to meet the College's standards of academic progress while State financial assistance programs have standards of progress which vary with each program. In addition, Federal and State requirements restrict the time frame that students receiving aid have to complete their program and require completion of a minimum number of credit hours each term and require a certain cumulative grade-point average along with a prescribed number of credit hours it takes to complete each academic program. Failure to do so may result in termination of financial aid eligibility. Detailed information on the financial aid standards are issued to all students receiving financial aid assistance.

### **Ability to Benefit**

To qualify for Title IV assistance, a student who does not have a high school diploma or the recognized equivalent (GED) must meet the following standard:

Achieve a score, specified by the Secretary of Education, on an independently administered test demonstrating an ability to benefit from the program. Please contact the Financial Aid Office for additional information.

### **VETERANS' BENEFITS**

York Technical College is approved by the South Carolina Commission on Higher Education for training of eligible veterans and children and spouses of deceased or disabled veterans. York Technical College processes benefits for the following programs:

Chapter 30	Montgomery GI Bill
Chapter 31	Disabled Veterans (Vocational Rehabilitation)
Chapter 32	Veterans Educational Assistance Program (VEAP)
Chapter 35	Dependents and Survivors' Benefits
Chapter 106	Reservists and National Guard Benefits
SC Free Tuition	Vet Dependents
Work Study	
Tutorial Assistance	

A Department of Veterans' Affairs Summary of Educational Benefits is available in York Technical College's Veterans' Affairs Office.

# **EXPENSES**

## **EXPENSES**

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### **EXPENSES**

Students registering for courses offered by York Technical College must pay the full tuition charge for those courses by the established payment deadline. Tuition fees for the individual student are determined by the state of legal residence in accordance with the South Carolina Code of Laws 59-112-20 and by the county of residence on the initial date of registration for the current semester. Tuition fees are not subject to adjustment due to a change in residence which occurs after the initial date of registration for that semester.

#### **YORK COUNTY RESIDENTS**

Full-time (12 credits or more per semester) \$850.00 per semester  
Part-time (Fewer than 12 credits) \$ 71.00 per credit

#### **OUT-OF-COUNTY RESIDENTS**

Full-time \$1,020.00 per semester  
Part-time \$ 85.00 per credit

#### **OUT-OF-STATE RESIDENTS**

Full-time \$2,544.00 per semester  
Part-time \$ 212.00 per credit

#### **REGISTRATION FEE**

\$10 per semester (non-refundable)

#### **CONTINUING EDUCATION**

See Short Course schedule for fee information.

**Tuition charges are subject to change as necessary. Please contact the Business Office to validate tuition fees.**

#### **OTHER COLLEGE FEES**

**Late Registration Fee** - A late registration fee will be charged to students registering on or after the first day of class at a rate of \$2 per credit hour to a maximum of \$24.

**List Processing Fee** --Students seeking to enroll in any of the Health and Human Services Division programs listed below are required to pay a \$50 non-refundable list processing fee upon qualifying for the program. Students accepted into these programs are also required to pay a non-refundable reservation fee of \$100 upon acceptance. The reservation fee is applied towards students' tuition for their first term of enrollment in the program. The applicable programs are as follows:

Dental Assisting	Nursing
Dental Hygiene	Radiologic Technology
Medical Laboratory Technology	Surgical Technology

**Liability Insurance Fee** - A liability insurance fee is also required for medical-related programs.

#### **REFUND POLICIES**

##### **General**

It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring parties receive a fair and equitable refund of tuition charges upon withdrawal or reduction of course load below 12 credit hours.

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

## EXPENSES

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<u>Refunds %</u>	<u>Withdrawal with last date of attendance or net reduction of credit hours:</u>
100%	1st - 7th calendar day of the term
75%	8th - 14th calendar day of the term
50%	15th - 21st calendar day of the term
25%	22nd - 28th calendar day of the term
0%	After 28th calendar day of the term

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated above.

Students reducing course load or withdrawing from the college prior to the 29th calendar day of the semester are entitled to a pro-rated refund less the \$20 withdrawal fee (mini-terms will be pro-rated in proportion to the length of the mini-term). Pro-rated refunds are computed from the last date of class attendance. No cash refunds will be made. The refund process takes approximately 2 weeks.

### **Federal and State Refunds**

Students receiving a Pell Grant or FSEOG funds who completely withdraw from a term are required to return a portion of their unearned aid to the appropriate Title IV aid program. Students earn their aid based on the period of time they remain enrolled. **Students who remain enrolled beyond the 60 percent point during a semester earn all of their aid for that period.** Students who owe funds to a Title IV aid program will be billed and are not eligible to receive any additional Title IV funds until the amount owed is repaid or satisfactory repayments are made. Please contact the Financial Aid Office for more detailed information. Students receiving the LIFE Scholarship or the South Carolina Need-Based Grant (SCNBG) who completely withdraw from a term will be reviewed based on the general refund policy.

### **Campus Bookstore and Textbook Refunds**

Refunds for purchases made by CHECK cannot be issued for 10 working days from the date of purchase (receipt required).

The Campus Bookstore will give full refunds on textbooks during the first ten days after classes begin or within the first ten days of the date of purchase. Books must be returned within ten days of withdrawal from school/class. Refunds will be provided under the following conditions:

1. The book must be clean, unmarked, and in the same condition as when purchased. Computer books with disks cannot be returned. All shrink-wrapped books must still be in the shrink wrap to receive a full refund. If shrink wrap has been removed, refund will be 50 percent of the retail price.
2. A cash register receipt is generated at the time of purchase. Refunds will **not** be given without a receipt.
3. Book(s) must be returned within the ten-day time limit as stated above.
4. Students should not write in the book(s) (including a name) until they are sure the book is the correct one needed and that they will continue in the class.

# **ACADEMIC REGULATIONS**

## ACADEMIC REGULATIONS

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### GRADING SYSTEM

The College operates on a quality-point system. Semester credits represent the number of credit hours completed with a passing grade; quality points are determined by the grade earned. Each grade is assigned a grade-point equivalent in quality points for each credit hour scheduled. The grade-point ratio equals the sum of quality points divided by the sum of the semester credits carried.

Letter grades indicate the following achievement:

A	Excellent	"A" indicates achievement of distinction and generates four grade-points for each credit hour.
B	Above Average	"B" indicates above-average achievement and generates three grade-points for each credit hour.
C	Average	"C" indicates average achievement and generates two grade-points for each credit hour.
D	Below Average	"D" indicates below-average achievement and generates one grade-point for each credit hour.
I	Incomplete	"I" indicates an incomplete course status. It can be assigned to allow a student, for an acceptable reason, to postpone completion of the class requirements until six weeks into the following term. "I" earns no credit hours or grade-points. Incomplete grades will result in a grade of "F" if the course requirements are not completed before the last day of the sixth week of the following term.
CF	Carry Forward	"CF" indicates that a grade will be assigned in a subsequent term. "CF" earns no credit hours or grade-points.
S	Satisfactory	"S" indicates satisfactory progress in the Teleproduction program and the Learning Assistance Center; earns no credit hours, grade-points or Continuing Education Units (CEU).
SC	Satisfactory	"SC" indicates satisfactory progress in the Learning Assistance Center; earns no credit hours, grade-points, or CEUs, but the student moves from the Learning Assistance Center to introductory-level courses in the field of study.
F	Failure	"F" indicates unsatisfactory achievement, no credit hours earned and generates zero grade-points for each credit hour.
U	Unsatisfactory	"U" indicates unsatisfactory achievement and earns no credit hours, CEU hours, or grade-points.
W	Withdraw	"W" indicates a withdrawn course status and earns no credit hours or grade-points.
E	Exempt	"E" indicates an exemption course status and is awarded for York Technical College courses which students have been permitted to exempt as a result of testing, equivalent work experience or other educational experience. An "E" earns credit hours but no grade-points.
TR	Transfer	"TR" indicates a transfer course status and is given for allowable comparable York Technical College credits earned at other colleges or universities. "TR" earns credit hours but no grade-points.

## **ACADEMIC REGULATIONS**

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AU    Audit                      "AU" indicates an audit course status, earns no credit hours or grade-points. Audit status in a course must be declared when the student registers for that course or during the add/drop period.

### **Grade Reports**

Grade report information will be made available to students as soon as possible following the end of a term. Students are encouraged to carefully review their grade information and report any errors to the Student Records Office in the Student Services Building. Any requests for grade changes must be submitted within one year of the ending date of the semester in which the grade was assigned.

### **Auditing of Courses**

A student who desires to attend class regularly but does not wish to receive a final grade or credit toward graduation for the course may register for audit status with the approval of the instructor of the class. Audit students are expected to attend all classes regularly and to pay all fees. Audit status must be declared by the end of the add/drop period for the semester of enrollment. A form to declare audit status is available from the Division Office or the Student Records Office. Financial aid programs and the Veterans' Administration do not provide funds for auditing a class.

### **Examination Policy**

York Technical College has an optional examination policy. Faculty in each department make the decision whether to give a cumulative final examination in each course in the department or whether to evaluate achievement in the course by periodic tests and daily grades without a final examination.

### **Repeating a Course**

When a York Technical College student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the highest grade earned in that course will be used in the calculation of student's grade-point ratio.

### **PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY**

The Family Rights and Privacy Act of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of York Technical College to follow the guidelines in order to protect the privacy of its students. The following statement of student rights is made under the provisions of the Act and is afforded to all eligible students:

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions of personally identifiable information from the student's informational records.
4. The right to secure a copy of the College's policy on release of student information.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act. The College may provide directory information in accordance with the provisions of the Act without the written consent of any eligible student unless the student has requested, in writing, that such information not be disclosed.

### ***Directory information is defined to be:***

Student name, address, telephone number, dates of attendance, program of study, anticipated date of graduation, awards, honors, degree, diploma, or certificate conferred.

## ACADEMIC REGULATIONS

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Students who wish to request non-disclosure of the above items should submit a written request to the Student Records Office for each semester in which non-disclosure is requested.

### ACADEMIC FRESH START

The Academic Fresh Start procedure is designed to assist returning students, who meet specific conditions, to have a fresh start in how their previous academic records are applied toward meeting graduation requirements in credit programs leading to a degree, diploma or certificate. Any student who meets the conditions listed below should contact the Registrar's Office for an application.

Academic Fresh Start is available only to students after re-entry to York Technical College following two years' absence. It is the responsibility of the student to apply in writing for Academic Fresh Start within the first two semesters following re-admission. In order to qualify, students applying for Academic Fresh Start must have a cumulative GPA below 2.0 for all course work prior to re-entry.

Academic Fresh Start applies only to the course work taken prior to the term of re-enrollment. Academic Fresh Start does not affect the grades earned after re-enrollment. Under this process, all courses previously taken at YTC are treated as if they were transfer credit from another institution for purpose of granting credit toward graduation. As with transfer courses, these earlier courses are not used in the computation of the student's GPA. However, all earlier courses and the grades earned remain on the student's official transcript and are counted in computing eligibility for academic honors at York Technical College. Students who have been granted Academic Fresh Start will have the transcript marked "Academic Fresh Start" with the date granted and the effective term.

All students are responsible for satisfying requirements for their academic programs and for maintaining the required GPA. Students should seek guidance from an advisor but the final responsibility remains that of the student.

### STANDARDS OF PROGRESS

#### Standards of Progress for Credit Students

*Students' academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless students petition the Registrar's Office.*

**Good Standing:** Students whose term grade-point average (GPA) and cumulative GPA are above 2.0 are in good standing for the following semester.

**Academic Warning:** Students whose term GPA or cumulative GPA is below 2.0 will be placed on academic warning for the following semester. Students on academic warning will not be restricted from registering but are encouraged to meet with an advisor to plan strategies for improving academic performance.

**Academic Probation:** Students whose term GPA or cumulative GPA remains below 2.0 after the academic warning term will be placed on academic probation for the following semester. Students on academic probation will be restricted from registering until they meet with a probation counselor to identify strategies for improving academic performance.

**Continuing on Academic Probation:** Students whose term GPA or cumulative GPA remains below 2.0 following the academic probation term will remain on academic probation for the next semester of attendance. Students on academic probation will be restricted from registering until they meet with a probation counselor to identify strategies for improving academic performance.

**Academic Suspension:** Students whose term GPA and cumulative GPA are below 2.0 at the end of the academic probation term will be suspended for one semester. Students on academic suspension will be restricted from registering for a semester and must meet with a counselor to identify strategies for improving academic performance.

#### Standards of Progress for Career Development Students

Students wishing to pursue a degree, diploma, or certificate at the College may be accepted as Career Development students; however, they must complete any



## **ACADEMIC REGULATIONS**

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required placement tests or provide official evidence of prior college work in order to be accepted into their degree, diploma, or certificate program. Career Development students will be contacted by the Admissions Office when they have accumulated 16 or more credit hours in Career Development. The Admissions counselors will encourage students to complete their admissions into a credit program. Career Development students are subject to the same standards of academic progress as students enrolled in degree programs.

### **Standards of Progress for Developmental Courses**

Students enrolled in one or more non-developmental courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental courses must maintain satisfactory progress as measured by grades of "S" or "SC." Fifty percent or more of unsatisfactory grades of "U" will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work by the end of their next semester of work will be subject to suspension at the end of the probationary semester.

Enrollment in developmental education courses numbering 001 through 099 (mathematics, reading, and English) shall be limited to a maximum of 30 semester hours. Students with extenuating circumstances who wish to appeal the maximum limit should contact an Admissions counselor in Student Services for further information.

**Cumulative GPA** is a calculation of the average of all final course grades the student has earned at York Technical College. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.

**Term GPA** is a calculation of the average of all final course grades a student has earned for a specific term. It is used to determine Dean's List and President's List each term. It is also used along with cumulative GPA to determine satisfactory academic progress each term.

**Please Note:** *When the same course is repeated, the higher grade is used in the calculation of GPAs.*

### **Dean's List**

Students who earn seven or more credit hours in a term, excluding the course hours for which grades of "W", "E", "TR", "AU", "S", "SC", or "U" are earned, and who achieve a 3.50–3.99 term GPR will be named to the Dean's List for that term. Students who earn seven to 8.5 hours in a term, excluding the course hours for which grades of "W", "E", "TR", "AU", "S", "SC", or "U" are earned, and who achieve a 4.00 GPR will be named to the Dean's List for that term. Students earning grades of incomplete "I" in any course in a term will not be eligible to be named to the Dean's List for that term.

### **President's List**

Students who earn nine or more credit hours in a term, excluding the course hours in courses for which grades of "W", "E", "TR", "AU", "S", "SC" or "U" are earned and who achieve a 4.0 term GPR will be named to the President's List for that term. Students earning grades of incomplete "I" in any course in a term will not be eligible to be named to the President's List for that term.

### **Financial Aid Recipients**

In addition to the College's standards of academic progress, students receiving Federal and or State financial assistance must meet all Financial Aid standards of progress. Please contact the Financial Aid Office for additional information.

## **ENROLLMENT INFORMATION**

### **Academic Advising**

Students are assigned a faculty advisor who helps them design and develop their academic programs. Students should confer with their advisors before each semester to plan course schedules.

### **Student Academic Load**

The schedule for a full-time day student may range from 12 to 40 hours of class

## ACADEMIC REGULATIONS

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and/or laboratory hours per week. Students who wish to carry more than 18 semester credit hours should receive the approval of their advisor.

### **Registration for Credit Courses**

Students are required to register according to the published registration schedule for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with the instructions published by the College. Students are not officially enrolled until they complete all the steps of registration, including the payment of all fees.

### **Attendance Policy**

Students are responsible for attending all scheduled meetings in the courses in which they are enrolled **until they have completed all course requirements**. Students are responsible for all material covered and for all assignments made in all classes. Students who are absent from a class more than 20 percent of the hours assigned will be withdrawn. A grade of "W" is assigned if the student's last date of attendance is on or before mid-term. If a student is withdrawn from a course and the last date of attendance is after mid-term, the grade assigned is at the discretion of the instructor.

### **Dropping and Adding Courses**

Students may add or drop courses to their schedule during the first five class days of a semester or the first three class days of the summer term or a mini-semester. A refund may be processed for a reduction in credit hours from the original registration. (See REFUND POLICIES)

### **Withdrawal from a Course**

Students may withdraw from a course or courses after the add/drop period until mid-term with a grade of "W." To withdraw from a course, students obtain a Withdrawal From Class form from their instructor or the division office. If students withdraw from courses after mid-term, the grade received is determined and assigned by the instructor for that course.

### **Withdrawal from the College**

Students who find it necessary to withdraw from the College should first consult with their advisor and should then apply for an official withdrawal at the Admissions Office. It is extremely important for students who withdraw from the College to notify this office.

Students will not be given an honorable dismissal until college property charged to the student is returned. Students who are receiving financial aid should also contact the Financial Aid Office.

### **Reinstatement Procedure**

Students who wish to request readmission to a course after being withdrawn for excessive absences must write a letter to the instructor requesting reinstatement and attach documented information concerning the absences. If, in the instructor's judgment, the student does have acceptable documentation and a reasonable chance to complete the course successfully, the instructor will sign the request indicating approval and submit it to the Division Dean. The student may continue in class only if the request is approved by the Division Dean. Readmitting students to classes after 20 percent absences is a rare exception.

## STUDENT RECORDS

### **Verification of Enrollment**

Verification of enrollment for insurance or student loan purposes may be requested through the Student Records Office. Please allow at least one full workday for Student Records to process an enrollment verification request. More time may be necessary during peak periods. Students will not be verified as enrolled for a semester until after the add/drop period has ended.

### **Requests for Transcripts**

Students who wish to have official copies of their transcripts sent to other colleges or agencies must complete a Request for Transcript Release form at

## **ACADEMIC REGULATIONS**

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the Student Records Office. Please allow at least one full workday for Student Records to process a transcript request. More time may be necessary during peak periods.

### **ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE**

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined on the following page in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).
2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Manager may request that the problems be specified in writing. The Department Manager will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.
3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the division dean and make a follow-up appointment for discussion. The Dean may elect to discuss the situation with the Department Manager, the instructor, and the student. The Division Dean with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the dean a written response covering any recommendations and results of a review if such is necessary.
4. If the student is not satisfied with the response from the Division Dean, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

### **GRADUATION INFORMATION**

(See the College's web site at [www.yorktech.com](http://www.yorktech.com) for additional graduation information.)

#### **Requirements for Graduation**

Requirements for graduation vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum.

An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required programs of study for their chosen field and meet the following requirements:

1. Has been admitted to the curriculum and into the program model under which they plan to graduate. Please note: The course work completed in the program must be completed after the effective term of the program model.
2. Has satisfactorily completed the required number of hours and courses specified in the curriculum in which they are enrolled.
3. Has achieved a 2.0 grade-point ratio on all courses which apply toward graduation as defined by SBTCE Policy #3-2-105.
4. Has paid all required fees and other financial obligations due the College.
5. Has filed with the Registrar's Office the official "Application for Graduation" form and has paid the non-refundable graduation fee as indicated on the application.

Students who re-enroll in the College after an absence of two consecutive semesters or more and who are seeking an associate degree, diploma, or

## ACADEMIC REGULATIONS

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certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of re-enrollment.

Students who change programs while continuously enrolled at the College and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of acceptance into a new program or re-acceptance into a previous program.

### **Honor Graduates**

Diploma and degree graduates who earn a cumulative grade-point average of 3.5 or higher for all their coursework at the College through the Fall Semester of their graduation year and apply for graduation by March 1 of their graduation year will be designated as candidates for honor graduate status on the graduation program. However, actual honor graduate status will be based on the student's cumulative grade-point average earned at the end of the term in which he or she graduates. Students earning a 3.5-3.99 cumulative GPA at the end of their graduation term will be Dean's List honor graduates and students earning a 4.0 cumulative GPA at the end of their graduation term will be President's List honor graduates.

### **President's Award for Students**

The President's Award for Student's is presented to graduating students who have been selected by the faculty in their division for their outstanding contribution to the College and community. Scholastic achievement, service to the College and community, perseverance, and attitude are among the criteria achieved by these students. The students chosen to receive this award are recognized at the graduation ceremony.

### **Who's Who Among Students in American Junior Colleges**

Who's Who Among Students in American Junior Colleges is one of the most highly regarded and long-standing honor programs in the nation. Who's Who students are selected by their faculty to receive this recognition. To be selected, students must be in their second year, have an above average academic standing, be acknowledged for their participation in extracurricular activities, and be active in projects of community service. Who's Who students are named in the Fall term of their senior year.

### **Phi Theta Kappa**

Phi Theta Kappa is a nationally recognized honor fraternity for junior college students. To be considered for full membership, a student must apply for membership and have a minimum cumulative GPA of 3.5 or higher, be of good moral character and possess recognized qualities of citizenship. To maintain PTK membership, once established, members must maintain a minimum cumulative GPA of 3.25 or higher. Phi Theta Kappa graduates wear the golden stole of their fraternity at the graduation ceremony.

### **Student Marshals of the College**

Students named as marshals of the College at graduation must have earned at least 24 hours in the program and have maintained a 4.0 grade-point average in all their coursework at the College. Student Marshals act as hosts and hostesses of the College at the graduation ceremony and wear blue and red sashes.

### **Graduation Ceremony**

The commencement ceremony is held after the end of the Spring semester. Students who have completed their course work for degrees and diplomas and have applied for graduation in the preceding Fall semester as well as those anticipating completion in the Spring semester or Summer term of that year are eligible to participate. Students must apply to participate by March 1 of their graduation year. However, no degree, diploma, or certificate will be awarded until all requirements are completed.

# **STUDENT SERVICES**

## STUDENT SERVICES

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### STUDENT SERVICES

#### **Student Activities**

The Student Activities Office, located in the Student Center, is responsible for all student clubs, organizations, and activities at York Technical College. Students are encouraged to visit the Student Activities Director to ask questions, make suggestions, or to sign up to participate in a club or activity.

#### **Student Government Association**

The Student Government Association (SGA) is an organization composed of students who represent the entire student body. All full-time and part-time students enrolled in credit programs leading to a degree, diploma, or certificate are automatically members of SGA. All students are encouraged to attend SGA meetings to express their opinions and concerns, although only representatives may vote on official SGA matters.

The leaders of Student Government Association are committed to representing the entire student body and to developing students' awareness of the many facets of life at York Technical College. Students involved in the leadership of SGA not only have a voice in College policies affecting students, but they also sponsor all student clubs and organizations at York Technical College and organize programs for the student body.

SGA provides students with opportunities to develop leadership, interpersonal, social, team building, and problem-solving skills, as well as a chance to engage in the democratic process. All students, faculty, and staff are encouraged to participate in the activities sponsored by SGA.

#### **Student Clubs and Organizations**

Alpha Beta Gamma (Radiologic Technology Association)  
Aperion Society (Science Club)  
ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.) (Student Chapter)  
Christian Fellowship  
International Club  
Jacobin Society (Political Science Club)  
National Vocational-Technical Honor Society  
Phi Beta Lambda (Future Business Leaders of America)  
Phi Theta Kappa (National Honor Society)  
Presidential Ambassadors  
Student Government Association (SGA)  
Student American Dental Assisting Association  
Student American Dental Hygiene Association  
Student Nurses' Association  
TECHnicians Club  
Students with Vision (Community Service)

Information about creating new clubs is available in the Student Activities Calendar.

#### **Activity Period**

Classes are canceled for an Activity Period twice each semester for day students and once per semester for evening students. During those hours, clubs and professional organizations will meet, and special programs for the entire student body may be held.

#### **Publications**

The *Student Activities Calendar* is published every summer and includes a calendar of events for the following year and information about clubs, organizations, and special events.

The *Student Newsletter* is published every other Monday and includes information about important academic dates and deadlines, meeting times and locations, special events, upcoming activities, and announcements.

## **STUDENT SERVICES**

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### **Career Center**

The York Technical College Career Center is located in the Student Services Building in the Admissions Department. The Center houses many resources designed to assist students in learning more about themselves and job opportunities. Computer guidance and information systems such as SCOIS and CHOICES are available for student use. Access to the Internet allows users to visit career planning and job search sites such as America's Job Bank and the US Department of Labor. In addition to computer guidance systems, admissions counselors also assist students with career interest tests in written form.

### **Counseling Services**

Student Services provides admission counseling to help the students decide whether the program for which they have applied is realistic and whether it will satisfy their educational needs and vocational goals. Trained professional counselors are qualified to help individuals assess and understand their abilities, interests, and other characteristics. The counselors provide career information concerning local, state, and national job opportunities and assist students in planning courses of study and in making career decisions. In addition to vocational and educational counseling, counselors also assist students in personal and social concerns and make referrals to appropriate community agencies when necessary. All York Technical College students are encouraged to take advantage of the professional counseling services available.

### **START Center**

In an effort to assist students in making a smooth transition into college life, the START Center provides first-time freshmen students with a centralized location for general orientation, information about college resources and departmental orientations, and first-semester advising and registration. In order to foster students success during the semester, follow-up contacts will be made with the students served by the START Center.

### **Student Records**

The Student Records Office provides the following services for students: course registration, grade-reports, official transcripts, enrollment verifications, student loan deferments, applications for graduation, double major declarations, and maintenance of student records.

### **Registrar's Office**

The Registrar's Office provides the following services to students: transcript evaluations, evaluations of military credit, evaluation of AP or CLEP credit, processing of course substitutions, academic progress monitoring and notification, verification of graduation requirements, graduation ceremony preparations, preparation of degrees, diplomas, and certificates, and determination of honor graduates.

### **Workforce Development Center**

Under the Workforce Investment Act of 1998, the Center has a partnership with the Employment Security Commission One-Stop Workforce Centers in York, Chester, and Lancaster counties to provide services to help the unemployed and underemployed workers find long-term employment. The Center administers the Workforce Investment Act (WIA) Intensive Services and Training Program. This program offers career planning, employability skills upgrading, job seeking skills, case management services, and training opportunities. The Center provides immediate access to local and national labor market information.

Persons interested in receiving more information about the Workforce Investment Act should contact their local Employment Security Commission One-Stop Workforce Center or the Workforce Development Center by calling (803) 981-7197. The Workforce Development Center is located in the Student Services Building, Suite 200.

### **Job Placement Office**

The Job Placement Office, in conjunction with the academic division, assists students and graduates in securing position in their chosen fields. The Job Placement Office serves all graduates of the College and students who are

## **STUDENT SERVICES**

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currently enrolled. This office also develops and coordinates on-campus company recruitment of students and an annual career fair.

Important objectives of the Job Placement Office are to help students in the development of job search techniques, assist in preparing marketable resumes, provide labor market information, and provide students with business and industry information.

### **Visions**

Visions is an Educational Talent Search Program sponsored by York Technical College. The program is designed to help tri-county residents identify an area of career interest, as well as understand available secondary and postsecondary educational opportunities. Services include career planning, course advisement, college transfer information, college admissions fee waivers, college success workshops, and scholarship information.

### **Volunteer Program**

The Volunteer Office provides necessary and diverse services to students and personnel of the College. Persons interested in obtaining more information should contact the Volunteer Services Office at York Technical College at (803) 981-7052.

### **Special Resources Office**

#### **Disability Services**

This Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic and non-academic lives. Students seeking services must register through the SRO, provide documentation of their disability, and specify accommodation needs and requests. Appropriate academic accommodations are determined based on a review of the documentation and an interview with the student.

The Learning Enhanced Achievement program (LEAP) is also a part of the SRO. LEAP is a support program for students with learning disabilities. Counseling, testing modifications, tutoring in course content, study strategies, and equipment loans are examples of the services offered by LEAP.

#### **Adults-in-Transition**

The Adults-in-Transition (AIT) program is funded by a private grant. The purpose of the AIT program is to assist unemployed or underemployed dislocated workers, displaced homemakers, rural residents, and single parents in their transition to new employment through the education and training provided by York Technical College. Financial support may include assistance with tuition or childcare or transportation expense. Additional support services may include academic and career counseling, life skills training, and referrals.

#### **Challenge**

Challenge is a program designed for students who choose majors not traditionally associated with their gender (i.e., females in Industrial and Engineering Technologies and males in Health and Human Services). The program offers its participants advising and academic support services, as well as a limited number of academic scholarship awards.

#### **The Student Support Services Trio Program**

The Student Support Services Program provides services to students who have special academic needs. Services include course advisement, college transfer information, career planning, financial aid assistance and college success workshops. Free individualized tutoring is available in a variety of subject areas. Mentoring, academic advising, and transfer assistance is also provided to participants in the College Transfer program.

#### **Tutoring Center**

The Tutoring Center is located in Student Services (Room 402). Free drop-in tutoring is available to York Technical College students in a variety of subjects.



## **STUDENT SERVICES**

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Individualized one-to-one tutoring is available for students enrolled in the Student Support Services program and for students with special needs. The tutoring hours and subjects tutored are available at the Tutoring Center and can also be accessed on the College's web page [www.yorktech.com](http://www.yorktech.com)

### **Project Impact**

The goal of Project Impact is to provide supportive services to minority students who are enrolled in the College Transfer curriculum to improve retention and graduation. Activities such as career counseling, mentoring, tutoring, advising, and special workshops are provided to help students achieve academic success and reach their educational goals.

### **STUDENT CONDUCT**

York Technical College adheres to the South Carolina TECH Student Code and Grievance Procedure, approved by the State Board for Technical and Comprehensive Education on June 10, 1998. (Copies of this *Student Code and Grievance Procedure* available in the College Library, the Industrial & Engineering Technologies Division Offices in Building C and D, the Business, Computer, Arts & Sciences Division Office in Building A, the Health & Human Services Division Office in Building A, the Student Government Association Office in the Student Center, and in the Student Services Building.) It is the policy of York Technical College that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students enrolled at the College.

The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. The regulations which follow are significant and students are expected to become familiar with them:

1. The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process.
2. The possession or consumption of alcoholic beverages or other drugs by a student while on College property is prohibited and is grounds for dismissal. York Technical College does not sanction the use of alcoholic beverages at any event involving students of the College.
3. Children are not permitted in classrooms, shops or labs. Children should not be left unattended at any time on campus.
4. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.
5. All students should display a current parking decal on their vehicle and abide by the parking regulations provided.
6. Students are not permitted to eat or drink in the library or labs. Eating and/or drinking in classrooms is left to the discretion of the instructor. Smoking is not permitted in buildings.

### **THE STUDENT APPEALS & DISCIPLINARY REVIEW COMMITTEE**

The Student Appeals & Disciplinary Review Committee is a committee to consider the case of a student who declines to accept the findings of the Associate Vice President for Academic and Student Affairs or her designee. The committee (1) hears an appeal from a student charged with an infraction that may result in disciplinary action, (2) hands down a decision based only on evidence introduced at a hearing, and (3) provides the student defendant with a statement of the committee's decision.

Membership of the committee consists of three faculty members appointed by the Executive Vice President for Academic and Student Affairs, three student members appointed by the governing body of the SGA, and one member of the Student Services staff appointed by the Associate Vice President for Academic and Student Affairs. The Associate Vice President for Academic and Student Affairs serves as an ex-officio non-voting member. All appointments must be

## **STUDENT SERVICES**

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approved by the President. This committee also reviews requests of former students who have been suspended for disciplinary reasons and who desire to re-enter the College.

### **STUDENT INSURANCE**

An insurance policy covering injuries due to accidents in school becomes effective upon registration. The cost of this insurance is included in the registration fee. In addition, an optional comprehensive accident, sickness, and major medical insurance plan is available to York Technical College students and their dependents at a reasonable cost.

Completed accident reports and billing expense statements will be processed by the Office of the Associate Vice President for Academic and Student Affairs.

### **HEALTH SERVICES**

First-aid kits are available in the Student Services Building, the Learning Assistance Center Office in Building B, the Industrial & Engineering Technologies Division Offices in Building C and D, the Health & Human Services Division Office in Building A, the Business, Computer, Arts & Sciences Division Office in Building A, the Student Government Association Office in the Student Center, and one in the Anne Springs Close Library, room L-105.

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following action:

1. Contact nearest faculty/staff member for assistance.
2. If possible, obtain an accident claim form from the Associate Vice President for Academic and Student Affairs' Office before going to the hospital or physician's office.
3. Present claim form to emergency center, hospital, or physician.
4. If the student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff at the scene should notify the Associate Vice President for Academic and Student Affairs' Office and provide the name of the medical facility or physician to which the student was taken.
5. The Office of the Associate Vice President for Academic and Student Affairs will immediately call the person that the student has indicated as an emergency contact.
6. If accidental injury occurs during evening classes, the evening receptionist should be contacted immediately. This can be accomplished by dialing "0" on one of the college office phones or by going to the receptionist area in the Administration Building until 5:00 p.m. and A-100 from 5:00 p.m. until 10:30 p.m. The evening receptionist will notify the administrator on duty and security.

Any student who is ill and needs immediate medical attention should contact the nearest faculty or staff member for assistance. If a student is incapacitated, the College will take action to transport the student to the nearest hospital or emergency room.

### **ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE**

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined on the following page in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be

## **STUDENT SERVICES**

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specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).

2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Manager may request that the problems be specified in writing. The Department Manager will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.

3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the division dean and make a follow-up appointment for discussion. The Dean may elect to discuss the situation with the Department Manager, the instructor, and the student. The Division Dean with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the dean a written response covering any recommendations and results of a review if such is necessary.

4. If the student is not satisfied with the response from the Division Dean, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

York Technical College publishes and distributes certain information to students and College staff members on a regular basis as required by Federal legislation.

The Student Right-To-Know information describes the current progress made by students pursuing a degree, diploma or certificate at the College. The Campus Security Act requires the College to distribute to all current students and college staff members campus security policies and statistics concerning specific types of campus crimes. Published annually and distributed through the Class Schedule, this information is also available from the Office of the Associate Vice President for Academic and Student Affairs upon request by applicants.

### **CRIME AWARENESS INFORMATION FOR PUBLIC LAW 101-542, THE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Public Law 101-542, The Student Right-To-Know and Campus Security Act, directs Colleges to publish crime awareness information for current and prospective students. Crimes on campus are reported to the campus security guards. The Associate Vice President for Academic and Student Affairs is notified of any crimes on campus that involve students. Incident reports are completed by security guards and sent to the Supervisor of Campus Security and the Vice President for Business Affairs.

Campus security and facility access are the responsibility of the Department of Public Safety. Campus access is limited after 11:30 p.m. with campus gates blocking all entrances. Gates are open at 7:00 a.m. each morning. Faculty or staff personnel who visit the campus after closure of buildings must contact a security guard. The visit must be arranged in advance through the Office of the Vice President for Business Affairs.

The Campus Security Supervisor is deputized. Rock Hill City Police respond to requests for assistance in security matters if needed.

Announcements and descriptions of crime prevention programs are available through a campus poster program and the Student Activities Calendar. This information is available to students and other campus participants as well. A bulletin board program is maintained by Student Activities.

Crime prevention activities are programmed each year by Student Activities and the College's Continuing Education Department. Information is available through bulletin board ads, Student News, and through the Continuing Education Schedule of Short Courses.

## STUDENT SERVICES

A policy statement regarding alcohol and illegal drugs is distributed to all students and campus personnel at least once a year. This policy outlines very clearly the punishment for violation of South Carolina laws dealing with illegal drugs and alcohol, along with severity of the penalty depending on the type of illegal drug in question.

The College provides programs each year dealing with alcohol and drug abuse. In addition, the College has an agreement with an off-campus agency to counsel with any campus personnel in need of services. The College offers programs such as Red Ribbon Week, the Health Fair and a poster campaign dealing with the consequences of alcohol and drug abuse.

The College also publishes an annual campus crime report.

<b>REPORTED INCIDENTS FOR YORK TECHNICAL COLLEGE CAMPUS</b>			
<b>TYPE OF INCIDENT</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	8	4	13
Motor vehicle theft	0	5	1
Arson	0	0	0
Negligent manslaughter	0	0	0

*York Technical College encourages prompt reporting of any criminal incident to the Department of Public Safety (327-8013) or the Associate Vice President for Academic & Student Affairs (327-8016).*

### **PUBLIC SAFETY**

Explanations of Campus Policy and Public Safety Procedures can be obtained from the Office of the Associate Vice President for Academic & Student Affairs; or emergency help can be obtained by dialing "0" for the campus operator.

### **DRUG-FREE SCHOOLS AND CAMPUSES INITIATIVE**

It is the policy of York Technical College to provide a drug-free, healthful, safe, and secure educational environment. Students are required and expected to report to their classes or student activities in an appropriate mental and physical condition to meet the requirements and expectations of their role. In order to prevent the consequences of alcohol and other drug use in the educational setting, the South Carolina Technical Education System has implemented a policy to ensure a drug-free educational environment. This policy is published and made available to all students annually in the Orientation Resources booklet and online at [www.yorktech.com](http://www.yorktech.com) on the Start Center page.

### **COLLEGE USE OF PHOTOGRAPHS**

It is the College's practice to take photographs of students and staff around campus and/or at College related activities for use in various college publications, including the College's homepage. If the individuals in the photographs are to be identified by name, or the photograph is posed rather than spontaneous, the permission of the individual(s) will be obtained prior to use of the photograph. If any student or employee does not wish to have his or her photograph used in any identifiable way, every reasonable effort will be made to accommodate that request, provided the employee or student gives notice of such request to Joe Polinski, Director of Marketing, by calling (803) 981-7161.

## **STUDENT SERVICES**

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### **VISITORS**

Visitors to York Technical College are welcome at all times. Visitors must sign-in at the receptionist desk in the Administration Building upon arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances will children be allowed to enter classes, labs, shops, or left unattended on campus.

### **EMERGENCY NOTIFICATION**

In the case of an extreme emergency between 8 a.m. and 5 p.m., a student may be located on campus by contacting the Office of the Associate Vice President for Academic and Student Affairs at (803) 981-7066. After 5 p.m. or on weekends, contact the switchboard at (803) 327-8000 or the Public Safety Office at (803) 327-8013. To minimize disruption of classes, messages are only delivered in emergency situations.

### **TRAVELING ABROAD**

Students may contact the Admissions Office for information about passports and other required documents, crime prevention steps and precautions and other safety tips that may be helpful when traveling abroad.

# **PROGRAMS OF STUDY**

The academic programs at York Technical College are grouped into five divisions.

Listed below are the divisions and the respective deans.

**BUSINESS, COMPUTER, ARTS AND SCIENCES  
LINDA KNIGHT, DEAN**

**HEALTH AND HUMAN SERVICES  
CAROLYN STEWART, DEAN**

**INDUSTRIAL AND ENGINEERING TECHNOLOGIES  
MARC TARPLEE, DEAN**

**CONTINUING EDUCATION AND SPECIAL PROGRAMS  
CAROLYN STEWART, DEAN**

**LEARNING RESOURCES  
LOUISE RHYNE, DEAN**

# **BUSINESS/COMPUTER/ ARTS AND SCIENCES DIVISION**

**ACCOUNTING  
GENERAL BUSINESS  
MANAGEMENT  
ACCOUNTING CLERK  
ENTREPRENEURIAL  
HUMAN RESOURCE MANAGEMENT SPECIALIST  
PAYROLL/INCOME TAX**

**COMPUTER TECHNOLOGY  
OFFICE SYSTEMS TECHNOLOGY  
AUTOMATED OFFICE  
DATA ENTRY  
LEGAL OFFICE  
MEDICAL OFFICE  
NETWORK ADMINISTRATION  
NETWORK OPERATIONS  
PC TECH SUPPORT  
TRANSCRIPTION  
WEBMASTER  
WORD PROCESSING**

**ASSOCIATE IN ARTS  
ASSOCIATE IN SCIENCE  
GENERAL STUDIES**

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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### **BUSINESS, COMPUTER, ARTS & SCIENCES DIVISION**

Our service- and information-oriented world demands that all consumers have a basic knowledge and understanding of computers and our business enterprise system. To provide students with this knowledge, the Business, Computer, Arts & Sciences Division offers degree, diploma, or certificate courses, as well as those of special interest. Regardless of the goal, students will find programs or courses to meet their needs.

The student who wishes to earn the first two years of a baccalaureate degree will find college courses which transfer to a senior institution. By working with the South Carolina Commission on Higher Education, the College is continually strengthening the opportunities for transfer of course credits to the public senior colleges and universities of our state.

Each student in the Division is assigned an academic advisor who will work individually with the student in course selection each semester. Attention to specific academic needs and assistance in helping choose the right path to meet the student's career objectives are basic to the advising process used at York Technical College.

### **LEARNING ASSISTANCE CENTER**

The Learning Assistance Center is a unified program of academic support services. These services include instruction in math, reading, English, and English as a Second Language. Computer-assisted instruction using SkillsBank and ELLIS programs is available.

### **BUSINESS ADMINISTRATION DEPARTMENT**

The Business Administration Department at York Technical College offers students many career choices—Associate Degrees in Accounting, General Business and Management, or certificates in Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, or Payroll/Income Tax. Students must complete the required minimum credit hours with a “C” average to receive a degree or certificate.

For students who wish to enter the accounting profession, York Technical College offers an Accounting major. This major emphasizes the accounting theory and skills necessary to qualify for entry into the following accounting positions: junior accountant, payroll accountant, or cost accounting assistant. The training received in the Accounting major, along with subsequent work experience, should prepare a student to become an accounting supervisor and eventually to reach positions of higher responsibility in a business firm. A minimum grade of “C” is required in order to earn credit for all business courses.

For students who desire an overall knowledge of business operations, the College offers a General Business major. Students with this major will obtain the skills to qualify for positions in advertising, sales, credit management, and administrative trainees. Students select electives which best fit career goals or select an emphasis in marketing or small business management.

In order to succeed and to be competitive, businesses must follow sound management techniques and procedures. York Technical College students who major in Management will acquire the technology to qualify for careers in office management, wholesale and retail management, personnel management, production management, or a variety of other supervisory opportunities.

For students who need or wish to be employable within one year, York Technical College offers a two-semester certificate program—Accounting Clerk. Later, if the student desires an Associate Degree in Business, all of these courses will be accepted toward that degree.



## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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For the convenience of our students, we have a staffed open computer lab -- A208 -- available day, evening, and weekend hours as indicated on the lab door. The open lab computers contain all the software taught in the Information Technology and Business Administration courses.

**MAJOR: Accounting (65.0 Credit Hours)**  
**DEGREE: Associate in Business**

<b>A. GENERAL EDUCATION</b>			<b>CREDITS</b>
* ENG	155	Communications I	3.0
ENG	156	Communications II	3.0
ECO	210	Macroeconomics <b>OR</b>	
PSC	201	American Government <b>OR</b>	
PSY	201	General Psychology	3.0
MAT	101	Beginning Algebra	3.0
HSS	205	Technology and Society	3.0
Subtotal			15.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
#*ACC	101	Accounting Principles I	3.0
* ACC	102	Accounting Principles II	3.0
* ACC	245	Accounting Applications	3.0
* BUS	121	Business Law I	3.0
* CPT	101	Introduction to Computers	3.0
Subtotal			15.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
* ACC	124	Individual Tax Procedures	3.0
* ACC	150	Payroll Accounting	3.0
* ACC	201	Intermediate Accounting I	3.0
* ACC	202	Intermediate Accounting II	3.0
* ACC	230	Cost Accounting I	3.0
* ACC	231	Cost Accounting II	3.0
* ACC	240	Computerized Accounting	3.0
* BAF	201	Principles of Finance	3.0
* BUS	145	Calculator Applications	3.0
COL	101	College Orientation	1.0
MAT	165	Statistics	3.0
+ELECTIVES	(minimum of 2) not fewer than 4 credit hours		4.0
Subtotal			35.0
Total Credit Hours			65.0

\*Courses in this program which require a grade of "C" or better.

+All business electives require a grade of "C" or better.

#ACC 101 -- Prerequisite ACC 100

### **SUGGESTED PLAN OF STUDY** **Accounting (Day)**

#### **First Year**

##### **Fall**

ACC 101  
 ENG 155  
 BUS 121  
 HSS 205  
 MAT 101  
 COL 101

##### **Spring**

ACC 102  
 ENG 156  
 ACC 124  
 ECO 210 **OR**  
 PSC 201 **OR**  
 PSY 201  
 BUS 145  
 CPT 101

**BUSINESS/COMPUTER/ARTS AND SCIENCES**

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**Second Year**

**Fall**

ACC 201  
ACC 230  
ACC 240  
ACC 245  
MAT 165  
1 ELECTIVE

**Spring**

ACC 202  
ACC 231  
ACC 150  
BAF 201  
1 ELECTIVE

**SUGGESTED PLAN OF STUDY**

**Accounting (Evening)**

**First Year**

**Fall**

ACC 101  
BUS 121  
COL 101  
ENG 155  
MAT 101

**Spring**

ACC 102  
BUS 145  
ENG 156  
HSS 205

**Summer**

ACC 150  
CPT 101  
1 ELECTIVE

**Second Year**

**Fall**

ACC 201  
ACC 230  
ACC 245  
MAT 165

**Spring**

ACC 124  
ACC 202  
ACC 231  
ACC 240

**Summer**

BAF 201  
ECO 210 or  
PSC 201 or  
PSY 201  
1 ELECTIVE

**MAJOR: General Business (65.0 Credit Hours)**

**DEGREE: Associate in Business**

**A. GENERAL EDUCATION**

**CREDITS**

* ENG 155	Communications I	3.0
ENG 156	Communications II	3.0
HSS 205	Technology & Society	3.0
MAT 101	Beginning Algebra	3.0
PSY 201	General Psychology	3.0
	Subtotal	15.0

**B. REQUIRED CORE SUBJECT AREAS**

#*ACC 101	Accounting Principles I	3.0
* BUS 121	Business Law I	3.0
* CPT 101	Introduction to Computers	3.0
* MGT 101	Principles of Management I	3.0
* MKT 101	Marketing	3.0
	Subtotal	15.0

**C. OTHER HOURS REQUIRED FOR GRADUATION**

* ACC 102	Accounting Principles II	3.0
* ACC 150	Payroll Accounting	3.0
* BAF 201	Principles of Finance	3.0
* BUS 101	Introduction to Business	3.0
* BUS 123	Business Law II	3.0
COL 101	College Orientation	1.0
ECO 210	Macroeconomics	3.0
* MGT 120	Small Business Management	3.0
* MKT 265	Retailing Strategies and Applications	3.0
ELECTIVES	(minimum of 2) not fewer than 4 credit hours	4.0
	Subtotal	29.0

## BUSINESS/COMPUTER/ARTS AND SCIENCES

### CHOOSE 6 CREDIT HOURS FROM THE FOLLOWING GEN. BUS. COURSES \*

* ACC	124	Individual Tax Procedures	3.0
* ACC	240	Computerized Accounting	3.0
* BUS	145	Calculator Applications	3.0
ECO	211	Microeconomics	3.0
* MGT	121	Small Business Operations	3.0
* MKT	130	Customer Service Principles	3.0
* MKT	240	Advertising	3.0
* OST	165	Information Processing Software	3.0
		Subtotal	6.0
		Total Credit Hours	65.0

\*Courses in this program which require a minimum grade of "C."

#ACC 101 -- Prerequisite ACC 100

### SUGGESTED PLAN OF STUDY

#### General Business (Day)

##### First Year

##### Fall

ACC 101  
BUS 101  
COL 101  
CPT 101  
ENG 155  
MAT 101

##### Spring

ACC 102  
MKT 101  
MGT 101  
ENG 156  
ECO 210  
1 BUSINESS ELECTIVE

##### Second Year

##### Fall

ACC 150  
BUS 121  
MGT 120  
MKT 265  
1 ELECTIVE  
1 BUSINESS ELECTIVE

##### Spring

BAF 201  
BUS 123  
HSS 205  
PSY 201  
1 ELECTIVE

### SUGGESTED PLAN OF STUDY

#### General Business (Evening)

##### First Year

##### Fall

ACC 101  
BUS 101  
COL 101  
ENG 155

##### Spring

ACC 102  
ENG 156  
MGT 101  
MKT 101

##### Summer

CPT 101  
HSS 205  
MAT 101  
1 BUSINESS ELECTIVE

##### Second Year

##### Fall

BAF 201  
BUS 121  
MGT 120  
MKT 265

##### Spring

ACC 150  
BUS 123  
PSY 201  
1 BUSINESS ELECTIVE

##### Summer

ECO 210  
2 ELECTIVES

### MAJOR: Management (65.0 Credit Hours)

### DEGREE: Associate in Business

#### A. GENERAL EDUCATION

			CREDITS
* ENG	155	Communications I	3.0
ENG	156	Communications II	3.0
ECO	210	Macroeconomics <b>OR</b>	
PSC	201	American Government <b>OR</b>	
PSY	201	General Psychology	3.0
MAT	101	Beginning Algebra	3.0

## BUSINESS/COMPUTER/ARTS AND SCIENCES

			CREDITS
HSS	205	Technology and Society	3.0
			Subtotal 15.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
#*ACC	101	Accounting Principles I	3.0
* BUS	121	Business Law I	3.0
* CPT	101	Introduction to Computers	3.0
* MGT	101	Principles of Management	3.0
* MKT	101	Marketing	3.0
			Subtotal 15.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
* ACC	102	Accounting Principles II	3.0
* ACC	150	Payroll Accounting	3.0
* BAF	201	Principles of Finance	3.0
* BUS	101	Introduction to Business	3.0
* BUS	145	Calculator Applications	3.0
COL	101	College Orientation	1.0
* MGT	110	Office Management	3.0
* MGT	120	Small Business Management	3.0
* MGT	201	Human Resource Management	3.0
* MGT	280	Executive Development	3.0
* MKT	265	Retailing Strategies and Applications	3.0
+ELECTIVES	(minimum of 2) not less than 4 credit hours		4.0
			Subtotal 35.0
			Total Credit Hours 65.0

\*Courses in this program which require a minimum grade of "C."

+All business electives require a grade of "C" or better.

#ACC 101 -- Prerequisite ACC 100

### SUGGESTED PLAN OF STUDY

#### Management (Day)

##### First Year

##### Fall

ACC 101  
BUS 101  
BUS 121  
COL 101  
ENG 155  
MAT 101

##### Spring

ACC 102  
BUS 145  
CPT 101  
ENG 156  
HSS 205  
MGT 101

##### Second Year

##### Fall

ACC 150  
BAF 201  
ECO 210 or  
PSC 201 or  
PSY 201  
MGT 201  
1 ELECTIVE

##### Spring

MGT 110  
MGT 120  
MGT 280  
MKT 101  
MKT 265  
1 ELECTIVE

### SUGGESTED PLAN OF STUDY

#### Management (Evening)

##### First Year

##### Fall

ACC 101  
BUS 101  
COL 101  
ENG 155  
MAT 101

##### Spring

ACC 102  
BUS 121  
ENG 156  
MGT 101

##### Summer

CPT 101  
HSS 205  
1 ELECTIVE

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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### **Second Year**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
BUS 145	ACC 150	ECO 210 OR
MGT 110	BAF 201	PSC 201 OR
MGT 280	MGT 120	PSY 201
MKT 101	MGT 201	MKT 265
		1 ELECTIVE

### **CERTIFICATE: Accounting Clerk (21.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
#*ACC 101 Accounting Principles I	3.0
* ACC 102 Accounting Principles II	3.0
* ACC 150 Payroll Accounting	3.0
* ACC 240 Computerized Accounting	3.0
* ACC 245 Accounting Applications	3.0
* BUS 145 Calculator Applications	3.0
* CPT 170 Microcomputer Applications	3.0
Total Credit Hours	21.0

Courses in this program will transfer to an Associate in Business Degree.

\*Courses in this program require a minimum grade of "C" or better.

#ACC 101 -- Prerequisite ACC 100

### **SUGGESTED PLAN OF STUDY**

#### **Accounting Clerk Certificate**

<b>Fall</b>	<b>Spring</b>
ACC 101	ACC 102
BUS 145	ACC 150
CPT 170	ACC 240
	ACC 245

### **CERTIFICATE: Entrepreneurial Certificate (25.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
* ACC 100 Basic Accounting	3.0
* ACC 150 Payroll Accounting	3.0
* ACC 242 Small Business Software	1.0
* BUS 101 Introduction to Business	3.0
* BUS 121 Business Law I	3.0
* BUS 123 Business Law II	3.0
* MGT 120 Small Business Management	3.0
* MGT 121 Small Business Operations	3.0
* MGT 201 Human Resource Management	3.0
Total Credit Hours	25.0

\*Courses in this program which require a minimum grade of "C" or better.

### **SUGGESTED PLAN OF STUDY**

#### **Entrepreneurial Certificate**

<b>Fall</b>	<b>Spring</b>
ACC 100	ACC 150
BUS 101	ACC 242
BUS 121	BUS 123
MGT 120	MGT 121
	MGT 201

**BUSINESS/COMPUTER/ARTS AND SCIENCES**

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**CERTIFICATE: Human Resource Management Specialist (37.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
* ACC 100 Basic Accounting	3.0
* ACC 150 Payroll Accounting	3.0
* ACC 243 Computerized Spreadsheets	1.0
* BAF 101 Personal Finance	3.0
* BUS 121 Business Law	3.0
* BUS 123 Business Law II	3.0
* BUS 128 Employment Law	3.0
* BUS 136 Compensation & Benefits Analysis	3.0
* CPT 170 Microcomputer Applications	3.0
ENG 155 Communications I	3.0
* MGT 101 Principles of Management	3.0
* MGT 201 Human Resource Management	3.0
SPC 205 Public Speaking	3.0
Total Credit Hours	37.0

\*Courses in this program which require a minimum grade of "C" or better.

**SUGGESTED PLAN OF STUDY  
Human Resource Management Specialist**

<b>Fall</b>	<b>Spring</b>
ACC 100	ACC 150
BUS 121	ACC 243
BAF 101	MGT 201
ENG 155	BUS 123
MGT 101	SPC 205
CPT 170	BUS 128
	BUS 136

**CERTIFICATE: Payroll/Income Tax Certificate (34.0 Credit Hours)**

<b>B. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
#* ACC 101 Principles of Accounting I	3.0
* ACC 120 Federal Income Taxes	3.0
* ACC 124 Individual Tax Procedures	3.0
* ACC 130 State Tax Procedures	1.0
* ACC 150 Payroll Accounting	3.0
* ACC 240 Computerized Accounting	3.0
* BUS 135 Wage and Salary Administration	3.0
* BUS 136 Compensation and Benefits Analysis	3.0
* BUS 145 Calculator Applications	3.0
* CPT 170 Microcomputer Applications	3.0
* MAT 150 Fundamentals of Mathematics	3.0
* MGT 201 Human Resource Management	3.0
Total Credit Hours	34.0

\*Courses in this program which require a grade of "C" or better.

#ACC 101 -- Prerequisite ACC 100

**SUGGESTED PLAN OF STUDY  
Payroll/Income Tax Certificate**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
ACC 101	ACC 124	ACC 120
BUS 145	BUS 135	ACC 150
CPT 170	MGT 201	ACC 240
MAT 150	BUS 136	
	ACC 130	

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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### **INFORMATION TECHNOLOGY DEPARTMENT**

The Information Technology Department at York Technical College prepares students for many career paths as well as industry certifications. Students have options for an associate degree in Computer Technology or Office Systems Technology or a diploma in Automated Office. For those students who want to get into the information technology field more quickly, certificate programs in Data-Entry, Legal Office, Medical Office, Network Administration, Network Operations, PC Tech Support, Transcription, Webmaster, and Word Processing are available. To receive a degree, diploma, or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

Students with a high aptitude for math and logical reasoning may find the Associate in Computer Technology degree a good option for them. This degree prepares students to program in Cobol and C++ with the option to learn JAVA, Visual Basic, and XML. In addition, the students will gain experience with various applications software including word processing, spreadsheets, databases and operating systems. Graduates of this program often find jobs as computer programmers or systems analysts.

Students who want to enter the workforce as a highly skilled office worker may prefer the Associate in Office Systems Technology Degree. These graduates find jobs as administrative assistants and word processing specialists. Students develop competencies in word processing, spreadsheets, database, presentation software, and administrative procedures. This combination of skills prepares the student to be successful in today's office environment.

The Automated Office Diploma is another option for future office workers to acquire skills. Students in this program can finish their coursework in three semesters and develop competencies in word processing and administrative procedures.

For individuals who need specialized skills for the workforce, several certificates are available.

- Data-Entry Certificate--for entry-level data input positions
- Legal Office Certificate--for entry-level legal office assistants, receptionists, or law office clerks
- Medical Office Certificate--for entry-level healthcare office assistant, receptionist, or front-office attendant
- Network Administration Certificate--for assistant network administrators in a Microsoft operating system environment (Graduates of this certificate will be prepared to take the Microsoft exams, leading to either the Microsoft Certified Systems Administrator Certification or the Microsoft Certified Systems Engineer Certification.)
- Network Operations Certificate--for skills required to install and operate LAN, WAN, and dial access services for small networks (Students successfully completing the York Technical College Network Operations Certificate will also receive the Cisco Certified Network Associate credential.)
- PC Tech Support Certificate--for entry-level jobs in technical support call centers
- Transcription Certificate--for entry level transcriber in a medical or legal office
- Webmaster Certificate--for entry-level positions as a web master
- Word Processing Certificate--for success as word processing specialists in an office environment

Students who successfully complete a combination of CPT 170 and CPT 270 or OST 165, 167, 265, and 267 should have the skills to sit for the Microsoft Office User Specialist (MOUS) expert level certification.

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

The Information Technology Department offers many courses in distance learning formats to accommodate student needs. For the convenience of our students, we have a staffed, open computer lab - A208 - available day, evening, and weekend hours as indicated on the lab door. The open lab computers contain all the software taught in the Information Technology and Business Administration courses.

**MAJOR: Computer Technology (65.0 Credit Hours)**  
**DEGREE: Associate in Computer Technology**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ECO 210 Macroeconomics	3.0
* ENG 101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology and Society	3.0
* MAT 102 Intermediate Algebra	3.0
MAT 165 Statistics	3.0
SPC 205 Public Speaking	3.0
Subtotal	<u>21.0</u>
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
* CPT 115 COBOL Programming I	3.0
* CPT 170 Microcomputer Applications	3.0
* CPT 215 COBOL Programming II	3.0
* CPT 242 Database	3.0
* CPT 257 Operating Systems	3.0
* CPT 264 Systems and Procedures	3.0
Subtotal	<u>18.0</u>
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
+ACC 101 Accounting Principles I	3.0
COL 101 College Orientation	1.0
* CPT 114 Computers and Programming	3.0
* CPT 168 Programming Logic and Design	3.0
* CPT 208 Special Topics in Computer Technology <b>OR</b>	
* CPT 270 Advanced Microcomputer Applications	3.0
* CPT 234 C Programming I	3.0
* CPT 235 C Programming II	3.0
* IST 220 Data Communications	3.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours	<u>4.0</u>
Subtotal	<u>26.0</u>
Total Credit Hours	<b>65.0</b>

\*Courses in this program which require a minimum grade of "C."  
 +ACC 101 -- Prerequisite ACC 100

### **SUGGESTED PLAN OF STUDY** **Computer Technology**

#### **First Year**

##### **Fall**

COL 101  
 CPT 114  
 CPT 168  
 CPT 170  
 ENG 101  
 MAT 102

##### **Spring**

ACC 101  
 CPT 115  
 CPT 208 **OR**  
 CPT 270  
 CPT 234  
 CPT 257  
 ENG 160

#### **Second Year**

##### **Fall**

CPT 215  
 CPT 235  
 CPT 264

##### **Spring**

CPT 242  
 HSS 205  
 IST 220



## BUSINESS/COMPUTER/ARTS AND SCIENCES

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MAT 165	SPC 205
ECO 210	1 ELECTIVE
1 ELECTIVE	

**MAJOR: Office Systems Technology (62.0 Credit Hours)**  
**DEGREE: Associate in Business**

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics <b>OR</b>	
ECO 210 Macroeconomics	3.0
* ENG 155 Communications I	3.0
* ENG 156 Communications II	3.0
HSS 205 Technology and Society	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS	
* + OST 110 Document Formatting	3.0
* OST 143 Office Systems and Procedures	3.0
* OST 165 Information Processing Software	3.0
* OST 167 Information Processing Applications	3.0
* OST 210 Document Production	3.0
Subtotal	15.0
C. OTHER COURSES REQUIRED FOR GRADUATION	
COL 101 College Orientation	1.0
* OST 121 Machine Transcription	3.0
OST 133 Professional Development	3.0
* OST 134 Office Communications	3.0
OST 137 Office Accounting	3.0
* OST 211 Advanced Document Production <b>OR</b>	
* OST 212 Medical Document Production <b>OR</b>	
* OST 213 Legal Document Production	3.0
* OST 251 Administrative Systems and Procedures	3.0
* OST 254 Office Simulation	3.0
* OST 265 Office Desktop Publishing	3.0
* OST 267 Integrated Information Processing	3.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours	4.0
Subtotal	32.0
Total Credit Hours	62.0

\*Courses in this program which require a minimum grade of "C."  
 +OST 110—Prerequisite OST 105 or exemption credit.

### SUGGESTED PLAN OF STUDY Office Systems Technology

**First Year**

**Fall**

COL 101  
 ENG 155  
 HSS 205  
 OST 110  
 OST 267  
 OST 165

**Spring**

ENG 156  
 MAT 155  
 OST 134  
 OST 143  
 OST 167  
 OST 133

**Second Year**

**Fall**

OST 121  
 OST 137  
 OST 251

**Spring**

ECO 101 **OR**  
 ECO 210  
 OST 211 **OR**

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OST 210	OST 212 OR
OST 254	OST 213
	OST 265
	2 ELECTIVES

**MAJOR: Automated Office (49.0 Credit Hours)**  
**DIPLOMA: Business**

<b>A. GENERAL EDUCATION</b>		<b>CREDITS</b>
ECO 101	Basic Economics OR	
ECO 210	Macroeconomics	3.0
*ENG 155	Communications I	3.0
HSS 205	Technology and Society	3.0
MAT 155	Contemporary Mathematics	<u>3.0</u>
	Subtotal	12.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>		
* + OST 110	Document Formatting	3.0
* OST 143	Office Systems and Procedures	3.0
* OST 165	Information Processing Software	3.0
* OST 210	Document Production	<u>3.0</u>
	Subtotal	12.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>		
COL 101	College Orientation	1.0
* OST 121	Machine Transcription	3.0
OST 133	Professional Development	3.0
* OST 134	Office Communications	3.0
OST 137	Office Accounting	3.0
* OST 167	Information Processing Applications	3.0
* OST 251	Administrative Systems and Procedures	3.0
* OST 254	Office Simulation	3.0
* OST 267	Integrated Information Processing	<u>3.0</u>
	Subtotal	25.0
	Total Credit Hours	49.0

\*Courses in this program which require a minimum grade of "C."  
 +OST 110 -- Prerequisite OST 105 or exemption credit.

**SUGGESTED PLAN OF STUDY**  
**Automated Office**

**First Year**

<b>Fall</b>	<b>Spring</b>
COL 101	MAT 155
ENG 155	OST 133
OST 110	OST 143
OST 134	OST 167
OST 165	OST 210
OST 267	HSS 205

**Second Year**

**Summer or Fall**  
 ECO 101 OR  
 ECO 210  
 OST 121  
 OST 137  
 OST 251  
 OST 254  
 ELECTIVE

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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### **CERTIFICATE: Data-Entry (23.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
OST 102 Introduction to Windows	1.0
* OST 105 Keyboarding	3.0
OST 106 Keyboarding Lab I	1.0
OST 133 Professional Development	3.0
* OST 134 Office Communications	3.0
OST 135 Office Machines	3.0
* OST 165 Information Processing Software	3.0
* OST 167 Information Processing Applications	3.0
* OST 267 Integrated Information Processing	3.0
Total Credit Hours	<u>23.0</u>

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY**

#### **Data-Entry Certificate**

<b>Fall</b>	<b>Spring</b>
OST 102	OST 106
OST 105	OST 135
OST 133	OST 167
OST 134	OST 267
OST 165	

### **CERTIFICATE: Legal Office (30.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
BUS 121 Business Law I	3.0
* + OST 110 Document Formatting	3.0
* OST 121 Machine Transcription	3.0
OST 133 Professional Development	3.0
* OST 134 Office Communications	3.0
OST 137 Office Accounting	3.0
* OST 143 Office Systems and Procedures	3.0
* OST 165 Information Processing Software	3.0
* OST 167 Information Processing Applications	3.0
* OST 213 Legal Document Production	3.0
Total Credit Hours	<u>30.0</u>

\*Courses in this program which require a minimum grade of "C."

+OST 110—Prerequisite OST 105 or exemption credit.

### **SUGGESTED PLAN OF STUDY**

#### **Legal Office Certificate**

<b>Fall</b>	<b>Spring</b>
BUS 121	OST 133
OST 110	OST 137
OST 134	OST 121
OST 165	OST 167
OST 143	OST 213

### **CERTIFICATE: Medical Office (30.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
* AHS 102 Medical Terminology	3.0
* + OST 110 Document Formatting	3.0
* OST 121 Machine Transcription	3.0
OST 133 Professional Development	3.0
* OST 134 Office Communications	3.0

**BUSINESS/COMPUTER/ARTS AND SCIENCES**

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			<b>CREDITS</b>
OST	137	Office Accounting	3.0
* OST	165	Information Processing Software	3.0
* OST	167	Information Processing Applications	3.0
* OST	212	Medical Document Production	3.0
* OST	252	Medical Systems and Procedures	<u>3.0</u>
Total Credit Hours			30.0

\*Courses in this program which require a minimum grade of "C."  
 +OST 110—Prerequisite OST 105 or exemption credit.

**SUGGESTED PLAN OF STUDY**

**Medical Office Certificate**

**Fall Spring**

AHS 102	OST 137
OST 133	OST 121
OST 110	OST 167
OST 134	OST 212
OST 165	OST 252

**Certificate: Network Administration (27.0 credit hours)**

A. Required Core Subject Areas			<b>CREDITS</b>
*CPT	114	Computer & Programming	3.0
*IST	220	Data Communications	3.0
*IST	251	LAN Networking Technologies	3.0
*IST	252	LAN System Manager	3.0
*IST	253	LAN Service & Support	3.0
*IST	254	Centralized Network Mgmt	3.0
*IST	260	Network Design	3.0
*IST	273	Advanced Client/Server Systems	3.0
*IST	221	Advanced Data Communications	<u>3.0</u>
Total Credit Hours			27.0

\*Courses in this program which require a minimum grade of "C."

**Suggested Plan of Study**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
CPT 114	IST 252	IST 221
IST 220	IST 253	IST 254
IST 251	IST 260	IST 274

**CERTIFICATE: Network Operations (12.0 Credit Hours)**

<b>A.REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
*IST	201	Cisco Internet Working Concepts	3.0
*IST	202	Cisco Router Configuration	3.0
*IST	203	Advanced Cisco Router Configuration	3.0
*IST	204	Cisco Troubleshooting	<u>3.0</u>
Total Credit Hours			12.0

**SUGGESTED PLAN OF STUDY**

**First Year**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
IST 201	IST 202	IST 203

**Second Year**

**Fall**  
IST 204

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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### **Certificate: PC Technical Support**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
* CPT 114 Computers & Programming	3.0
* CPT 168 Programming Logic & Design	3.0
* CPT 170 Microcomputer Applications	3.0
* CPT 234 C Programming I	3.0
* CPT 235 C Programming II	3.0
* CPT 242 Database	3.0
* CPT 257 Operating Systems	3.0
* CPT 264 Systems and Procedures	3.0
* CPT 270 Advanced Microcomputer Applications	3.0
* IST 220 Data Communications	3.0
Total Credit Hours	<u>30.0</u>

### **Suggested Plan of Study**

#### **First Year**

##### **Fall**

CPT 114  
CPT 168  
CPT 170

##### **Spring**

CPT 234  
CPT 257  
CPT 270  
IST 220

#### **Second Year**

##### **Fall**

CPT 235  
CPT 242  
CPT 264

### **CERTIFICATE: Transcription (27.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
AHS 102 Medical Terminology	3.0
BUS 121 Business Law I	3.0
+ * OST 110 Document Formatting	3.0
* OST 121 Machine Transcription	3.0
* OST 134 Office Communications	3.0
* OST 165 Information Processing Software	3.0
* OST 167 Information Processing Applications	3.0
* OST 212 Medical Document Production	3.0
* OST 213 Legal Document Production	3.0
Total Credit Hours	<u>27.0</u>

\*Courses in this program which require a minimum grade of "C" or better.

+OST 110--Prerequisite OST 105 or exemption credit.

### **SUGGESTED PLAN OF STUDY**

#### **FALL**

AHS 102  
BUS 121  
OST 110  
OST 134  
OST 165

#### **SPRING**

OST 121  
OST 167  
OST 212  
OST 213

### **CERTIFICATE: Webmaster Certificate (30.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
*CPT 162 Introduction to Web Page Publishing	3.0
*CPT 163 Introduction to Multimedia for Web Page	3.0
+*CPT 170 Microcomputer Applications	3.0
*CPT 176 Microcomputer Operating Systems	3.0
* CPT 260 Fundamentals of Operating Systems and Web Servers	3.0
+* ENG 160 Technical Writing	3.0

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	<b>CREDITS</b>
*IST 104 Introduction to the Internet	1.0
*IST 105 Internet Search Techniques	1.0
*IST 106 Web Sites and Home Pages	1.0
+ *IST 220 Data Communications	3.0
*IST 226 Internet Programming	3.0
*IST 227 Internet Operations and Management	3.0
Total Credit Hours	30.0

\*Courses in this program which require a minimum grade of "C."

+CPT 170-Prerequisite OST 101 or OST 105 or equivalent

+ENG 160-Prerequisite ENG 101 with a "C."

+IST 220-Prerequisite CPT 114

### SUGGESTED PLAN OF STUDY

#### Webmaster Certificate

<b>Fall</b>	<b>Spring</b>
CPT 162	CPT 163
CPT 170	CPT 260
CPT 176	ENG 160
IST 104	IST 226
IST 105	IST 227
IST 106	
IST 220	

#### CERTIFICATE: Word Processing (30.0 Credit Hours)

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
* + OST 110 Document Formatting	3.0
* OST 121 Machine Transcription	3.0
OST 133 Professional Development	3.0
* OST 134 Office Communications	3.0
OST 137 Office Accounting	3.0
* OST 143 Office Systems and Procedures	3.0
* OST 165 Information Processing Software	3.0
* OST 167 Information Processing Applications	3.0
* OST 265 Office Desktop Publishing	3.0
* OST 267 Integrated Information Processing	3.0
Total Credit Hours	30.0

\*Courses in this program which require a minimum grade of "C."

+OST 110—Prerequisite OST 105 or exemption credit.

### SUGGESTED PLAN OF STUDY

#### Word Processing Certificate

<b>Fall</b>	<b>Spring</b>
OST 133	OST 137
OST 110	OST 121
OST 134	OST 167
OST 165	OST 265
OST 143	OST 267

#### Computing Resources and Facilities at York Technical College

As the recognized leader in applying computer technology in the 16-college South Carolina Technical Education System, York Technical College has developed one of the most technically advanced computing facilities of any college in the State. Each year, selected academic areas upgrade or add computer resources to instructional programs in order to provide a state-of-the-art learning environment. This strategy allows students to learn about computers, and, more importantly, to apply computer technology in their

## **BUSINESS/COMPUTER/ARTS AND SCIENCES**

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chosen field of study. As a result, York Technical College has a campus-wide network of computers, printers, and graphics devices that can be utilized by students in virtually any course of study. Classes in computer programming, accounting, office systems, business, engineering, health and human services, and general education now use computer facilities on a daily basis.

Area business and industry also take advantage of York Technical College's expertise through contract training and special programs on topics ranging from personal computers to advanced computer networking and data communications.

### **Resources Available at the York Technical College Computer Center:**

Personal computers with Windows 2000, Microsoft Visual Basic, Microsoft Visual C++, JAVA, COBOL, Microsoft Office, Ethernet communications, and various graphics & utility programs.

All brand and product names are trademarks or registered trademarks of their respective companies.

# **COLLEGE TRANSFER PROGRAM**

**ASSOCIATE IN ARTS**

**ASSOCIATE IN SCIENCE**



## **COLLEGE TRANSFER PROGRAM**

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### **ASSOCIATE IN ARTS ASSOCIATE IN SCIENCE**

The College Transfer program, offered both day and night at York Technical College, provides students with the first two years of college or university work. Students in this program earn the Associate in Arts or the Associate in Science Degree. Students completing the requirements for an associate degree will be prepared to transfer to a senior institution to complete a baccalaureate degree.

York Technical College and the South Carolina Commission on Higher Education work together continually to improve opportunities for transfer of course credits to the public senior colleges and universities in our state. A student can enter York Technical College's Associate in Arts or Associate in Science Degree programs with the knowledge that, by working with a College Transfer advisor in selecting appropriate courses, the student can arrange an individualized program for transfer.

Individual articulation agreements are established directly with some local colleges. A student planning to transfer should meet with a College Transfer advisor to plan appropriate course work at York Technical College.

#### **MODEL FOR ASSOCIATE IN ARTS DEGREE**

##### **A. GENERAL EDUCATION**

**(38 Semester Hours)**

English Composition *ENG 101, *ENG 102	6 Semester Hours
Mathematics MAT 110 or MAT 165	3 Semester Hours
Humanities/Fine Arts 3 semester hours to be chosen from ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 6 semester hours to be chosen from HIS 101, HIS 102, HIS 201, HIS 202	9 Semester Hours
Physical or Natural Sciences To be chosen from BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHT 225, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222	8 Semester Hours
Social Science 6 Semester Hours To be chosen from ECO 210, PSY 201, SOC 101, SOC 102	6 Semester Hours
Required Support Courses Courses to be selected from required core subject area and/or courses listed below.	6 Semester Hours

Course selected may not be used to meet requirements for any other area.  
BIO 101, BIO 102, BIO 205, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHT 225, CPT 101, MAT 111, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

##### **B. REQUIRED CORE SUBJECT AREAS**

**(18 Semester Hours)**

To be chosen from the courses listed below and NOT used to fulfill general education requirements. \*Courses applying in the Required Core Area require a

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minimum grade of "C."

ART, 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 210, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 230, SPA 101, SPA 102, SPC 205, THE 101

### **C. OTHER HOURS REQUIRED FOR GRADUATION (5 Semester Hours)**

COL 101 College Orientation 1 Semester Hour

ELECTIVES (minimum of 2) not fewer than 4 semester hours

Courses used to complete this requirement must be chosen from courses which are at or above entry level required by the AA program. Students must demonstrate satisfactory completion of all prerequisites for the courses selected. At least two courses must be represented. Frequently chosen electives:

ACC 101, ACC 102, BUS 101, CPT 170, MGT 110, OST 105, OST 110, OST 165, OST 265

Total Credit Hours 61.0

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY**

#### **Associate in Arts**

##### **First Year**

###### **Fall**

COL 101  
ENG 101  
MAT 110  
1 HISTORY  
PSY 201 or  
SOC 101  
BIO 101

###### **Spring**

ENG 102  
1 HISTORY  
BIO 102  
1 REQUIRED CORE COURSE  
1 REQUIRED SUPPORT COURSE

##### **Second Year**

###### **Fall**

1 LITERATURE  
3 REQUIRED CORE COURSES  
1 ELECTIVE

###### **Spring**

ECO 210 or  
SOC 102  
2 REQUIRED CORE COURSES  
1 REQUIRED SUPPORT COURSE  
1 ELECTIVE

### **MODEL FOR ASSOCIATE IN SCIENCE DEGREE**

#### **A. GENERAL EDUCATION**

**(38 Semester Hours)**

English Composition 6 Semester Hours

\*ENG 101, \*ENG 102

Mathematics 3 Semester Hours

MAT 110 or MAT 165

Humanities/Fine Arts 9 Semester Hours

3 semester hours to be chosen from

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ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209

6 semester hours to be chosen from

HIS 101, HIS 102, HIS 201, HIS 202

Physical or Natural Sciences

8 Semester Hours

To be chosen from

BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHT 225, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

Social Science

6 Semester Hours

To be chosen from

ECO 210, PSY 201, SOC 101, SOC 102

Required Support Courses

6 Semester Hours

Courses to be selected from required core subject area and/or courses listed below. Course selected may not be used to meet requirements for any other area.

ART 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, JOU 201, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 210, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 230, SPA 101, SPA 102, SPC 205, THE 101

### **B. REQUIRED CORE SUBJECT AREAS**

**(18 Semester Hours)**

To be chosen from the courses listed below and NOT used to fulfill general education requirements. \*Courses applying in the Required Core Area require a minimum grade of "C."

BIO 101, BIO 102, BIO 205, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHT 225, CPT 101, MAT 111, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

### **C. OTHER HOURS REQUIRED FOR GRADUATION**

**(5 Semester Hour)**

COL 101 College Orientation

1 Semester Hour

ELECTIVES (minimum of 2) not fewer than 4 semester hours

Courses used to complete this requirement must be chosen from courses which are at or above entry level required by the AS program. Students must demonstrate satisfactory completion of all prerequisites for the courses selected. At least two courses must be represented. Frequently chosen electives: ACC 101, ACC 102, BUS 101, CPT 170, MGT 110, OST 105, OST 110, OST 165, OST 265

Total Credit Hours 61.0

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY**

#### **Associate in Science**

#### **First Year**

##### **Fall**

COL 101

ENG 101

MAT 110

1 HISTORY

##### **Spring**

ENG 102

1 HISTORY

BIO 102

1 REQUIRED CORE COURSE

## COLLEGE TRANSFER PROGRAM

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PSY 201 or  
SOC 101  
BIO 101

1 REQUIRED SUPPORT COURSE

### Second Year

#### Fall

1 LITERATURE  
3 REQUIRED CORE COURSES  
1 ELECTIVE

#### Spring

ECO 210 or  
SOC 102  
2 REQUIRED CORE COURSES  
1 REQUIRED SUPPORT COURSE  
1 ELECTIVE

**Environmental Electives:** To acquire an Associate in Science Degree with environmental electives, a student may select CHM 110, CHM 111, CHM 220, CHT 225, EVT 206, AND EVT 254.

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

### TRANSFER: STATE POLICIES AND PROCEDURES

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

#### Background

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

\*An expanded list of 72 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;

\*A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principal by the Advisory committee on Academic Programs and the Commission;

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

In 1995 the General Assembly passed Act 137 which stipulate further that the South Carolina Commission on Higher Education "notwithstanding any other provisions of law to the contrary, shall have the following additional duties and

## **COLLEGE TRANSFER PROGRAM**

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functions with regard to the various public institutions of higher education.” These duties and responsibilities include the Commission’s responsibility “to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools.”

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Unless otherwise stated, these procedure shall become effective immediately upon approval by the commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

The Commission on Higher Education for the State of South Carolina coordinates postsecondary education in public-supported institutions, including policies and procedures for students and their course credits transferring among these institutions. The Commission has established transfer policies and procedures, which all public institutions must follow. These procedures are published below:

### **Statewide Articulation of 74 Courses**

1. The Statewide Articulation Agreement of 74 courses already approved by the South Carolina Commission on Higher Education for transfer from two to four-year public institutions shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

### **Admissions Criteria, Course Grades, GPAs, Validations**

2. All four-year public institutions shall issue annually, in August, a transfer guide covering at least the following items:
  - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
  - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - D. Institutional procedures used to calculate student applicants’ GPAs for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student’s intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

## COLLEGE TRANSFER PROGRAM

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- E. Lists of all courses accepted from each technical college (including the 74 courses in the Statewide Articulation Agreement) and the course equivalences (including “free elective” category) at the home institution for the courses accepted.
  - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - G. List of institution’s Transfer Officer (s) personnel together with telephone, fax number, and office address.
  - H. Institutional policies related to “academic bankruptcy” (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student’s earlier record.
  - I. “Residency requirements” for the minimum number of hours required to be earned at the institution for the degree.
3. Course (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the coursework with a “C” grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admission requirements of the institution or program to which application has been made.
- A. Any four-year institution, which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale, shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
  - B. Any multi-campus institution or system shall certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a “validation examination,” “placement examination/instrument;” “verification instrument,” or any other structure, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

### **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their

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totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours.
  - Business Administration: Established curriculum block of 46-51 semester hours.
  - Engineering: Established curriculum block of 33 semester hours.
  - Science and Mathematics: Established curriculum block of 48-51 semester hours.
  - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
  - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.
6. Any “unique” academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September, 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate in either Arts or Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior-level status at whatever public senior institution the student might have been admitted.

*For additional information regarding Transfer Blocks, contact Dr. Edith Dobbins, Executive Vice President for Academic and Student Affairs, or access the Commission for Higher Education website at [www.che400.state.sc.us/web/academictransfer/transfer.htm](http://www.che400.state.sc.us/web/academictransfer/transfer.htm), or call (803) 827-8014, or fax us at (803) 327-8049, or contact us by mail at York Technical College, 452 South Anderson Road, Rock Hill, SC 29730*

### **Related Reports and Statewide Documents**

8. All applicable recommendations found in the Commission’s report to the General Assembly on the School-to-Work Act (approved by the

## COLLEGE TRANSFER PROGRAM

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Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions.

9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred.

### **Assurance of Quality**

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

### **Statewide Publication and Distribution of Information on Transfer**

11. The staff of the Commission of Higher Education shall print and distribute copies of these Procedures upon their acceptance by the Commission. The staff shall also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":
  - A. Print a copy of their entire document.
  - B. Print a copy of their entire transfer guide.
  - C. Provide to the staff of the commission in satisfactory format a copy of their entire transfer guide for placing on the Commission's Home Page on the Internet.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":
  - A. Print a copy of this document.
  - B. Provide to the Commission staff in format suitable for placing on the Commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum shall:
  - A. Publish these procedures in their entirety.
  - B. Designate a chief Transfer Officer at the institution who shall:



## **COLLEGE TRANSFER PROGRAM**

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- Provide information and other appropriate support for students considering transfer and recent transfer.
  - Serve as a clearinghouse for information on issues of transfer in the State of South Carolina.
  - Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
  - Work closely with feeder institutions to assure ease in transfer for their students.
- C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
- D. Refer interested parties to the institutional Transfer Guide.
- E. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages on the Internet for further information regarding transfer.

*York Technical College's Transfer Officer is Dr. Edith Dobbins, Executive Vice President for Academic and Student Affairs. For more information regarding the College's Transfer Guide, contact the Registrar's Office, or access the College's Homepage at [www.yorktech.com](http://www.yorktech.com), or telephone us at (803) 327-8104, or fax us at (803) 327-8059.*

*Additional information regarding transfer in South Carolina may be found at the SC Commission for Higher Education home page at [www.che400.state.sc.us/web/academic/transfer/transfer.htm](http://www.che400.state.sc.us/web/academic/transfer/transfer.htm)*

# **GENERAL STUDIES**

**GENERAL STUDIES CERTIFICATE**

## **GENERAL STUDIES PROGRAM**

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### **GENERAL STUDIES CERTIFICATE**

Many students entering college for the first time are often uncertain as to their college major or academic pursuit. The General Studies Certificate may be a choice for these students. This certificate provides the opportunity to complete sixteen hours of general education coursework. Completion of these courses may be applied to long-term academic goals. Higher-level general education courses can be substituted for some of the entry-level courses that have been included in the model.

### **CERTIFICATE: GENERAL STUDIES (16.0 CREDIT HOURS)**

#### **A. REQUIRED CORE SUBJECT AREAS**

##### **CREDITS**

COL 101	College Orientation	1.0
CPT 170	Microcomputer Applications	3.0
*ENG 100	Introduction to Composition	3.0
MAT 150	Fundamentals of Mathematics	3.0
PSY 105	Personal/Interpersonal Psychology	<u>3.0</u>
	Subtotal	13.0

#### **B. OTHER HOURS REQUIRED FOR GRADUATION**

Career Elective	<u>3.0</u>
Subtotal:	16.0

\*Courses in the program which require a minimum grade of "C."

#### **SUGGESTED CAREER ELECTIVES INCLUDE:**

AHS 102, ACC 100, BUS 121, BUS 145, CPT 101, EGR 104, MGT 101, MGT 110, MGT 120, MGT 201, MKT 101, MKT 265, OST 105, OST 110, OST 165

#### **SUGGESTED PLAN OF STUDY**

##### **General Studies Certificate**

##### **FALL**

COL 101  
ENG 100  
MAT 150  
PSY 105  
CPT 170  
CAREER ELECTIVE

# **HEALTH AND HUMAN SERVICES DIVISION**

**EARLY CARE AND EDUCATION**

**EARLY CHILDHOOD DEVELOPMENT CERTIFICATE**

**EARLY CHILDHOOD DEVELOPMENT DIPLOMA**

**CENTRAL SERVICE**

**CHILD CARE MANAGEMENT CERTIFICATE**

**DENTAL ASSISTING**

**DENTAL HYGIENE**

**HEALTH CARE AIDE**

**HEALTH SCIENCE CERTIFICATE**

**INFANT AND TODDLER DEVELOPMENT**

**MEDICAL LABORATORY TECHNOLOGY**

**MEDICAL OFFICE ASSISTING CERTIFICATE**

**ASSOCIATE DEGREE NURSING**

**PRE-PHYSICAL THERAPIST ASSISTANT CERTIFICATE**

**RADIOLOGIC TECHNOLOGY**

**SURGICAL TECHNOLOGY**

## **HEALTH AND HUMAN SERVICES**

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### **HEALTH AND HUMAN SERVICES DIVISION**

The goal of the Health and Human Services Division is to educate students to provide high-quality services in the Nursing, Allied Health, and Early Childhood Development fields. This Division offers credit programs and numerous continuing education programs to help meet the employment demands for health and human service professionals in the community.

Each program consists of a fully integrated curriculum including general education courses as well as technical courses in the major which are taught by qualified professionals in cooperation with local hospitals, health care agencies, and child care settings. Courses in the major include classroom and laboratory learning experiences on campus in addition to clinical experiences at affiliating health and child care settings.

Credit programs in the Health and Human Services Division have criteria for admission in addition to the general requirements for admission to the College. The admission requirements for each program are outlined on the following pages. Admissions criteria are also available in Student Services. Students should contact an admissions counselor to get information about admission requirements. Applicant qualifications for admission may be individually reviewed when exceptional circumstances exist.

Applicants for limited enrollment programs must maintain a grade point average of 2.00 on the general education courses and electives required for their program in order to be eligible for entry. For those programs which require proof of high school or GED completion, evidence must be on file before applicants can be placed on the list of qualified students.

Technical standards are published for each program in the Health and Human Services Division to identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Students in the Health and Human Services Division programs review the technical standards and assess their ability to meet them. Students are encouraged to make known any special needs requiring accommodations that would assist them in meeting the technical standards. Copies of the technical standards for each program are available in Student Services and through the Health and Human Services Division Office.

Most Health and Human Services programs begin once a year and are limited in enrollment. Admission to these programs is on a first-qualified, first-served basis. All applicants for Health and Human Services programs are encouraged to begin the necessary general education courses for their program while they are working on the qualification requirements and/or awaiting a slot for entry. During this time, students are accepted into the Pre-Health Science program. When students obtain a slot for their Health and Human Services program and are ready to begin, their programs will be changed from Pre-Health Science to the chosen Health and Human Services program.

New trends in the delivery of health and child care services provide many avenues to explore for a career. Exciting and challenging employment opportunities await the person who is prepared for one of these careers. Let York Technical College assist in preparing you to become a member of one of these dedicated teams which provide vital, caring services to the community.

### **EARLY CHILDHOOD DEVELOPMENT PROGRAMS**

The Early Care and Education Associate Degree provides higher educational training and expertise for child care providers in the field of early childhood development. This degree prepares graduates for employment at the associate degree level in early childhood settings that serve children from birth through age 8 and their families. This degree meets the mandate for Headstart staff and provides a career ladder for individuals that desire to improve their skills. The Early Childhood Development Certificate and Early Childhood Development

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Diploma Programs are designed to prepare students for entry-level jobs in the area of early childhood development. The certificate courses provide basic knowledge of child growth and development. The diploma courses add the expertise needed to plan and implement various activities for children and to lead a classroom.

The Child Care Management Certificate will prepare or enhance an individual for an administrative position in a child care setting. The program includes studies in areas of administration, management, child development, curriculum, health, safety, nutrition, and family/community relations.

The Infant and Toddler Development Certificate program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through 3 years old are provided with training related to experiences in growth and development, curriculum issues, and student teaching. This certificate and the individual courses may be useful to those professionals working or seeking employment with the Early Headstart Program.

Graduates of the Early Childhood Development Programs find employment in child care centers, preschools, Headstart programs, public schools, and private kindergartens. Working as a nanny, serving as a public school teacher assistant, and opening a private or family child care center are also employment options. The positions may be as teacher assistants, lead teachers, assistant directors, and directors or owners/operators in a child care setting. Graduates may also find employment in various agencies, programs and entities that serve children and their families.

Admission to the Early Childhood Development Programs requires qualifying scores on the College's placement test, A.C.T. or the S.A.T., a high school diploma or equivalent (G.E.D.) and evidence of a negative TB test. Students must complete a Department of Social Services letter of non-conviction and medical forms. Several courses require both lecture and lab hours at the nationally accredited York Technical College Child Development Center; in some cases labs are off-campus. The programs are designed to provide training for the person already employed in child care as well as to prepare those who plan to enter the field.

People who love children and have patience, compassion, mature judgment, good organizational skills and a sense of humor would enjoy a career in early childhood development.

**MAJOR: EARLY CARE AND EDUCATION (62.0 Semester Credit Hours)**  
**DEGREE: Associate in Public Service**

<b>A. GENERAL EDUCATION</b>		<b>CREDITS</b>
*CPT 101	Introduction to Computers <b>OR</b>	3.0
*OST 105	Keyboarding	
*ENG 101	English Composition I <b>OR</b>	3.0
*ENG 155	Communications I	
MAT 101	Beginning Algebra <b>OR</b>	3.0
MAT 155	Contemporary Math	
*PSY 201	General Psychology <b>OR</b>	3.0
*PSY 105	Personal/Interpersonal Psychology	
*HSS 205	Technology and Society <b>OR</b>	<u>3.0</u>
*HIS 102	Western Civilization II	
	Subtotal	15.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>		
*ECD 101	Introduction to Early Childhood	3.0
*ECD 102	Growth and Development I	3.0
*ECD 105	Guidance and Classroom Management	3.0

## HEALTH AND HUMAN SERVICES

		<b>CREDITS</b>
*ECD	107 Exceptional Children	3.0
*ECD	135 Health, Safety and Nutrition	3.0
*ECD	203 Growth and Development II	3.0
*ECD	243 Supervised Field Experience I	3.0
	Subtotal	21.0

### C. OTHER HOURS REQUIRED FOR GRADUATION

COL	101 College Orientation	1.0
*ECD	108 Family and Community Relations	3.0
*ECD	109 Administration and Supervision	3.0
*ECD	131 Language Arts	3.0
*ECD	132 Creative Experiences	3.0
*ECD	200 Curriculum Issues in Infant & Toddler Development	3.0
*ECD	201 Principles of Ethics & Leadership in Early Care and Edu.	3.0
*ECD	210 Early Childhood Intervention	3.0
	Electives (minimum of 2) not fewer than 4 credits	4.0
	Subtotal	26.0

Total Credit Hours 62.0

\*Courses in this program which require a minimum grade of "C."

\*\*While some courses may transfer, the program is not a college transfer program and does not lead to teacher licensure or certification.

### SUGGESTED PLAN OF STUDY

#### Early Care and Education Degree

##### First Year

###### Fall

COL 101  
ENG 101 OR  
ENG 155  
ECD 101  
ECD 102  
ECD 105

###### Spring

MAT 101 OR  
MAT 155  
ECD 107  
ECD 132  
ECD 203

###### Summer

CPT 101 OR  
OST 105  
HSS 205 OR  
HIS 102  
ECD 108  
ECD 109

##### Second Year

###### Fall

PSY 201 OR  
PSY 105  
ECD 200  
ECD 201  
ECD 210

###### Spring

ECD 131  
ECD 135  
ECD 243  
ELECTIVES

It is recommended that students follow the suggested plan of study.

### MAJOR: Early Childhood Development (43.0 Semester Credit Hours)

#### DIPLOMA: Public Service

##### A. GENERAL EDUCATION

		<b>CREDITS</b>
*ENG	150 Basic Communications	3.0
MAT	150 Fundamentals of Mathematics	3.0
*PSY	105 Personal/Interpersonal Psychology	3.0
	Subtotal	9.0

##### B. REQUIRED CORE SUBJECT AREAS

*ECD	101 Introduction to Early Childhood	3.0
*ECD	102 Growth and Development I	3.0
*ECD	105 Guidance/Classroom Management	3.0
*ECD	135 Health, Safety, and Nutrition	3.0
*ECD	203 Growth and Development II	3.0
	Subtotal	15.0

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<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			<b>CREDITS</b>
COL	101	College Orientation	1.0
* ECD	107	Exceptional Children	3.0
* ECD	131	Language Arts	3.0
* ECD	132	Creative Experiences	3.0
* ECD	133	Science and Math Concepts	3.0
* ECD	237	Methods and Materials	3.0
* ECD	243	Supervised Field Experience I	3.0
Subtotal			19.0
Total Credit Hours			43.0

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY Early Childhood Development Diploma**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	ECD 132	ECD 237
ECD 101	ECD 107	ECD 243
ECD 102	ECD 131	MAT 150
ECD 105	ECD 135	PSY 105
ECD 133	ECD 203	
ENG 150 <b>OR</b>		
ENG 100		

It is recommended that students follow the suggested plan of study.

### **CERTIFICATE: Early Childhood Development (27.0 Semester Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
* ECD	101	Introduction to Early Childhood	3.0
* ECD	102	Growth and Development I	3.0
* ECD	105	Guidance/Classroom Management	3.0
* ECD	107	Exceptional Children	3.0
* ECD	131	Language Arts	3.0
* ECD	132	Creative Experiences	3.0
* ECD	133	Science and Math Concepts	3.0
* ECD	135	Health, Safety, and Nutrition	3.0
* ECD	203	Growth and Development II	3.0
Total Credit Hours			27.0

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY Early Childhood Development Certificate**

<b>Fall</b>	<b>Spring</b>
ECD 101	ECD 132
ECD 102	ECD 107
ECD 105	ECD 131
ECD 133	ECD 135
	ECD 203

It is recommended that students follow the suggested plan of study..

### **CERTIFICATE: Child Care Management ( 30.0 Semester Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
* ECD	102	Growth and Development I	3.0
* ECD	105	Guidance/Classroom Management	3.0
* ECD	108	Family and Community Relations	3.0
* ECD	109	Administration and Supervision	3.0
* ECD	135	Health, Safety, and Nutrition	3.0
* ECD	203	Growth and Development II	3.0
* ECD	237	Methods and Materials	3.0



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			<b>CREDITS</b>
* MGT	120	Small Business Management	3.0
* MGT	201	Human Resource Management	3.0
* OST	105	Keyboarding	3.0
			Total Credit Hours
			30.0

\*Courses in this program which require a minimum grade of "C."

### SUGGESTED PLAN OF STUDY Child Care Management Certificate

Summer	Fall	Spring
ECD 108	ECD 102	ECD 135
ECD 109	ECD 105	ECD 203
ECD 237	MGT 120	MGT 201
OST 105		

It is recommended that students follow the suggested plan of study.

### CERTIFICATE: Infant & Toddler Development (12.0 Semester Credit Hours)

A. MAJOR COURSES		<b>CREDITS</b>
* ECD 101	Introduction to Early Childhood	3.0
* ECD 102	Growth and Development I	3.0
* ECD 200	Curriculum Issues in Infant and Toddler Development	3.0
* ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3.0
		Total Credit Hours
		12.0

\*Courses in this program which require a minimum grade of "C."

### SUGGESTED PLAN OF STUDY Early Childhood Development Certificate

Fall	Spring
ECD 101	ECD 200
ECD 102	ECD 251

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

### DENTAL ASSISTING PROGRAM

The Dental Assisting Program prepares the student to become an essential member of the dental team. The student learns current infection control practices, concepts of four-handed dentistry, radiography techniques and techniques for providing preventive oral hygiene services.

The Dental Assisting Program is accredited by the American Dental Association, Commission on Dental Accreditation. This credential assures that the graduate is qualified to perform expanded functions as authorized by the South Carolina State Dental Practice Act. Upon completion of the program, graduates are eligible for certification through the Dental Assisting National Board Examination. After successful completion of this examination, the graduates are entitled to use the abbreviation C.D.A. (Certified Dental Assistant) after their name.

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Graduates may seek employment in private practices, military installations, hospitals, nursing homes, dental school clinics, and public health facilities. The current demand for trained dental assistants in four-handed dentistry exceeds the supply.

Admission to the Dental Assisting Program requires a high school diploma or equivalent, qualifying scores on the college's placement test, a completed medical examination form, completion of required CPR course, and completed dental office rotation. A *non-refundable, nontransferable* deposit of \$100 is also required.

### **MAJOR: Dental Assisting (48.0 Semester Credit Hours)**

#### **DIPLOMA: Health Science**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ENG 150 Basic Communications	3.0
MAT 150 Fundamentals of Mathematics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	9.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
* DAT 113 Dental Materials	4.0
* DAT 118 Dental Morphology	2.0
* DAT 121 Dental Health Education	2.0
* DAT 122 Dental Office Management	2.0
* DAT 127 Dental Radiography	4.0
* DAT 154 Clinical Procedures I	4.0
Subtotal	18.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
COL 101 College Orientation	1.0
* DAT 112 Integrated Human Science	4.0
* DAT 115 Ethics & Professionalism	1.0
* DAT 123 Oral Medicine/Oral Biology	3.0
* DAT 164 Clinical Procedures II	4.0
* DAT 177 Office Experience	7.0
Subtotal	20.0
Total Credit Hours	47.0

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY**

#### **Dental Assisting Diploma**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	PSY 105	DAT 122
DAT 112	ENG 150	DAT 177
DAT 115	MAT 150	
DAT 113	DAT 164	
DAT 154	DAT 123	
DAT 118	DAT 127	
DAT 121		

All DAT courses must be taken in sequence as outlined in the curriculum display.

### **DENTAL HYGIENE PROGRAM**

A dental hygienist is a licensed oral health professional who provides educational, clinical, and therapeutic services supporting total health through the promotion of optimal oral health. The hygienist is a member of the dental team who is responsible for providing treatment that helps prevent oral diseases such as dental caries and periodontal disease.

The Dental Hygiene Program is accredited by the American Dental Association, Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Upon completion of the program and successful

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completion of a written Dental Hygiene National Board Examination and a clinical Regional Board Examination, a graduate is eligible for licensure as a Registered Dental Hygienist and for certification in Infiltration Anesthesia. The licensed dental hygienist practices in accordance with the requirements of individual state dental practice acts.

A licensed hygienist may seek employment in private and public dental facilities. Other avenues for employment include: federal, state, and local health departments, hospitals, military facilities, nursing homes, dental school clinics, dental auxiliary educational programs, and innovative insurance companies.

### ADMISSIONS CRITERIA

1. Applicants for admission to the Dental Hygiene Program must meet the entrance requirements of the college and must be a high school graduate or equivalent. The applicant must submit a completed medical examination form, proof of completion of required CPR course, and completion of required dental office rotation. A *non-refundable, nontransferable* deposit of \$100 is also required.

AND EITHER OF THE FOLLOWING:

2. SAT Score: 920 Total (480 Verbal, 400 Math) if taken after April 1, 1995; 800 total (400 Verbal, 350 Math) if taken before April 1, 1995, or ACT: Composite 20 (Verbal 21, Math 16).

PLUS

Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college chemistry course with a minimum grade of "C" prior to acceptance into the hygiene program.

OR

ALTERNATIVE METHOD

Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college chemistry course with a minimum grade of "C" prior to acceptance into the dental hygiene program.

PLUS

Completion of all required non-dental hygiene general education courses including electives with a GPR of 2.50 or above.

AHS 108	Nutrition	HSS 205	Technology & Society
BIO 210	Anatomy & Physiology I	PSY 201	General Psychology
BIO 211	Anatomy and Physiology II	MAT 155	Contemporary Math
CHM 105	General, Organic & Biochemistry	SPC 205	Public Speaking
COL 101	College Orientation	SOC 101	Intro to Sociology
ENG 101	English Composition I	BIO 134	Intro to Microbiology

**MAJOR: Dental Hygiene (84.0 Semester Credit Hours)**  
**DEGREE: Associate in Health Science**

#### A. GENERAL EDUCATION

			CREDITS
* ENG	101	English Composition I	3.0
HSS	205	Technology & Society	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0
SPC	205	Public Speaking	3.0
		Subtotal	15.0

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### B. REQUIRED CORE SUBJECT AREAS

**AHS	113	Head & Neck Anatomy	1.0
*	BIO	134 Fundamentals of Microbiology Concepts	2.0
*	DHG	121 Dental Radiography	3.0
*	DHG	125 Tooth Morphology & Histology	2.0
*	DHG	140 General & Oral Pathology	2.0
*	DHG	141 Periodontology	2.0
*	DHG	143 Dental Pharmacology	2.0
*	DHG	165 Clinical Dental Hygiene I	5.0
*	DHG	175 Clinical Dental Hygiene II	5.0
*	DHG	230 Public Health Dentistry	3.0
*	DHG	239 Dental Assisting for DHGs	2.0
*	DHG	255 Clinical Dental Hygiene III	5.0
*	DHG	272 Dental Hygiene Externship	2.0
Subtotal			36.0

### C. OTHER HOURS REQUIRED FOR GRADUATION

*	AHS	108 Nutrition	3.0
*	BIO	210 Anatomy & Physiology I	4.0
*	BIO	211 Anatomy & Physiology II	4.0
*	CHM	105 General, Organic & Biochemistry	4.0
	COL	101 College Orientation	1.0
*	DHG	115 Medical and Dental Emergencies	2.0
*	DHG	154 Pre-clinical Hygiene	4.0
*	DHG	265 Clinical Hygiene IV	5.0
	SOC	101 Introduction to Sociology	3.0
	ELECTIVE		3.0
Subtotal			33.0
Total Credit Hours			84.0

\*Courses in this program which require a minimum grade of "C."

\*\*May only be taken with co-requisite DHG courses.

### SUGGESTED PLAN OF STUDY

#### Dental Hygiene Degree

##### First Year

Fall	Spring	Summer
BIO 210	AHS 113	AHS 108
CHM 105	BIO 211	BIO 134
COL 101	DHG 121	DHG 140
DHG 125	DHG 165	DHG 141
DHG 154	DHG 239	DHG 175
ENG 101	SPC 205	
DHG 115		

##### Second Year

Fall	Spring
DHG 143	DHG 265
DHG 230	DHG 272
DHG 255	HSS 205
MAT 155	PSY 201
SOC 101	ELECTIVE

Students must schedule all courses to meet the requirements for Dental Hygiene in a course sequence pattern as outlined in the curriculum display above.

#### HEALTH CARE AIDE CERTIFICATE PROGRAM

The Health Care Aide Certificate Program is designed to prepare students to provide health care to the ill or disabled and to perform homemaking tasks essential to the well-being of the client. Upon successful completion of this program, the student, under the direction of a qualified health care professional, is qualified to care for clients of all ages who are confined to a health care facility or their home.

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This program includes classroom, campus lab, and clinical experiences in hospitals, long-term care facilities, and home health agencies.

Certified Health Care Aides find employment in hospitals, long-term care facilities, health departments, home health agencies, and other agencies related to health care. Graduates of this program will be certified as having successfully completed 320 hours of nursing assistant training and will possess the needed competencies as required by federally mandated competency testing.

Admission to the Health Care Aide Program requires qualifying scores on the College's placement tests, and a completed physical examination form including TB test results.

### **CERTIFICATE: Health Care Aide (12.0 Semester Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
* AHS	104	Medical Vocabulary/Anatomy	3.0
* AHS	114	Basic First Aid	1.0
* AHS	116	Patient Care Relations	3.0
* AHS	151	Health Care Procedures I	5.0
Total Credit Hours			12.0

\*Courses in this program which require a minimum grade of "C."

### **SUGGESTED PLAN OF STUDY Health Care Aide Certificate**

#### **Fall or Spring**

AHS 104  
AHS 114  
AHS 116  
AHS 151

### **HEALTH SCIENCE CERTIFICATE PROGRAM**

The Health Science Certificate Program is offered for students interested in the nursing and allied health professions. Courses are designed to assist the student in exploring career possibilities and preparing to enter a health-related program of study. Admission to the Health Science Certificate Program does not guarantee admission to other Health and Human Services Division programs.

Admission to the Health Science Certificate Program requires qualifying scores on the College's placement tests.

### **CERTIFICATE: Health Science (30.0 Semester Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
* AHS	101	Introduction to Health Professions	2.0
* AHS	102	Medical Terminology	3.0
* AHS	120	Responding to Emergencies	2.0
* BIO	112	Basic Anatomy and Physiology (substitute—BIO 210/211)	4.0
COL	101	College Orientation	1.0
CPT	170	Microcomputer Applications	3.0
* ENG	101	English Composition I	3.0
HSS	205	Technology and Society	3.0
* MAT	155	Contemporary Mathematics (substitute—MAT 110)	3.0
PSY	105	Personal/Interpersonal Psychology (substitute—PSY 201)	3.0
SPC	205	Public Speaking	3.0
Total Credit Hours			30.0

\* Courses in this program which require a minimum grade of "C."

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+Courses recommended for students preparing to enter the Dental Hygiene or Associate Degree Nursing Programs.

@ Course recommended for students preparing to enter the Associate Degree Nursing Program.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

### SUGGESTED PLAN OF STUDY

#### Health Science Certificate

##### Fall

AHS 101  
AHS 102  
BIO 112  
COL 101  
ENG 101  
MAT 155

##### Spring

AHS 120  
CPT 170  
HSS 205  
PSY 105  
SPC 205

It is recommended that students follow the suggested plan of study.

### MEDICAL LABORATORY TECHNOLOGY PROGRAM

This program prepares the student to function efficiently and safely in the clinical laboratory setting. It consists of general education courses, specific MLT courses, and clinical rotations in a hospital laboratory. This diverse learning experience is designed to teach the MLT students technical and theoretical aspects of the clinical laboratory in the health care setting. Upon completion of the program, the graduate receives an Associate in Health Science Degree and is eligible to take either or both of two national certifying exams.

Admission to the Medical Laboratory Technology Program requires the student to be a high school graduate or equivalent, have a qualifying SAT score or a 2.5 GPA in the general education courses, and submit a medical examination form. Prior courses in biology and chemistry are recommended. A *non-refundable, nontransferable* deposit is also required. The Medical Laboratory Technology Program is inspected and accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Medical Laboratory Technology graduates find rewarding careers in such work environments as hospital laboratories, doctors' offices, outpatient clinics, minor emergency centers, veterinary offices, and industrial labs.

**MAJOR: Medical Laboratory Technology (76.0 Semester Credit Hours)**

**DEGREE: Associate in Health Science**

A. GENERAL EDUCATION	CREDITS
* BIO 112 Basic Anatomy & Physiology	4.0
CHM 105 General, Organic and Biochemistry	4.0
ENG 101 English Composition I	3.0
MAT 155 Contemporary Mathematics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
HSS 205 Technology & Society	3.0
Subtotal	20.0
B. REQUIRED CORE SUBJECT AREAS	
* MLT 105 Medical Microbiology	4.0
* MLT 110 Hematology	4.0
* MLT 120 Immunohematology	4.0
* MLT 125 Clinical Chemistry	4.0
Subtotal	16.0

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<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			<b>CREDITS</b>
COL	101	College Orientation	1.0
* MLT	101	Introduction to MLT	2.0
* MLT	108	Urinalysis & Body Fluids	3.0
* MLT	112	Introduction to Parasitology	2.0
* MLT	242	Survey in MLT	5.0
* MLT	243	Advanced Survey in MLT	5.0
* MLT	251	Clinical Experience I	5.0
* MLT	252	Clinical Experience II	5.0
* MLT	253	Clinical Experience III	5.0
* MLT	254	Clinical Experience IV	5.0
ELECTIVE	no fewer than 2 credit hours		2.0
			Subtotal
			40.0
			Total Credit Hours
			76.0

\*Courses in this program which require a minimum grade of "C."

### SUGGESTED PLAN OF STUDY Medical Laboratory Technology Degree

#### First Year

##### Fall

COL 101  
MAT 155  
CHM 105  
BIO 112  
MLT 105  
MLT 101

##### Spring

MLT 108  
MLT 110  
MLT 125  
ENG 101  
HSS 205

##### Summer

MLT 120  
MLT 112  
PSY 105  
ELECTIVE

#### Second Year

##### Fall

MLT 251  
MLT 252  
MLT 242

##### Spring

MLT 253  
MLT 254  
MLT 243

All MLT courses must be taken in sequence as outlined in the curriculum display.

### MEDICAL OFFICE ASSISTING CERTIFICATE PROGRAM

The Medical Office Assistant is a multi-skilled member of the health care team who assists in patient care management by performing delegated administrative and clinical duties in accordance with respective state laws governing such actions and duties.

Administrative duties of the Medical Office Assistant include scheduling and receiving patients; maintaining medical records; handling telephone calls and office correspondence; filing insurance claims; and maintaining office accounts. Clinical duties include preparing patients for examination; obtaining and recording vital signs; taking medical histories; assisting with examinations and treatments; collecting specimens and performing routine office laboratory procedures; providing patient instruction for diagnostic tests, x-rays, and office procedures; and providing appropriate care in emergency situations.

Admission to the Medical Office Assisting Certificate Program requires that the student have qualifying scores on the College's placement test or satisfactorily complete the appropriate levels of English, reading, and mathematics. Keyboarding skills are a prerequisite for entry into several of the major courses.

The Medical Office Assisting Certificate Program provides high-quality educational experiences to prepare qualified graduates for entry-level medical assisting positions in physicians' offices, clinics, or other medical settings.

### CERTIFICATE: Medical Office Assisting (25 semester credit hours)

<b>A. REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
* AHS	102	Medical Terminology	3.0

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			CREDITS	
*	AHS	120	Responding to Emergencies	2.0
*	AHS	125	Allied Health Sciences	4.0
*	MED	114	Medical Assisting Clinical Procedures	4.0
*	OST	110	Document Formatting	3.0
*	OST	134	Office Communications	3.0
*	OST	165	Information Processing Software	3.0
*	OST	252	Medical Systems and Procedures	3.0
Total Credit Hours				25.0

\*Courses in this program which require a minimum grade of "C."

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

### SUGGESTED PLAN OF STUDY

#### Medical Office Assisting Certificate

Fall	Spring
AHS 102	AHS 120
AHS 125	MED 114
OST 110	OST 134
OST 252	OST 165

**It is recommended that students follow the suggested plan of study.**

### NURSING

The Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina Lancaster and is approved by the Board of Nursing for South Carolina and accredited by the National League for Nursing Accrediting Commission. The Associate Degree Nursing Program prepares men and women for the practice of registered nursing to provide direct client care across the life span. The practice of the associate degree nurse is primarily directed toward clients who have health needs and require assistance to maintain or restore their optimum state of health or support to die with dignity. The associate degree nurse is prepared to address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and certain community health agencies.

The student of an associate degree nursing program functions in three basic roles within the health care delivery system: provider of care; manager of care; and member within the discipline of nursing under the supervision of a registered professional nurse. Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Registered Nurses are eligible to apply for licensure to practice as a registered nurse in any of the 50 states or U.S. territories.

There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The policy from the Board of Nursing for South Carolina will be distributed to all applicants by Student Services/Office of Admissions. The policy is also in the *Nursing Student Handbook*, which is distributed the first day of class.

### ADMISSIONS CRITERIA

1. Applicants for admission to the associate degree nursing program must meet the entrance requirements of the parent institution.\* Admission to the Associate Degree Nursing Program requires the student to be a high school graduate or equivalent.
2. Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college



## **HEALTH AND HUMAN SERVICES**

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chemistry course with a minimum grade of "C" prior to acceptance into the nursing program.

AND ONE OF THE FOLLOWING

3. SAT Score: 920 Total (480 Verbal, 440 Math) if taken after April 1, 1995; 800 Total (400 Verbal, 400 Math) if taken before April 1, 1995, or ACT: Composite 20 (Verbal 21, Math 19).

OR

4. Completion of a baccalaureate degree from a regionally accredited college.

OR

5. Completion of all approved general education courses with a GPR of 2.5 or above.

BIO 210	Anatomy & Physiology I	Humanities/Fine Arts Elective
BIO 211	Anatomy and Physiology II	PSY 201 General Psychology
BIO 225	Microbiology	MAT 110 College Algebra
ENG 101	English Composition I	COL 101 College Orientation
ENG 102	English Composition II	Elective

Students whose reading score is below 88 on the COMPASS placement test or below 45 on the ASSET placement test must successfully complete all required reading coursework in addition to the courses listed above.

\*Students are expected to graduate from the school where the initial nursing course is taken.

To enhance potential for success in the program, the faculty recommends completion of a Certified Nursing Assistant Program and work experience as a CNA.

### **ADMISSION BY TRANSFER**

Transfer credit may be granted for courses taken in another Associate or Baccalaureate Degree Nursing Program to a student meeting the following criteria:

1. The student must meet present admission criteria to the Nursing Program.
2. The student must submit a letter from the previous school attended stating that he/she left in good standing and is eligible for readmission.
3. The student must provide the nursing department manager with a detailed course syllabus showing course and unit objectives and a clinical evaluation tool indicating criteria met in the clinical component of the courses. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College/University of South Carolina Lancaster courses.
4. The student must demonstrate competencies in the course to be transferred either by exam, by previous grade and documentation or both.
5. The Nursing Evaluation Committee will review requests for transfer credit and will make a recommendation for official action to the Registrar/Admissions Officer.
6. The York Technical College/University of South Carolina Lancaster Cooperative Nursing Program is considered by the State Board of Nursing for South Carolina to be one nursing program administered jointly by York Technical College and the University of South Carolina Lancaster. Only students in good standing are eligible for readmission will be considered for transfer.
7. Admission by transfer is on a space available basis.

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**MAJOR: Nursing (68.0 Semester Credit Hours)**  
**DEGREE: Associate in Health Science**

**MAJOR: Practical Nursing (41.0 Semester Credit Hours)**  
**DIPLOMA: Health Science**

A. GENERAL EDUCATION	CREDITS
* ENG 101 English Composition I	3.0
* ENG 102 English Composition II	3.0
MAT 110 College Algebra	3.0
PSY 201 General Psychology	3.0
Humanities/Fine Arts Elective	3.0
Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS	
* NUR 104 Nursing Care Management	4.0
* NUR 206 Clinical Skills Application	2.0
* NUR 159 Nursing Care Management II	6.0
* NUR 209 Nursing Care Management III	5.0
* NUR 211 Care of the Childbearing Family	4.0
Subtotal	21.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
* BIO 210 Anatomy and Physiology I	4.0
* BIO 211 Anatomy and Physiology II	4.0
* BIO 225 Microbiology	4.0
COL 101 College Orientation	1.0
* NUR 214 Mental Health Nursing	4.0
* NUR 229 Nursing CAre Management IV	6.0
* NUR 106 Pharmacologic Basics	2.0
* NUR 219 Nursing Management Leadership	4.0
ELECTIVE	3.0
Subtotal	32.0
Total Credit Hours	68.0

\* Courses in this program which require a minimum grade of "C."

Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to either campus for classes according to the class schedule.

Students may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from four to eight hours per clinical day.

Students must have a completed health form. Current CPR Certification for children, infants, and adults is required. Students must have proof of health insurance. Liability insurance is also required (through York Technical College).

### **SUGGESTED PLAN OF STUDY** **Associate Degree Nursing**

#### **First Year**

##### **Fall**

BIO 210  
 COL 101  
 ENG 101  
 NUR 104  
 NUR 206  
 NUR 106

##### **Spring**

BIO 211  
 NUR 159  
 NUR 211  
 PSY 201

##### **Summer**

NUR 209  
 ENG 102

PN Exit Option - Students successfully completing the first three semesters are eligible to apply for the NCLEX-PN (National Council Licensure Examination) and for Licensure as a Practical Nurse (PN).

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ADN Progression - Students may apply for NCLEX-PN after three semesters and continue on in the program to complete the last two semesters. Students successfully completing all semesters are eligible to apply for NCLEX-RN and for Licensure for Registered Nurse (RN).

### Second Year

#### Fall

NUR 229  
BIO 225  
MAT 110

#### Spring

NUR 214  
NUR 219  
HUMANITIES/FINE ARTS ELECTIVE  
ELECTIVE

All NUR courses must be taken in sequence as outlined in the curriculum display.

### RETENTION AND PROMOTION POLICY

For retention and promotion in the Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Must schedule all courses to meet the requirements for this course of study in a course sequence pattern as outlined in the curriculum display in the York Technical College and University of South Carolina Lancaster Catalogs.
2. Must achieve a cumulative 2.0 grade point ratio on all courses which count toward graduation in the program.
3. Must make a grade of "C" or better in theory in each nursing course attempted, and receive a clinical evaluation of "Satisfactory."
4. A student who receives a "D", "F", or "W" in any required nursing course may repeat that course one time only. A maximum of two nursing courses may be repeated. If a student fails the same course twice that student may not progress in the program. In order to repeat a nursing course, the student must follow the readmission policy for the Nursing Program found in the current *Nursing Student Handbook*. Readmission will depend on space available in the course to be repeated.
5. Must achieve a grade of "C" or above in ENG 101, ENG 102 and all science courses.
6. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply for readmission to the first nursing course. Required science courses that are more than seven years old must be repeated.

### LPN/ADN TRANSITION

### ADVANCED PLACEMENT DEGREE: Associate in Health Science

Students will be admitted based on The South Carolina Statewide Articulation Model:

#### Direct Transfer

A minimum of 15 semester hours of nursing credit will be awarded without educational mobility testing or validation if the applicant meets the following criteria:

- \_ Graduate from an NLNAC
- \_ Has a current, active LPN License

## HEALTH AND HUMAN SERVICES

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- \_Meets admission and progression requirements of York Technical College/University of South Carolina-Lancaster

### Individual Validation or

Individual validation of credit awarded will be determined by the receiving institution through exemption testing if the applicant is a:

- \_Graduate from a non-NLNAC accredited program, or
- \_Graduate from a non-credit bearing program

A minimum of 15 semester hours of nursing credits will be awarded upon completion of validation if the applicant meets the following criteria:

- \_Has a current, active license
- \_Meets admission requirements of York Technical College/University of South Carolina-Lancaster

### Requirements:

1. Must have completed health form.
2. Current CPR Certification for child, infant, and adult.
3. Proof of health insurance.
4. Proof of liability insurance (through York Technical College)
5. LPN admitted to the program is required to enroll in NUR 201 Transition Nursing and complete it with a grade of "C" or better. Candidates may take NUR 201 before the first nursing course or simultaneously with the first nursing course taken.

### Second Year

**Summer**  
NUR 201

**Fall**  
NUR 229  
BIO 225  
MAT 110

**Spring**  
NUR 214  
NUR 219  
HUMANITIES/FINE ARTS ELECTIVE  
ELECTIVE

All NUR courses must be taken in sequence as outlined in the curriculum display.

### PRE-PHYSICAL THERAPIST ASSISTANT CERTIFICATE

The Pre-Physical Therapist Assistant Certificate is a preparatory certificate designed so that students can complete general education requirements before transferring to an institution that offers the Associate Degree in Physical Therapist Assistant. York Technical College has a cooperative agreement to provide a 1 + 1 program in which the first year of general education is completed at York Technical College and **the second year of major coursework is completed at Greenville Technical College.**

Admission to the Pre-Physical Therapist Assistant Certificate requires qualifying scores on the College's placement exam and a high school diploma or equivalent. Completion of one high school or college unit of algebra, biology, and chemistry with a minimum grade of "C" is also required. BIO 150 (Anatomy Review for Kinesiology) is required prior to phase II. BIO 210 & BIO 211 are prerequisites to this course.

Students wishing to transfer must make direct application to and complete all requirements at Greenville Technical College. Completion of the Pre-Physical Therapist Assistant Certificate does not guarantee admission to the second phase at Greenville Technical College nor provide specific employment skills in the health field.

### CERTIFICATE: Pre-Physical Therapist Assistant (35.0 Semester Credit Hours)

#### A. REQUIRED CORE SUBJECT AREAS

\* AHS 102 Medical Terminology

#### CREDITS

3.0

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### CREDITS

* BIO	210	Anatomy and Physiology I	4.0
* BIO	211	Anatomy and Physiology II	4.0
* CPT	101	Introduction to Computers	3.0
* ENG	101	English Composition I	3.0
* ENG	102	English Composition II	3.0
* MAT	110	College Algebra	3.0
* PSY	201	General Psychology	3.0
* PSY	203	Human Growth and Development	3.0
* SPC	205	Public Speaking	3.0
* ELECTIVE		(Humanities)	3.0
			Total Credit Hours
			35.0

\*Courses in this program which require a minimum grade of "C."

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

### PLAN OF STUDY

#### Pre-Physical Therapist Assistant Certificate

##### Fall

ENG 101  
BIO 210  
PSY 201  
MAT 110  
AHS 102  
CPT 101

##### Spring

ENG 102  
BIO 211  
PSY 203  
SPC 205  
ELECTIVE (Humanities)

**It is recommended that students follow the suggested plan of study.**

### RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology Program prepares the student to become an essential member of the health care team. The student radiographer learns about the characteristics and potential hazards of radiation, and applies this knowledge to produce quality diagnostic images which will assist the physician in the diagnosis and treatment of injuries and diseases.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology. Upon completion of this program, the graduate is eligible for certification by the American Registry of Radiologic Technologists. Upon passing this examination, graduates are entitled to use the abbreviation R.T. (registered technologist) after their names and to the privileges offered by this registration.

### ADMISSIONS CRITERIA

There are 3 alternate tracks of qualifying for entry into the Rad Tech Program. All applicants must have a high school diploma or GED and qualify by one of the following Tracks:

#### Track 1 - SAT or ACT Scores

**Either:** SAT (before 4/1/95) 400V/350M/800 Total and 45 ASSET Reading or 88 COMPASS Reading

or

SAT (after 4/1/95) 480V/400M/920 Total and 45 ASSET Reading or 88 COMPASS Reading

or

ACT 21E/16M/20 Comp and 45 ASSET Reading or 88 COMPASS Reading

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### **Track 2 ASSET or COMPASS Scores**

ASSET Scores 41 Wri/43 Num and Elem Alg 31-42 or IntAlg 23-33/45 Reading

or

COMPASS Scores 70-100Wri/54-100 PreAlg or 0-45 Alg/88 Reading

### **Track 3 - Health Science Certificate (30 Semester Credit Hours)**

This track of program admission requires completion of the health science certificate with a 2.5 GPA. Prerad students qualifying under track 3 must complete BIO 210 and 211 and PSY 201. Suggested course of study is listed below:

#### **FALL**

AHS 101  
AHS 102  
BIO 210  
COL 101  
ENG 101  
MAT 155

#### **SPRING**

AHS 120  
CPT 170  
HSS 205  
PSY 201  
SPC 205  
BIO 211

**NOTE:** Applicants must qualify by one track only. Test scores cannot be mixed (ie. SAT V/ASSET M).

Upon qualifying and prior to having the name placed on the list, the applicant must complete the eight hours of observation in the Radiology Department at Piedmont Medical Center and also complete the program orientation that is available on computer. The applicant is responsible for scheduling this appointment with the Rad Tech Department faculty. Failure to keep the appointment without prior notification may result in loss of position on the list.

After completing the observation/orientation requirement, the applicant must pay a \$50 non-refundable, nontransferable fee to have his/her name placed on the list. The applicant's name will not be placed on the list until the \$50 fee has been paid. Qualified applicants are accepted into the program in the order in which they qualify. The applicant will receive a formal letter of acceptance into the program from Student Services. This letter will request payment of the \$100 non-refundable, nontransferable deposit for confirmation of intent to enroll. The deposit will later be applied towards the program tuition for the Summer term. Students must maintain a 2.0 GPA in order to qualify for entry into the Rad Tech program.

A completed medical physical examination form must be turned in to the Program Director within 6 months prior to Program entry. Documentation of certification in the Healthcare Provider CPR course is required prior to Program entry and must be turned in to the Program Director. Students must provide evidence of current health insurance coverage each semester in order to be allowed into the clinical facility. A policy can be purchased through York Technical College that will provide the necessary coverage. Students must also purchase liability insurance through York Tech when registering for classes for each year of the program.

Upon completion of this program, the graduate may seek employment in hospital radiology departments, minor emergency facilities, clinics, private doctors' offices, industries, and colleges. The current demand for qualified radiographers exceeds the supply.

Additional opportunities for program graduates to continue their education by adding skills which enhance marketability and career advancement in the areas of Mammography and Diagnostic Ultrasound are available through the department's PLUS (Professionals Learn Useful Skills) Program. For more information, call the Radiologic Technology Department Manager.

Students must complete 92 Semester credits with a minimum grade of "C" in all Radiology Technology courses and general education courses, and must

## HEALTH AND HUMAN SERVICES

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complete all clinical competency requirements including final written and performance tests. An overall GPA of 2.0 must be maintained each semester.

**MAJOR: Radiologic Technology (92.0 Semester Credit Hours)**

**DEGREE: Associate in Health Science**

<b>A. GENERAL EDUCATION</b>			<b>CREDITS</b>
* BIO	112	Basic Anatomy and Physiology	4.0
* ENG	101	English Composition I	3.0
* HSS	205	Technology and Society	3.0
* MAT	155	Contemporary Mathematics	3.0
* PSY	201	General Psychology	3.0
Subtotal			16.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
* AHS	110	Patient Care Procedures	2.0
* RAD	110	Radiographic Imaging I	3.0
* RAD	115	Radiographic Imaging II	3.0
* RAD	121	Radiographic Physics	4.0
* RAD	130	Radiographic Procedures I	3.0
* RAD	136	Radiographic Procedures II	3.0
* RAD	201	Radiation Biology	2.0
* RAD	210	Radiographic Imaging III	3.0
Subtotal			23.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
* COL	101	College Orientation	1.0
* RAD	101	Introduction to Radiography	2.0
* RAD	105	Radiographic Anatomy	4.0
* RAD	152	Applied Radiography I	2.0
* RAD	165	Applied Radiography II	5.0
* RAD	176	Applied Radiography III	6.0
* RAD	220	Selected Imaging Topics	3.0
* RAD	230	Radiographic Procedures III	3.0
* RAD	257	Advanced Radiography I	7.0
* RAD	268	Advanced Radiography II	8.0
* RAD	278	Advanced Radiography III	8.0
* * ELECTIVES	(minimum of 2) not fewer than 4 credit hours		4.0
Subtotal			53.0
Total Credit Hours			92.0

\*Courses in this program which require a minimum grade of "C."

### SUGGESTED PLAN OF STUDY Radiologic Technology Degree

#### First Year

##### Summer

AHS 110  
BIO 112  
COL 101  
RAD 101  
RAD 152

##### Fall

MAT 155  
RAD 105  
RAD 110  
RAD 130  
RAD 165

##### Spring

ENG 101  
RAD 136  
RAD 115  
RAD 121  
RAD 176

#### Second Year

##### Summer

RAD 230  
RAD 257

##### Fall

PSY 201  
RAD 210  
RAD 201  
RAD 268

##### Spring

RAD 220  
HSS 205  
RAD 278  
ELECTIVES

All RAD courses must be taken in sequence as outlined in the curriculum display so that prerequisites for each of the courses are met.

## HEALTH AND HUMAN SERVICES

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### SURGICAL TECHNOLOGY PROGRAM

The Surgical Technology Program offers classroom and clinical experiences for the entry-level surgical technologist. The program includes courses in aseptic technique, operative procedures, patient care, anatomy, microbiology, pharmacology, medical terminology, medical/legal aspects, and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, the graduate is eligible to take the certification exam.

Many graduates choose to work in areas related to surgery such as central sterile supply, private scrub, the OB department, endoscopy, or instrument sales. Opportunities are also available to work as cell saver technicians, anesthesia technicians, veterinary assistants, oral-surgical assistants, and medical office assistants.

**Each applicant must:**

- Provide proof of high school diploma or GED.
- Achieve qualifying scores on the College's placement tests.
- Submit a current physical as proof of health eligibility to work in the clinical area.
- Provide evidence of current immunizations.
- Provide own transportation to clinical sites.
- Provide uniforms, shoes, and lab coats which are necessary for proper hospital attire, and purchase a name pin to be worn at all times
- Provide proof of personal health insurance as well as current malpractice insurance for clinical practice.
- Pay a non-refundable, nontransferable deposit of \$100 upon acceptance into the program.

**MAJOR: Surgical Technology (48.0 Semester Credit Hours)**

**DIPLOMA: Health Science**

A. GENERAL EDUCATION	CREDITS
ENG 150 Basic Communications	3.0
MAT 150 Fundamentals of Mathematics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS	
* SUR 101 Introduction to Surgical Technology	5.0
* SUR 102 Applied Surgical Technology	5.0
* SUR 103 Surgical Procedures I	4.0
* SUR 104 Surgical Procedures II	4.0
* SUR 111 Basic Surgical Practicum	7.0
* SUR 114 Surgical Specialty Practicum	7.0
Subtotal	32.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
COL 101 College Orientation	1.0
* SUR 105 Surgical Procedures III	4.0
* SUR 120 Surgical Seminar	2.0
Subtotal	7.0
Total Credit Hours	48.0

\*Courses in this program which require a minimum grade of "C."

**SUGGESTED PLAN OF STUDY**

**Surgical Technology Diploma**

Fall	Spring	Summer
COL 101	SUR 103	SUR 105
ENG 150	SUR 104	SUR 114
MAT 150	SUR 111	SUR 120
PSY 105		
SUR 101		
SUR 102		

All SUR courses must be taken in sequence as outlined in the curriculum display.



## HEALTH AND HUMAN SERVICES

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### CENTRAL SERVICE CERTIFICATE PROGRAM

The Central Service Department is a vital component of any hospital which incorporates sterile supply, decontamination, and sterile processing. Personnel working in this area must be knowledgeable of safe handling, processing, and sterilization (methods and procedures) of all types of materials and equipment. Central Service students learn the basic principles and uses of surgical instruments, sutures, dressings, drains, and the reclamation of used items for reprocessing. Central Service personnel must work closely and harmoniously with surgical and other hospital personnel to provide quality patient care.

The Surgical Technology Department offers the Central Service Certificate program each fall semester.

#### Each applicant must:

- Provide proof of high school diploma or GED.
- Achieve qualifying scores on the College's placement tests.
- Submit a current physical as proof of health eligibility to work in the clinical sites
- Provide proof of current 2-step TB test
- Provide current immunization record
- Provide own transportation to clinical sites
- Provide uniforms and shoes for proper hospital attire
- Provide proof of personal health insurance as well as current liability insurance

#### CERTIFICATE: Central Service Certificate Program (15.0 Semester Credit Hours)

A. MAJOR COURSES		Credits
*SUR 101	Introduction to Surgical Technology	5.0
*SUR @102	Applied Surgical Technology	5.0
*SUR +125	Sterile Processing Practicum	5.0
	Total Credit Hours	15.0

\*Courses in this program which require a minimum grade of "C" to pass  
+SUR 125 may be taken as a single course (non-certificate), high school diploma required

@Students completing the Central Service certificate may qualify to merge into the current Surgical Technology Program if there is space available and all requirements are met for the Surgical Technology Program.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific prerequisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

#### SUGGESTED PLAN OF STUDY Central Service Certificate Program

**Fall**  
SUR 101  
SUR 102  
SUR 125

It is required that students follow the suggested plan of study.

# **INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION**

**AIR CONDITIONING/REFRIGERATION MECHANICS**

**ENGINEERING GRAPHICS**

**INDUSTRIAL ELECTRICITY/ELECTRONICS**

**INDUSTRIAL MECHANICS**

**MACHINE TOOL**

**INTEGRATED MANUFACTURING TECHNOLOGY**

**CNC MACHINIST**

**TELEPRODUCTION TECHNOLOGY**

**WELDING**

**AUTOMOTIVE TECHNOLOGY**

**GENERAL TECHNOLOGY**

**COMPUTER ENGINEERING TECHNOLOGY**

**ELECTRONICS ENGINEERING TECHNOLOGY**

**BIOMEDICAL EQUIPMENT TECHNOLOGY**

**ADVANCED TELECOMMUNICATIONS**

**COMPUTER SYSTEMS AND NETWORKS**

**ENGINEERING GRAPHICS TECHNOLOGY**

**PULP AND PAPER TECHNOLOGY**

**MECHANICAL ENGINEERING TECHNOLOGY**

**ENGINEERING TRANSFER**

## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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### **INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION**

The Industrial and Engineering Technologies Division's mission is to provide accessible, relevant, high quality education in a wide range of industrial and technical specialties required by local and regional industries. The Division offers a variety of degree, diploma, and certificate programs designed around employers' expectations.

Graduates of these programs become technicians who assist in the design, development, manufacturing, installation, or servicing of products and services created by their employers. The education that students receive at York Technical College gives them the skills needed to adapt to the ever-changing landscape of American industry.

Technical standards are published for each program in the Industrial and Engineering Technologies Division, which identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Applicants to programs in the Industrial and Engineering Technologies Division should review the technical standards and gauge their abilities to meet them. Students are encouraged to reveal any special needs requiring accommodation that would help them satisfy the technical standards. Copies of the technical standards for each program are available from Student Services.

The rapid pace of technological change provides a steady stream of new and exciting career opportunities. Consider how York Technical College can prepare you to seize these opportunities for a challenging future in technology-oriented industries.

### **AIR CONDITIONING/REFRIGERATION MECHANICS**

Efficient heating and air conditioning is no longer a luxury. Practically all new construction, whether residential or industrial, now requires air conditioning equipment. Owners of business structures and industrial plants are modernizing their heating and cooling systems to provide comfort and to attract employees and customers. Precisely controlled air conditioning in buildings is a must for computers, microprocessors, and high-technology machinery.

The graduate will find numerous opportunities for work as a heating technician or as installer and serviceman of residential and industrial air conditioning.

The Air Conditioning Department offers three programs: a certificate program, a diploma program, and a general technology degree program with a concentration in Air Conditioning/ Refrigeration Mechanics.

### **MAJOR: Air Conditioning/Refrigeration Mechanics (43.0 Credit Hours) DIPLOMA: Industrial Technology**

<b>A. GENERAL EDUCATION</b>			<b>CREDITS</b>
ECO	101	Basic Economics or	
PSY	105	Personal/Interpersonal Psychology	3.0
+ ENG	100	Introduction to Composition	3.0
+ MAT	150	Fundamentals of Mathematics	3.0
		Subtotal	9.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
* ACR	101	Fundamentals of Refrigeration	5.0
* ACR	110	Heating Fundamentals	4.0
* ACR	120	Basic Air Conditioning	4.0
* ACR	140	Automatic Controls <b>OR</b>	
EEM	145	Control Circuits	3.0
		Subtotal	16.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
* ACR	102	Tools & Service Techniques	3.0
* ACR	106	Basic Electricity for HVAC/R <b>OR</b>	

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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			CREDITS
EEM	117	AC/DC Circuits	4.0
*	ACR	130 Domestic Refrigeration	4.0
*	ACR	250 Duct Fabrication	3.0
COL	101	College Orientation	1.0
EGT	133	HVAC Print Reading	3.0
			Subtotal 18.0
			Total Credit Hours 43.0

**Suggested Plan of Study  
Air Conditioning/Refrigeration Mechanics  
Diploma (Day)**

Fall	Spring	Summer
ACR 102	ACR 101	ACR 120
ACR 106 <b>OR</b>	ACR 140 <b>OR</b>	ACR 130
EEM 117	EEM 145	EGT 133
ACR 110	ACR 250	
COL 101	ECO 101 <b>OR</b>	
+ENG 100	PSY 105	
	+ MAT 150	

\*Courses in this program requiring a minimum grade of "C."  
 +Students selecting to complete a Degree in General Technology are required to substitute  
 MAT 155 or MAT 101 and ENG 155 or ENG 101.

**CERTIFICATE: Air Conditioning, Heating, and Refrigeration (24.0 Credit Hours)**

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ACR 101 Fundamentals of Refrigeration	5.0
* ACR 106 Basic Electricity for HVAC/R <b>OR</b>	
EEM 117 AC/DC Circuits	4.0
* ACR 110 Heating Fundamentals	4.0
* ACR 120 Basic Air Conditioning	4.0
* ACR 130 Domestic Refrigeration	4.0
* ACR 140 Automatic Controls <b>OR</b>	
EEM 145 Control Circuits	3.0
Total Credit Hours 24.0	

\*Courses in this program requiring a minimum grade of "C."

**Suggested Plan of Study  
Air Conditioning, Heating and Refrigeration Certificate (Evening)**

Fall	Spring	Summer
ACR 101	ACR 120	ACR 110
ACR 106 <b>OR</b>	ACR 140 <b>OR</b>	ACR 130
EEM 117	EEM 145	

### ENGINEERING GRAPHICS

This curriculum is designed for the student who is interested in a career in graphics with full utilization of computers. Many applications are presented in order to introduce students to this career field so that they may wisely choose their direction after graduation. Some of these fields are architectural, civil, mechanical, structural, electrical, piping, and welding.

**MAJOR: Engineering Graphics (45.0 Credit Hours)  
DIPLOMA: Engineering Technology**

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics <b>OR</b>	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 100 Introduction to Composition	3.0

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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	<b>CREDITS</b>
ENG 155 Communications I	3.0
HSS 205 Technology and Society	3.0
MAT 101 Beginning Algebra	3.0
* MAT 150 Fundamentals of Mathematics	3.0
Subtotal	18.0
 <b>B. REQUIRED CORE SUBJECT AREAS</b>	
CPT 170 Microcomputer Applications	3.0
* EGT 110 Engineering Graphics I	4.0
EGT 115 Engineering Graphics II	4.0
EGT 252 Advanced CAD	3.0
Subtotal	14.0
 <b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
COL 101 College Orientation	1.0
EGR 170 Engineering Materials	3.0
* EGR 175 Manufacturing Processes	3.0
EGT 105 Basic Civil Drafting	2.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours	4.0
Subtotal	13.0
Total Credit Hours	45.0

\*Courses in this program which require a minimum grade of "C."

### Suggested Plan of Study Engineering Graphics Diploma (Day)

<b>First Year</b>	
<b>Fall</b>	<b>Spring</b>
COL 101	EGR 175
CPT 170	EGT 105
ENG 100	EGT 115
EGT 110	ENG 155
HSS 205	MAT 101
MAT 150	

**Second Year**  
**Fall**  
 ECO 101 OR  
 PSY 105  
 EGR 170  
 EGT 252  
 ELECTIVE  
 ELECTIVE

### Suggested Plan of Study Engineering Graphics Diploma (Evening)

<b>First Year</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	EGT 115	CPT 170
ENG 100	ENG 155	ECO 101 OR
EGT 110	MAT 101	PSY 105
MAT 150		HSS 205
<b>Second Year</b>	<b>Spring</b>	
<b>Fall</b>	EGR 175	
EGR 170	EGT 252	
EGT 105	ELECTIVE	
ELECTIVE		

## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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### **INDUSTRIAL ELECTRICITY/ELECTRONICS**

This curriculum is designed to prepare students for electrical maintenance careers in a modern industrial environment. The graduate should be able to troubleshoot, maintain, and install electrical systems, machinery, industrial controls, protective devices, PLCs, and drives, with a minimum amount of on-site training.

Students receive extensive “hands-on” experience with PLCs, motors, controls, and associated test equipment. They design, connect, and operate some solid-state electronic circuits. Lab work also includes operation and some troubleshooting with electronic variable speed motor drive units.

Three courses are devoted to application, programming, and troubleshooting programmable logic controllers interfaced with simulated industrial processes. In addition, students are introduced to robotics and automated manufacturing equipment.

The curriculum is not easy, but demand for employees with these skills has grown rapidly in recent years. As industry continues to modernize and new industries develop, the need will increase for the foreseeable future.

Four certificates are offered: a Basic Electricity certificate, a Motors and Controls certificate, an Industrial Electronics certificate, and a Programmable Controls certificate. These four certificates, when combined with the required general education courses, allow the student to earn a diploma in Industrial Electricity/Electronics. Combining the diploma with additional general education courses, as well as courses in a secondary technical specialty, allows the student to earn a general technology degree with a concentration in Industrial Electricity/Electronics.

#### **MAJOR: Industrial Electricity/Electronics (48.0 Credit Hours)**

#### **DIPLOMA: Industrial Technology**

<b>A. GENERAL EDUCATION</b>			<b>CREDITS</b>
ECO	101	Basic Economics <b>OR</b>	
PSY	105	Personal/Interpersonal Psychology	3.0
+ ENG	100	Introduction to Composition	3.0
+ MAT	150	Fundamentals of Mathematics	3.0
			Subtotal 9.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
* EEM	117	AC/DC Circuits I	4.0
* EEM	140	National Electrical Code	3.0
* EEM	145	Control Circuits	3.0
* EEM	201	Electronic Devices I	3.0
			Subtotal 13.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
* CIM	241	Automated Manufacturing Equipment	4.0
COL	101	College Orientation	1.0
* EEM	202	Electronic Devices II	3.0
* EEM	203	Electronic Devices III	3.0
* EEM	215	DC/AC Machines	3.0
* EEM	221	DC/AC Drives	3.0
* EEM	251	Programmable Controllers	3.0
* EEM	252	Programmable Controllers Applications	3.0
* EGR	110	Introduction to Computer Environment	3.0
			Subtotal 26.0
			Total Credit Hours 48.0

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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### Suggested Plan of Study Industrial Electricity/Electronics Diploma (Day)

Fall (1st Minimester)	Spring (1st Minimester)	Summer
COL 101	EEM 202	CIM 241
EEM 117	EEM 215	ECO 101 OR
EEM 140	+ENG 100	PSY 105
EGR 110		EEM 221
+MAT 150		EEM 252
	(2nd Minimester)	
	EEM 203	
(2nd Minimester)	EEM 251	
COL 101	+ ENG 100	
EEM 145		
EEM 201		
+MAT 150		

+Students selecting to complete a Degree in General Technology are required to substitute MAT 155 or MAT 101 and ENG 155 or ENG 101.

\*Courses in the program requiring a minimum grade of "C."

### CERTIFICATE: Basic Electricity (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EEM 117 AC/DC Circuits I	4.0
* EEM 140 National Electrical Code	3.0
* EGR 110 Introduction to Computer Environment	3.0
Total Credit Hours	10.0

\*Courses in the program requiring a minimum grade of "C."

### Suggested Plan of Study Basic Electricity Certificate (Day) (Evening)

Fall (1st minimester)	Fall
EEM 117	EEM 117
EEM 140	EEM 140
EGR 110	EGR 110

### CERTIFICATE: Motors and Controls (9.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EEM 145 Control Circuits	3.0
* EEM 215 DC/AC Machines	3.0
* EEM 221 DC/AC Drives	3.0
Total Credit Hours	9.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Motors and Controls Certificate (Day)

Fall (2nd minimester)	Spring (1st minimester)	Summer
EEM 145	EEM 215	EEM 221

### Suggested Plan of Study Motors and Controls Certificate (Evening)

Spring	Summer	Spring
EEM 145	EEM 215	EEM 221

### CERTIFICATE: Industrial Electronics (9.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EEM 201 Electronic Devices I	3.0

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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	CREDITS
* EEM 202 Electronic Devices II	3.0
* EEM 203 Electronic Devices III	3.0
Total Credit Hours	9.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Industrial Electronics Certificate (Day)

Fall (2nd minimester)	Spring (1st minimester)	Spring (2nd minimester)
EEM 201	EEM 202	EEM 203

### Suggested Plan of Study Industrial Electronics Certificate (Evening)

Spring	Summer	Fall
EEM 201	EEM 202	EEM 203

### CERTIFICATE: Programmable Controllers (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* CIM 241 Automated Manufacturing Equipment	4.0
* EEM 251 Programmable Controllers	3.0
* EEM 252 Programmable Controllers Applications	3.0
Total Credit Hours	10.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Programmable Controllers Certificate (Day)

Spring (2nd minimester)	Summer
EEM 251	CIM 241 EEM 252

### Suggested Plan of Study Programmable Controllers Certificate (Evening)

Fall	Spring	Summer
EEM 251	EEM 252	CIM 241

## INDUSTRIAL MECHANICS

Industrial operations depend heavily upon well-trained personnel to keep machinery and equipment in operating condition to support production. Employees involved in maintenance, repairs, and improvement of industrial operations must be well versed in such areas as safety, electricity, pipefitting, valves, pumps, welding, power transfer, pneumatics, hydraulics, and use of hand and bench tools. They must also be capable of effective communications, interpretation of blueprints, and use of mathematics.

Graduates are qualified for entry-level jobs in mechanical maintenance because of the broad background offered by the curriculum. Should graduates desire to continue their training in a specific area, the courses included in this curriculum will provide a solid foundation upon which to build.

Two programs are offered: a diploma program and a general technology degree program with a concentration in Industrial Mechanics.

### MAJOR: Industrial Mechanics (48.0 Credit Hours) DIPLOMA: Industrial Technology

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics <b>OR</b>	
PSY 105 Personal/Interpersonal Psychology	3.0



## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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			<b>CREDITS</b>
	+ ENG	100 Introduction to Composition	3.0
	+ MAT	150 Fundamentals of Mathematics	3.0
			Subtotal 9.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
	* IMT	120 Mechanical Installation	5.0
	* IMT	131 Hydraulics & Pneumatics	4.0
	* IMT	161 Mechanical Power Applications	4.0
			Subtotal 13.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
	COL	101 College Orientation	1.0
	* EGT	123 Industrial Print Reading	2.0
	* IMT	102 Industrial Safety	2.0
	* IMT	112 Hand Tool Operations	3.0
	* IMT	140 Industrial Electricity	5.0
	* IMT	150 Boilers	4.0
	* IMT	151 Piping Systems	3.0
	* IMT	163 Problem Solving for Mechanical Applications	3.0
	* WLD	142 Maintenance Welding	3.0
			Subtotal 26.0
			Total Credit Hours 48.0

\*Courses in this program requiring a minimum grade of "C."

### **Suggested Plan of Study Industrial Mechanics Diploma (Day)**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	+ENG 100	ECO 101 <b>OR</b>
IMT 112 (1st minimester)	IMT 102	PSY 105
IMT 150 (2nd minimester)	IMT 131	EGT 123
IMT 151	IMT 140	IMT 120
IMT 161	WLD 142	IMT 163
+MAT 150		

+Students selecting to complete a Degree in General Technology are required to substitute MAT 155 or MAT 101 and ENG 155 or ENG 101.

### **MACHINE TOOL**

The Machine Tool curriculum prepares the student for opportunities as a machinist, tool and die maker, tool inspector, methods technician, shop foreman, manufacturing process technician, and quality control technician. Machine Tool technology includes two courses of study: machine shop and tool and die.

Machining students will work in the machine tool laboratory with milling machines, grinders, lathes, drill presses, and metal-cutting saws. The program includes study of taper and angular calculations, geometric construction, screw thread leads, pitch diameter measurements, dividing head indexing for circular segmentation, and other related manual machining skills.

Tool and Die students will learn to use precision instruments and both manual and CNC machines for building intricate mechanisms. The student will program CNC machines manually and with Computer Aided Machining software. Tool and die making encompasses the building of tools, jigs and fixtures, dies, gauges, and special production mechanisms. A knowledge of metallurgy and heat treatment is essential to a die maker and is covered in this program. Two programs are offered: a diploma program and a general technology degree program with a concentration in Machine Tool.

### **MAJOR: Machine Tool (45.0 Credit Hours) DIPLOMA: Industrial Technology**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ECO 101 Basic Economics or	

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

			CREDITS
	PSY 105	Personal/Interpersonal Psychology	3.0
	+ ENG 100	Introduction to Composition	3.0
	*+ MAT 150	Fundamentals of Mathematics	3.0
Subtotal			9.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>			
	* EGT 128	Machine Tool Print Layout	2.0
	* MTT 121	Machine Tool Theory I	3.0
	* MTT 122	Machine Tool Practice I	4.0
	MTT 124	Machine Tool Practice II	4.0
Subtotal			13.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
	COL 101	College Orientation	1.0
	EGT 212	Machine Tool Print Topics	2.0
	MTT 126	Machine Tool Practice III	4.0
	MTT 141	Metals and Heat Treatment	3.0
	MTT 147	Tool and Cutter Grinding	2.0
	MTT 215	Tool Room Machining I	4.0
	MTT 216	Tool Room Machining II	4.0
	* MTT 254	CNC Programming I	3.0
Subtotal			23.0
Total Credit Hours			45.0

\*Courses in this program require a minimum grade of "C."

### Suggested Plan of Study Machine Tool Diploma (Day)

Fall	Spring	Summer
COL 101	ECO 101 OR	MTT 215
EGT 128	PSY 105	MTT 216
+ENG 100	EGT 212	MTT 254
+MAT 150	MTT 124	
MTT 121	MTT 126	
MTT 122	MTT 147	
MTT 141		

+Students selecting to complete a Degree in General Technology are required to substitute MAT 155 or MAT 101 and ENG 155.

### Suggested Plan of Study Machine Tool Diploma (Evening)

<b>First Year</b>		
Fall	Spring	Summer
COL 101	+ENG 100	MTT 124
EGT 128	+MAT 150	
MTT 121	MTT 122	
<b>Second Year</b>		
Fall	Spring	Summer
EGT 212	ECO 101 OR	MTT 215
MTT 126	PSY 105	
	MTT 141	
	MTT 147	

#### Third Year

**Fall**  
MTT 216  
MTT 254

+Students selecting to complete a Degree in General Technology are required to substitute MAT 155 or MAT 101 and ENG 155.

## INTEGRATED MANUFACTURING TECHNOLOGY

The Integrated Manufacturing Technology curriculum prepares the student for

## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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opportunities involving a number of technical specialties including manual machining, tool and die making, plastic injection molding, industrial maintenance, industrial electronics, welding, and computer integrated manufacturing. Integrated Manufacturing Technology includes three courses of study: Certificate I, Certificate II, and a general technology degree with a concentration in Integrated Manufacturing Technology.

The student will work in the machine tool laboratory with milling machines, lathes, grinders, and Computer Numerically Controlled, (C.N.C.), machines. The student will also work in the industrial maintenance laboratory with hydraulic and pneumatic systems, mechanical power transmission devices, and develop problem solving skills related to mechanical applications. The student will work in the industrial electronics laboratory to learn about motor control circuits. The student will also work in the welding laboratory to learn about various types of welding equipment and their proper applications. This program is aimed at producing a multi-skilled graduate who is able to step into the job market in a number of different positions including: machinist, tool and die maker, industrial maintenance technician, manufacturing process technician, quality control technician, fabricator, or plastic mold maker.

### **CERTIFICATE: Integrated Manufacturing Technology I (33.0 Credit Hours)**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ENG 101 English Composition I	3.0
* MAT 101 Beginning Algebra	3.0
Subtotal	6.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
* EGT 128 Machine Tool Print Layout	2.0
EGT 212 Machine Tool Print Topics	2.0
* IMT 131 Hydraulics and Pneumatics	4.0
IMT 161 Mechanical Power Applications	4.0
IMT 163 Problem Solving for Mechanical Applications	3.0
* MTT 121 Machine Tool Theory I	3.0
* MTT 122 Machine Tool Practice I	4.0
MTT 124 Machine Tool Practice II	4.0
Subtotal	26.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
COL 101 College Orientation	1.0
Subtotal	1.0
Total Credit Hours	33.0

\*Courses in this program requiring a minimum grade of "C."

### **Suggested Plan of Study Integrated Manufacturing Technology I Certificate (Day and Evening)**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	EGT 212	IMT 163
EGT 128	ENG 101	
IMT 161	IMT 131	
MTT 121	MAT 101	
MTT 122	MTT 124	

### **CERTIFICATE: Integrated Manufacturing Technology II (26.0 Credit Hours)**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ECO 101 Basic Economics <b>OR</b>	
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	3.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
EEM 251 Automated Manufacturing Equipment	4.0

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

	CREDITS
CPT 101 Introduction to Computers	3.0
* EEM 145 Control Circuits	3.0
MTT 141 Metals and Heat Treatment	3.0
* MTT 231 Tool and Die Making I	5.0
* MTT 246 Plastic Molding I	2.0
MTT 247 Plastic Molding II	3.0
	Subtotal 23.0
	Total Credit Hours 26.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Integrated Manufacturing Technology II Certificate (Day and Evening)

Fall	Spring
ECO 101or	EEM 251
PSY 105	CPT 101
EEM 145	MTT 247
MTT 141	
MTT 231	
MTT 246	

### CNC MACHINIST

The CNC Machinist Certificate Program consists of nine courses, which are aimed at giving the student certain basic knowledge in manual machining and extensive knowledge in CNC machining. The training in CNC operations includes set-up, operation, and programming knowledge relating to CNC turning and milling operations. The student is exposed to lectures regarding machining theory and also hands-on training with a wide variety of different controller types. This certificate prepares the student to perform such tasks in industry as CNC Operator, CNC Setter, and CNC Programmer.

### CERTIFICATE: CNC Machinist (27.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EGT 128 Machine Tool Print Layout	2.0
EGT 212 Machine Tool Print Topics	2.0
* MTT 105 Machine Tool Math Applications	3.0
* MTT 121 Machine Tool Theory I	3.0
* MTT 122 Machine Tool Practice I	4.0
MTT 124 Machine Tool Practice II	4.0
* MTT 253 CNC Programming and Operations	3.0
* MTT 254 CNC Programming I	3.0
* MTT 255 CNC Programming II	3.0
	Total Credit Hours 27.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study CNC Machinist Certificate (Day)

Fall	Spring
EGT 128	EGT 212
MTT 105	MTT 253
MTT 121	MTT 254
MTT 122	MTT 255
MTT 124	

### Suggested Plan of Study CNC Machinist (Evening)

First Year		
Fall	Spring	Summer
EGT 128	MTT 105	MTT 124
MTT 121	MTT 122	

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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### Second Year

#### Fall

EGT 212

MTT 254

#### Spring

MTT 253

MTT 255

### TELEPRODUCTION TECHNOLOGY

The program in Teleproduction Technology is designed for persons interested in learning video production techniques for positions in commercial and cable broadcasting, instructional television, industrial, medical, and governmental video production and the like. Students will spend three semesters in a curriculum designed for mostly "hands-on" learning.

The program includes courses in photography, broadcasting, audio production, studio and field production, editing, lighting, and other related classes. Two semesters of work experience are provided during externship at York Tech and WNSC-TV 30, which is located on the York Technical College's campus. The student who graduates earns a diploma in teleproduction and leaves with the knowledge and skills necessary to work in the rapidly expanding field of television and video productions.

**MAJOR: Teleproduction Technology (45.0 Credit Hours)**

**DIPLOMA: Industrial Technology**

#### A. GENERAL EDUCATION

		CREDITS
	ECO 101 Basic Economics <b>OR</b>	
	PSY 105 Personal/Interpersonal Psychology	3.0
*	ENG 155 Communications I	3.0
	HSS 205 Technology and Society	3.0
*	MAT 150 Fundamentals of Mathematics	3.0
	Subtotal	12.0

#### B. REQUIRED CORE SUBJECT AREAS

*	RTV 101 Audio Techniques	3.0
*	RTV 103 Field Operations	3.0
*	RTV 105 Television Studio Operation	3.0
*	RTV 107 Producing and Directing	3.0
	Subtotal	12.0

#### C. OTHER HOURS REQUIRED FOR GRADUATION

*+	CGC 105 Basic Photography	3.0
*	CGC 213 Audio-Visual Techniques	3.0
	COL 101 College Orientation	1.0
*	RTV 110 Writing for Television	3.0
	RTV 202 Teleproduction Externship I	1.0
	RTV 203 Teleproduction Externship II	2.0
	RTV 204 Teleproduction Externship III	2.0
*	RTV 205 Broadcast Electronics	3.0
	ELECTIVE	3.0
	Subtotal	21.0
	Total Credit Hours	45.0

+CGC 105 requires student-provided 35mm SLR camera, film, and photo processing.

\*Courses in this program which require a minimum grade of "C."

#### Suggested Plan of Study

##### Teleproduction Technology Diploma (Day)

#### Fall

CGC 105

COL 101

ECO 101 **OR**

PSY 105

ENG 155

RTV 101

#### Spring

CGC 213

HSS 205

\*MAT 150

RTV 103

RTV 110

RTV 203

#### Summer

RTV 107

RTV 204

RTV 205

ELECTIVE

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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RTV 105

RTV 202

\*Students selecting to complete a Degree in General Technology are required to substitute MAT 155 or MAT 101.

### WELDING

The Welding curriculum is designed for persons who seek a background in the basic principles and practices of welding. It is also valuable for those now engaged in welding who want to increase their welding skills. Students receive training in theory and practice relating to gas, arc, TIG, and MIG welding processes in accordance with current industrial practices. The content is based upon the studies and recommended practices of the American Welding Society and other welding authorities.

Each major process is presented as a core program providing a comprehensive treatment of equipment, filler rod material, joints and welds, weld testing, safety, welding symbols, and the fundamentals of print reading. Job opportunities include sheet metal, job shop, structural steel, maintenance, and construction welding.

Four programs are offered: two certificate programs, a diploma program and a General Technology Degree program with a concentration in Welding.

**MAJOR: Welding (46.0 Credit Hours)**

**DIPLOMA: Industrial Technology**

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics <b>OR</b>	
PSY 105 Personal/Interpersonal Psychology	3.0
+ ENG 100 Introduction to Composition	3.0
+ MAT 150 Fundamentals of Mathematics	3.0
Subtotal	9.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
* EGT 114 Welding Print Basics	2.0
* WLD 106 Gas and Arc Welding	4.0
* WLD 111 Arc Welding I	4.0
* WLD 140 Weld Testing	1.0
* WLD 152 Tungsten Arc Welding	4.0
Subtotal	15.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
COL 101 College Orientation	1.0
* EGT 117 Welding Print Principles	2.0
* WLD 113 Arc Welding II	4.0
* WLD 132 Inert Gas Welding Ferrous	4.0
* WLD 134 Inert Gas Welding Non-Ferrous	3.0
* WLD 154 Pipe Fitting and Welding	4.0
* WLD 222 Advanced Fabrication Welding	4.0
Subtotal	22.0
Total Credit Hours	46.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Welding Diploma (Day)

Fall	Spring	Summer
COL 101	EGT 117	ECO 101 <b>OR</b>
EGT 114	+ENG 100	PSY 105
+MAT 150	WLD 132	WLD 154
WLD 106	WLD 134	WLD 222
WLD 111	WLD 140	
WLD 113	WLD 152	

+Students selecting to complete a Degree in General Technology are required to substitute MAT 155 or MAT 101 and ENG 155 or ENG 101.

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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### CERTIFICATE: Gas and Arc Welding (12.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* WLD	106	Gas and Arc Welding	4.0
* WLD	111	Arc Welding I	4.0
* WLD	113	Arc Welding II	4.0
			Total Credit Hours
			12.0

\*Courses in this program requiring a minimum grade of "C."

#### Suggested Plan of Study Gas and Arc Welding Certificate (Evening)

Fall	Spring	Summer
WLD 106	WLD 111	WLD 113

### CERTIFICATE: Inert Gas Welding (11.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* WLD	132	Inert Gas Welding Ferrous	4.0
* WLD	134	Inert Gas Welding Non-Ferrous	3.0
* WLD	152	Tungsten Arc Welding	4.0
			Total Credit Hours
			11.0

\*Courses in this program require a minimum grade of "C."

#### Suggested Plan of Study Inert Gas Welding Certificate (Evening)

Fall	Spring	Summer
WLD 152	WLD 132	WLD 134

## AUTOMOTIVE TECHNOLOGY

Modern vehicles are manufactured in a great variety of shapes and sizes and the technology used in them is growing more sophisticated every year. These vehicles are complicated machines requiring highly-skilled, well-trained personnel to repair and maintain them properly for operation at peak efficiency. Vehicle technicians make up the largest service and repair group in the United States. Wages are good and opportunities are excellent for the person eager to learn and willing to work.

The Automotive curriculum is structured to provide a training program that will develop the student's knowledge of automotive theory and operational skills to the level required to perform as an entry-level automotive technician.

The program emphasizes diagnostic and tune-up service, engine overhaul, air conditioning repair and all phases of chassis service as well as the reconditioning and replacement of component parts of automatic transmissions.

The Transportation Department in Automotive Technology offers an automotive degree, diploma, and five short certificates.

### MAJOR: Automotive Technology (74.0 Credit Hours) DEGREE: Associate in Industrial Technology

A. GENERAL EDUCATION			CREDITS
* ECO	101	Basic Economics	3.0
* ENG	155	Communications I	3.0
* HSS	205	Technology and Society	3.0
* MAT	155	Contemporary Mathematics <b>OR</b>	
* MAT	101	Beginning Algebra	3.0
* PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal
			15.0

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

<b>B. REQUIRED CORE SUBJECT AREAS</b>			<b>CREDITS</b>
*	AUT 105	Beginning Engine Repair	4.0
*	AUT 112	Braking System	4.0
*	AUT 115	Manual Drive Train/Axle	3.0
*	AUT 121	Suspension & Steering	3.0
*	AUT 131	Electrical Systems	3.0
*	AUT 241	Automotive Air Conditioning	4.0
			Subtotal 21.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
*	AUT 107	Advanced Engine Repair	4.0
*	AUT 133	Electrical Fundamentals	3.0
*	AUT 146	Emission Systems	3.0
*	AUT 147	Fuel Systems	4.0
*	AUT 152	Automatic Transmissions	4.0
*	AUT 156	Automotive Diagnosis & Repair	4.0
*	AUT 158	Automotive Diagnosis	3.0
*	AUT 247	Electronic Fuel Systems	4.0
*	AUT 252	Advanced Automatic Transmissions	4.0
	COL 101	College Orientation	1.0
	ELECTIVES	(minimum of 2) not fewer than 4 credit hours	4.0
			Subtotal 38.0
			Total Credit Hours 74.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Automotive Technology Degree (Day)

#### First Year

##### Fall

AUT 105  
AUT 131  
AUT 133  
COL 101  
ENG 155  
MAT 155 or  
MAT 101  
ELECTIVE

##### Spring

AUT 107  
AUT 146  
AUT 147  
AUT 158  
ECO 101

##### Summer

AUT 112  
AUT 241

#### Second Year

##### Fall

AUT 115  
AUT 121  
AUT 152  
PSY 105  
ELECTIVE

##### Spring

AUT 156  
AUT 247  
AUT 252  
HSS 205

**MAJOR: Automotive Mechanics (48.0 Credit Hours)**

**DIPLOMA: Industrial Technology**

#### A. GENERAL EDUCATION

##### CREDITS

ECO 101	Basic Economics or	
PSY 105	Personal/Interpersonal Psychology	3.0
ENG 100	Introduction to Composition	3.0
MAT 150	Fundamentals of Mathematics	3.0
		Subtotal 9.0

#### B. REQUIRED CORE SUBJECT AREAS CREDITS

AUT 105	Beginning Engine Repair	4.0
AUT 112	Braking System	4.0
AUT 115	Manual Drive Train/Axle	3.0



## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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			CREDITS
AUT	121	Suspension and Steering	3.0
AUT	131	Electrical Systems	3.0
			Subtotal 17.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>			
AUT	133	Electrical Fundamentals	3.0
AUT	146	Emission Systems	3.0
AUT	147	Fuel Systems	4.0
AUT	152	Automatic Transmissions	4.0
AUT	158	Automotive Diagnosis	3.0
AUT	241	Automotive Air Conditioning	4.0
COL	101	College Orientation	1.0
			Subtotal 22.0
			Total Credit Hours 48.0

### Suggested Plan of Study Automotive Mechanics Diploma (Evening)

#### First Year

Fall	Spring	Summer
AUT 131	AUT 105	AUT 241
AUT 133	AUT 146	ENG 100
AUT 147	AUT 158	MAT 150
COL 101		

#### Second Year

Fall	Spring	Summer
AUT 112	AUT 115	ECO 101 or
AUT 121	AUT 152	PSY 105

### CERTIFICATE: Engine and Engine Repair (8.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
*	AUT 105	Beginning Engine Repair	4.0
*	AUT 107	Advanced Engine Repair	4.0
			Total Credit Hours 8.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Engine and Engine Repair Certificate (Day)

Fall	Spring
AUT 105	AUT 107

### CERTIFICATE: Automotive Electrical and Air Conditioning (14.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
*	AUT 131	Electrical Systems	3.0
*	AUT 133	Electrical Fundamentals	3.0
*	AUT 241	Automotive Air Conditioning	4.0
*	AUT 247	Electronic Fuel Systems	4.0
			Total Credit Hours 14.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Automotive Electrical and Air Conditioning Certificate (Day)

Fall	Spring	Summer
AUT 131	AUT 247	AUT 241
AUT 133		

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

### CERTIFICATE: Automotive Fuel Systems (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
AUT 146 Emission Systems	3.0
AUT 147 Fuel Systems	4.0
AUT 158 Automotive Diagnosis	3.0
Total Credit Hours	10.0

#### Suggested Plan of Study Automotive Fuel Systems Certificate (Day)

**Spring**  
AUT 146  
AUT 147  
AUT 158

### CERTIFICATE: Automotive Brakes, Steering and Suspension (11.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AUT 112 Braking System	4.0
* AUT 121 Suspension & Steering	3.0
* AUT 156 Automotive Diagnosis & Repair	4.0
Total Credit Hours	11.0

\*Courses in this program requiring a minimum grade of "C."

#### Suggested Plan of Study Automotive Brakes, Steering and Suspension Certificate (Day)

**First Year**  
**Summer**  
AUT 112

**Second Year**  
**Fall**  
AUT 121

**Spring**  
AUT 156

### CERTIFICATE: Automotive Power Trains (11.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AUT 115 Manual Drive Train/Axle	3.0
* AUT 152 Automatic Transmissions	4.0
* AUT 252 Advanced Automatic Transmissions	4.0
Total Credit Hours	11.0

\*Courses in this program requiring a minimum grade of "C."

#### Suggested Plan of Study Automotive Power Trains Certificate (Day)

**Fall**  
AUT 115  
AUT 152

**Spring**  
AUT 252

### GENERAL TECHNOLOGY PROGRAM

This program is designed to provide students an opportunity to combine occupationally oriented courses and to develop curriculum plans that fit their individual employment objectives. For example, a student who wishes to acquire a general knowledge of maintenance mechanics with specific skills as an industrial electrician, may want to take both industrial mechanics and industrial electricity courses.

Upon enrolling in the General Technology program, students will meet with their assigned advisor to develop a curriculum plan which supports the students'

## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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employment objectives. The advisor will be the Department Manager or a designated instructor in the chosen field (technical specialty). A student's program must be approved by the Department Manager.

General education courses are required in all General Technology majors at the College. All general education courses shown in each major are minimum level courses. However, courses of a higher level of difficulty may be substituted for courses shown.

A student must complete all designed technical courses in one chosen program area to complete the technical specialty. This consists of a minimum of 28 semester credits in an approved degree, diploma or certificate program and an additional 12 semester credits in another technical specialty.

Additional courses from the single technical specialty selected and courses from occupational and other technical specialties may be chosen by the student to fulfill the cross-training requirements. Advisor approval is required.

The Associate in Occupational Technology degree will be awarded with the major in General Technology.

*The following programs are participating in general technology:*

Air Conditioning/Refrigeration Mechanics	Industrial Mechanics
Industrial Electricity/Electronics	Machine Tool
Teleproduction Technology	Welding

*Other programs may participate. Please see the IET Division Dean for more information.*

**MAJOR: General Technology (76.0 Credit Hours)**  
**DEGREE: Associate in Occupational Technology**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ECO 101 Basic Economics	3.0
* ENG 155 Communications I	3.0
HSS 205 Technology and Society	3.0
* MAT 101 Beginning Algebra <b>OR</b>	
* MAT 155 Contemporary Mathematics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	15.0

\*Courses in this program requiring a minimum grade of "C."

**B. REQUIRED CORE SUBJECT AREAS**

Consists of a minimum of 28 credit hours in an approved degree, diploma, or certificate program and an additional 12 credit hours in another technical specialty.

Subtotal 40.0

**C. OTHER HOURS REQUIRED FOR GRADUATION**

COL 101 College Orientation	1.0
ELECTIVES (20 credit hours minimum)	20.0
Subtotal	21.0
Total Credit Hours	76.0

### **COMPUTER ENGINEERING TECHNOLOGY**

The Computer Engineering Technology program provides a basic background of electronics and computer programming with practical applications for business and industry. Courses include analog and digital circuits, discrete and integrated circuits, data communications, operating systems, microprocessor interfacing, and computer programming.

Graduates of this program will begin as a computer technician and will install, maintain, test, troubleshoot, and repair computers and computer peripheral

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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equipment used in business and industry.

The classrooms are designed for multimedia presentations and courses are offered during the evening. The laboratories have modern test equipment and computer networks that provide hands-on experience with circuit analysis, computer simulation and microprocessor interfacing. Teamwork is emphasized in the laboratory assignments.

Students can take electives in computer networking, computer troubleshooting, or programmable languages. Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

**MAJOR: Computer Engineering Technology (72.0 Credit Hours)**  
**DEGREE: Associate in Engineering Technology**

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics <b>OR</b>	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology and Society	3.0
* MAT 178 Technical Math I	5.0
MAT 179 Technical Math II	5.0
* PHY 201 Physics I	4.0
PHY 202 Physics II	4.0
Subtotal	30.0
B. REQUIRED CORE SUBJECT AREAS	
* CPT 114 Computers and Programming	3.0
* EET 111 DC Circuits	4.0
EET 141 Electronic Circuits	4.0
EET 145 Digital Circuits	4.0
Subtotal	15.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
COL 101 College Orientation	1.0
CPT 168 Programming Logic and Design	3.0
CPT 234 C Programming I	3.0
CPT 257 Operating Systems	3.0
EET 243 Data Communications	3.0
* EET 251 Microprocessor Fundamentals	4.0
EET 253 Microprocessors	4.0
EET 261 Electronic Troubleshooting	2.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours	4.0
Subtotal	27.0
Total Credit Hours	72.0

\*Course in this program which require a minimum grade of "C."

**Suggested Plan of Study**  
**Computer Engineering Technology Degree (Day)**

First Year	Spring	Summer
<b>Fall</b>		
COL 101	EET 141	ECO 101 <b>OR</b>
CPT 114	MAT 179	PSY 105
EET 111	HSS 205	CPT 168
ENG 101	PHY 201	ELECTIVE
MAT 178		

## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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### **Second Year**

<b>Fall</b>	<b>Spring</b>
CPT 234	ELECTIVE
EET 145	EET 243
EET 251	EET 253
ENG 160	EET 261
PHY 202	CPT 257

### **Suggested Plan of Study Computer Engineering Technology Degree (Evening)**

#### **First Year**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	EET 141	ENG 101
CPT 114	MAT 179	CPT 168
EET 111		
MAT 178		

#### **Second Year**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
CPT 234	ELECTIVE	EET 261
EET 145	EET 253	ENG 160
EET 251	PHY 201	

#### **Third Year**

<b>Fall</b>	<b>Spring</b>
ECO 101 OR	CPT 257
PSY 105	EET 243
PHY 202	ELECTIVE
HSS 205	

### **ELECTRONICS ENGINEERING TECHNOLOGY ACCREDITED BY THE TECHNOLOGY ACCREDITATION COMMISSION OF THE ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY**

The Electronics Engineering Technology program provides a basic background of electronics with practical applications for business and industry. Courses include analog and digital circuits, discrete and integrated circuits, transducers and sensors, fractional-horsepower motors, radio-frequency and data communications, microprocessor interfacing and computer programming.

Graduates of this program will begin as an electronic technician and will install, maintain, test, troubleshoot, repair, and calibrate electronic equipment. This equipment may include consumer, business, or industrial machines that contain electronics or microprocessors.

The classrooms are designed for multimedia presentations and courses are offered during the evening. The laboratories have modern test equipment and computer networks that provide hands-on experience with circuit analysis, computer simulation and microprocessor interfacing. Teamwork is emphasized in the laboratory assignments.

Students can take electives in computer networking, telecommunications, or programmable logic controllers (PLCs).

Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

**MAJOR: Electronics Engineering Technology (75.0 Credit Hours)**  
**DEGREE: Associate in Engineering Technology**

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics <b>OR</b>	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology and Society	3.0
MAT 178 Technical Math I	5.0
MAT 179 Technical Math II	5.0
* PHY 201 Physics I	4.0
PHY 202 Physics II	4.0
Subtotal	30.0
B. REQUIRED CORE SUBJECT AREAS	
* CPT 114 Computers and Programming	3.0
EET 141 Electronic Circuits	4.0
EET 145 Digital Circuits	4.0
* EET 111 DC Circuits	4.0
Subtotal	15.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
COL 101 College Orientation	1.0
EET 112 AC Circuits	4.0
EET 231 Industrial Electronics	4.0
EET 241 Electronic Communications	4.0
EET 243 Data Communications	3.0
* EET 251 Microprocessor Fundamentals	4.0
EET 253 Microprocessors	4.0
EET 261 Electronic Troubleshooting	2.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours	4.0
Subtotal	30.0
Total Credit Hours	75.0

\*Course in this program which requires a minimum grade of "C."

### Suggested Plan of Study Electronics Engineering Technology Degree (Day)

First Year	Spring	Summer
<b>Fall</b>		
COL 101	EET 112	HSS 205
CPT 114	EET 141	EET 231
EET 111	MAT 179	ELECTIVE
ENG 101	PHY 201	
MAT 178		

Second Year	Spring
<b>Fall</b>	
ECO 101 <b>OR</b>	EET 241
PSY 105	EET 243
EET 145	EET 253
EET 251	EET 261
ENG 160	ELECTIVE
PHY 202	

### Suggested Plan of Study Electronics Engineering Technology Degree (Evening)

First Year	Spring	Summer
<b>Fall</b>		
COL 101	EET 112	EET 141
CPT 114	MAT 179	ENG 101
EET 111		
MAT 178		

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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### Second Year

#### Fall

EET 145  
EET 251

#### Spring

EET 253  
PHY 201

#### Summer

EET 231  
ENG 160

### Third Year

#### Fall

HSS 205  
PHY 202  
ELECTIVE

#### Spring

EET 241  
EET 243

#### Summer

ECO 101 **OR**  
PSY 105  
EET 261  
ELECTIVE

### BIOMEDICAL EQUIPMENT TECHNOLOGY

The Biomedical Equipment Technology Certificate Program is designed to prepare students to troubleshoot, repair, and calibrate medical equipment. Upon successful completion of this program, the student, under the direction of a qualified Biomedical Equipment Technician, is qualified to calibrate, troubleshoot and repair the following equipment: defibrillators, bloodwarmers, electrosurgical units, binocular microscopes, embedding center, rotator, centrifuge, bilirubinometer, cell washer, timer, blanket roll, care plus incubator, and infusion pumps.

Included in the program is instruction on hospital procedures, biomedical responsibilities, human physiology, safety, and respirator functions, in addition to general chemistry. This program includes classroom, campus lab, and clinical experiences in hospitals or other medical equipment suppliers.

Admission to the Biomedical Equipment Technology Certificate Program requires completion of the Associate Degree in Electronics Engineering Technology with a GPA of 3.0 and recommendation by at least one faculty member.

### **CERTIFICATE: Biomedical Equipment Technology (9.0 Credit Hours)**

#### **A. REQUIRED CORE SUBJECT AREAS**

	<b>CREDITS</b>
* BMT 233 Medical Equipment and Repair	3.0
* CHM 105 General, Organic and Biochemistry	4.0
Guided Elective (Two credits minimum chosen from the following)	<u>2.0</u>
* AHS 101 Intro to Health Professions (2.0)	
* AHS 102 Medical Terminology (3.0)	
* BIO 101 Biological Science I (4.0)	
* BIO 112 Basic Anatomy and Physiology (4.0)	
* EET 261 Electronic Troubleshooting (2.0)	

Total Credit Hours 9.0

\*Courses in this program requiring a minimum grade of "C."

### **Suggested Plan of Study Biomedical Equipment Technology Certificate (Day)**

#### Fall

CHM 105

#### Spring

Guided Elective

#### Summer

BMT 233

### ADVANCED TELECOMMUNICATIONS

The Advanced Telecommunications Certificate Program is designed to meet the need for electronics technicians with specific knowledge of the telecommunications industry. New communications technologies have caused growth in the telecommunications industry. This growth has created a demand for technicians with specialized training in this field. Upon completion of this program, a student would have a basic understanding of wireless communications, fiber optics, the local loop, and wide area networks.

Admission to the Advanced Telecommunications Certificate Program requires

## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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the completion of the Associate Degree in Electronics Engineering Technology or an equivalent program with a GPA of 2.5, or appropriate work experience.

### **CERTIFICATE: Advanced Telecommunications (10.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
TEL 110 Telecommunications Network Planning	3.0
TEL 201 Transmission Design Fundamentals	3.0
TEL 220 Wireless Communications Overview	2.0
TEL 240 Fiber Optics Theory	2.0
Total Credit Hours	10.0

### **Suggested Plan of Study Advanced Telecommunications Certificate (Evening)**

<b>Fall</b>	<b>Spring</b>
TEL 110	TEL 201
TEL 220	TEL 240

## **COMPUTER SYSTEMS AND NETWORKS**

The Computer Systems and Networks Certificate Program prepares the student for an entry-level position in the setup, repair and networking of computers. The purpose of this program is to develop the hardware and software skills needed to install and troubleshoot personal computers in both stand-alone and network environments. A hands-on approach is used throughout all the courses in this program.

Students may transfer a majority of the credit hours of this program toward the completion of Electronics Engineering Technology or Computer Engineering Technology degree programs.

### **CERTIFICATE: Computer Systems and Networks (12.0 Credit Hours)**

<b>A. REQUIRED CORE SUBJECT AREAS</b>	<b>CREDITS</b>
* CPT 170 Microcomputer Applications	3.0
* EET 243 Data Communications	3.0
* EET 261 Electronic Troubleshooting	2.0
* ELT 231 Computer Systems	4.0
Total Credit Hours	12.0

\*Courses in this program requiring a minimum grade of "C."

### **Suggested Plan of Study Computer Systems and Networks Certificate (Evening)**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
CPT 170	EET 243	EET 261
ELT 231		

## **ENGINEERING GRAPHICS TECHNOLOGY ACCREDITED BY THE TECHNOLOGY ACCREDITATION COMMISSION OF THE ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY**

This curriculum is designed to prepare the student for a position that is intermediate between a drafter and an engineer. Many jobs in industry require design skills beyond drafting. The drafter-designer is most often employed in an engineering office, in the building construction industry, or in the manufacturing industry. They utilize drafting skills with knowledge of material behavior to accomplish valid designs using the latest computer-aided design software.



## **INDUSTRIAL AND ENGINEERING TECHNOLOGIES**

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Areas of specialization include architectural, civil, mechanical, structural, electrical and piping.

**MAJOR: Engineering Graphics Technology (72.0 Credit Hours)**  
**DEGREE: Associate in Engineering Technology**

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ECO 101 Basic Economics <b>OR</b>	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology and Society	3.0
* MAT 178 Technical Math I	5.0
MAT 179 Technical Math II	5.0
* PHY 201 Physics I	4.0
PHY 202 Physics II	4.0
Subtotal	30.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
CPT 114 Computers and Programming	3.0
EGR 170 Engineering Materials	3.0
* EGR 175 Manufacturing Processes	3.0
* EGR 190 Statics	3.0
* EGT 110 Engineering Graphics I	4.0
MET 211 Strength of Materials	4.0
Subtotal	20.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
COL 101 College Orientation	1.0
EGT 105 Basic Civil Drafting	2.0
EGT 115 Engineering Graphics II	4.0
EGT 210 Engineering Graphics III	4.0
EGT 225 Architectural Drawing Applications	4.0
EGT 252 Advanced CAD	3.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours	4.0
Subtotal	22.0
Total Credit Hours	72.0

\*Courses in this program which require a minimum grade of "C."

### **Suggested Plan of Study Engineering Graphics Technology Degree (Day)**

#### **First Year**

<b>Fall</b>	<b>Spring</b>
COL 101	EGR 175
CPT 114	EGT 115
EGR 170	ENG 101
EGT 110	MAT 179
HSS 205	PHY 201
MAT 178	

#### **Second Year**

<b>Fall</b>	<b>Spring</b>
EGR 190	ECO 101 <b>OR</b>
EGT 210	PSY 105
EGT 252	EGT 105
ENG 160	EGT 225
PHY 202	MET 211
	ELECTIVE
	ELECTIVE

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

### Suggested Plan of Study Engineering Graphics Technology Degree (Evening)

<b>First Year</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
COL 101	EGT 115	CPT 114
EGT 110	PHY 201	ENG 101
MAT 178		
<b>Second Year</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
EGR 190	EGR 175	MAT 179
PHY 202	MET 211	
<b>THIRD YEAR</b>		
<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
EGR 170	EGT 252	HSS 205
EGT 210	ELECTIVE	
<b>FOURTH YEAR</b>		
<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
ECO 101 OR	ENG 160	EGT 225
PSY 105	ELECTIVE	
EGT 105		

### PULP AND PAPER TECHNOLOGY

The Pulp and Paper Technology programs teach the fundamentals of the processes that are involved in the production of pulp and paper. **Currently, these programs are being taught at Bowater Carolina.**

The objective of the programs is to provide skills and training in the following areas: communications, computer applications, mathematics, methods analysis, processing/operations management, computer applications, and industrial safety.

### CERTIFICATE: Pulp and Paper Technology (23.0 Credit Hours)

A. GENERAL EDUCATION	CREDITS
ENG 100 Introduction to Composition	3.0
MAT 101 Beginning Algebra	3.0
Subtotal	6.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
* FPT 101 Wood and Pulp Processing	3.0
* FPT 102 Papermaking	3.0
* FPT 103 Operations Management	3.0
* IET 121 Methods Analysis	2.0
Subtotal	11.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
* CPT 170 Microcomputer Applications	3.0
* IET 223 Industrial Safety	3.0
Subtotal	6.0
Total Credit Hours	23.0

\*Courses in the program requiring a minimum grade of "C."

### Suggested Plan of Study Pulp and Paper Technology Certificate (Day)

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
FPT 101	CPT 170	FPT 103
IET 121	ENG 100	IET 223
MAT 101	FPT 102	

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

### CERTIFICATE: ADVANCED PULP AND PAPER (29.0 CREDIT HOURS)

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
* CHM 101 General Chemistry I	4.0
* CHM 105 General, Organic and Biochemistry	4.0
Subtotal	8.0
<b>B. REQUIRED CORE SUBJECT AREAS</b>	
* FPT 101 Wood and Pulp Processing	3.0
* FPT 102 Papermaking	3.0
* FPT 103 Operations Management	3.0
* FPT 121 Wood Science	4.0
* IET 121 Methods Analysis	2.0
Subtotal	15.0
<b>C. OTHER HOURS REQUIRED FOR GRADUATION</b>	
* IET 223 Industrial Safety	3.0
* IET 229 Statistical Quality Control	3.0
Subtotal	6.0
Total Credit Hours	29.0

\*Courses in this program requiring a minimum grade of "C."

### Suggested Plan of Study Advanced Pulp and Paper Certificate (Day)

<b>First Year</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
FPT 101	FPT 102	FPT 103
IET 121	IET 229	IET 223

<b>Second Year</b>	
<b>Fall</b>	<b>Spring</b>
*CHM 101	*CHM 105
FPT 121	

\*Offered at York Technical College only.

### MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology program gives students skills that can be applied to the creation and utilization of mechanical power. The program's graduates can provide technical support and planning in a range of areas: machine design, plant engineering, testing, research, quality, instrumentation, production, sales, and safety.

The curriculum has been broadly designed so that regardless of the type of industry they enter, graduates will be able to apply their entry level skills to their job and understand how it fits in the overall operation. Practical applications and analytical skills are stressed.

### MAJOR: Mechanical Engineering Technology (70.0 Credit Hours) DEGREE: Associate in Engineering Technology

<b>A. GENERAL EDUCATION</b>	<b>CREDITS</b>
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology and Society	3.0
* MAT 178 Technical Math I	5.0
MAT 179 Technical Math II	5.0
* PHY 201 Physics I	4.0
PHY 202 Physics II	4.0
Subtotal	30.0

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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### B. REQUIRED CORE SUBJECT AREAS

CPT	114	Computers and Programming	3.0
EGR	170	Engineering Materials	3.0
* EGR	175	Manufacturing Processes	3.0
* EGR	190	Statics	3.0
* EGT	110	Engineering Graphics I	4.0
MET	211	Strength of Materials	4.0
			Subtotal 20.0

### C. OTHER HOURS REQUIRED FOR GRADUATION

COL	101	College Orientation	1.0
EGT	115	Engineering Graphics II	4.0
MET	214	Fluid Mechanics	3.0
MET	222	Thermodynamics	4.0
MET	231	Machine Design	4.0
ELECTIVES (minimum of 2) not fewer than 4 credit hours			4.0
			Subtotal 20.0
Total Credit Hours			70.0

\*Courses in this program which require a minimum grade of "C."

### Suggested Plan of Study

#### Mechanical Engineering Technology Degree (Day)

##### First Year

Fall	Spring	Summer
COL 101	EGR 175	ECO 101 OR
CPT 114	EGT 115	PSY 105
EGT 110	ENG 101	EGR 170
HSS 205	MAT 179	ENG 160
MAT 178	PHY 201	

##### Second Year

Fall	Spring
EGR 190	MET 211
MET 214	MET 222
PHY 202	MET 231
ELECTIVE	ELECTIVE

### Suggested Plan of Study

#### Mechanical Engineering Technology Degree (Evening)

##### First Year

Fall	Spring	Summer
COL 101	EGT 115	CPT 114
EGT 110	PHY 201	ENG 101
MAT 178		

##### Second Year

Fall	Spring	Summer
EGR 190	EGR 175	MAT 179
PHY 202	MET 211	

##### Third Year

Fall	Spring	Summer
MET 214	MET 222	HSS 205
ELECTIVE	ELECTIVE	

##### Fourth Year

Fall	Spring
ECO 101 OR	ENG 160
PSY 105	MET 231
EGR 170	

## INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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### ENGINEERING TRANSFER PROGRAM

The Engineering Transfer program, offered during the day at York Technical College, provides the student with the first two years of study in electrical and mechanical engineering that leads to the Bachelor of Science in Engineering. The student may transfer these courses to the University of South Carolina, Clemson University, or the University of North Carolina at Charlotte (the student should refer to the student handbook prepared by the selected senior institution on transferring credits). This program may be adapted to fulfill the requirements for the first two years leading to engineering programs other than Mechanical or Electrical Engineering. This program will not complete all requirements for the Associate in Science Degree. The student may take additional courses to obtain an Associate in Science Degree, although this is not required for transfer to the University of South Carolina, Clemson University, or the University of North Carolina at Charlotte. A student planning to enter this program should meet with an Engineering Transfer advisor to plan the appropriate course work at York Technical College. A minimum grade of "C" is required in all courses.

#### Suggested Plan of Study, Engineering Transfer Electrical Engineering

##### First Year

###### Fall

CHM 110  
ECE 101  
ENG 101  
MAT 140  
ELECTIVE

###### Spring

ECE 102  
ENG 102  
EGR 281  
MAT 141  
PHY 221

##### Second Year

###### Fall

ECE 211  
ECE 221  
EGR 283  
MAT 240  
PHY 222

###### Spring

ECE 205  
ECE 212  
ECE 222  
MAT 242  
ELECTIVE

#### Mechanical Engineering

##### First Year

###### Fall

CHM 110  
EGR 270  
ENG 101  
MAT 140  
ELECTIVE

###### Spring

CHM 111  
EGR 275  
ENG 102  
MAT 141  
PHY 221

##### Second Year

###### Fall

ECO 210  
EGR 260  
MAT 240  
PHY 222  
ELECTIVE

###### Spring

EGR 230  
EGR 262  
EGR 264  
EGR 266  
MAT 241

# **INSTRUCTIONAL SERVICES**

## **INSTRUCTIONAL SERVICES**

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### **THE CONTINUING EDUCATION PROGRAM**

#### **General Information**

The Continuing Education Division of York Technical College offers courses designed to provide learning experiences for people who seek to upgrade their occupational skills or enhance their knowledge base. Announcements of course offerings are published in Short Course schedules, brochures, and local newspapers. People who have an interest in a particular subject area should contact the College to request a course. All course requests must be consistent with the mission of the College. Generally, if a sufficient number of people express an interest in a course, the course will be developed and scheduled. Programs for industrial customers can be developed and taught either at the College or on the company site. A wide variety of technical and management skill courses (some of which lead to certification in a variety of job specific skills) can be developed to meet the company needs. For a list of programs and courses offered, please call (803) 325-2888.

#### **Registration**

Registration for Continuing Education classes may be made in person, by telephone, fax (803) 325-2869, on-line [www.yorktech.com](http://www.yorktech.com), or by mail. Tuition may be made by cash, check, MasterCard, Visa, Discover or American Express cards. Registration and pre-payment are required before the class begins.

#### **Fees**

Students are charged per course as noted on the Continuing Education schedule. In some courses, tuition fees do not include cost of textbooks or other supplies.

#### **Refunds**

Withdrawals received for a course **five working days prior to the first class** will receive a full refund less a \$10.00 processing fee. No refunds will be given under the five working day limit or to anyone who has attended any portion of the course or seminar.

#### **C.E.U. Credit**

All students who take occupational upgrading courses receive Continuing Education Units for their work. The Continuing Education Unit is defined as one CEU for each ten contact hours of satisfactory completion of a course. The CEU makes it possible for the College to have a complete and up-to-date record-keeping system on students who are taking courses for non-academic credit. All students who successfully complete skills-building programs receive a certificate of completion.

#### **Seminars, Special Projects, and Computer Courses**

Continuing Education seminars and workshops are offered throughout the year in all areas of study on the campus. Specialized seminars may be designed to meet the specific needs of individual groups or companies. The Continuing Education Division offers a comprehensive schedule of computer education courses. These courses range in length from a few hours to several days and are designed to provide maximum educational opportunities at a reasonable cost. The continuing education program maintains a high level of academic flexibility

## **INSTRUCTIONAL SERVICES**

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in adjusting course content to meet individual or group needs. A variety of courses is now available using an on-line interactive format and the convenience of your home or office Internet connection.

### **DISTANCE LEARNING OPPORTUNITIES**

Distance learning classes are the same as classes taught on the main campus except for the method by which they are delivered. Specific classes are listed in the Class Schedule. Admission, registration, and tuition are the same for classes on the main campus. Call the Distance Learning Office at 981-7044 or 1-800-922-TECH, or send e-mail to [McBride@yorktech.com](mailto:McBride@yorktech.com) for more information.

### **TELECLASSES**

Teleclasses are live audio/video interactive classes that are delivered from York Technical College's main campus to other sites. York Technical College may also receive classes from other sites. Students at the main campus interact with students at the distance learning sites.

### **TELECOURSES**

If you are a self-motivated, self-directed, and independent learner, you may enjoy a telecourse. York Technical College is trying to meet the needs of students who are time-bound, place-bound, or just need some flexibility in their schedule by offering telecourses. Most telecourses combine pre-packaged videotaped instruction, textbook, study guides, and instructor support. Text-based courses do not have a video component.

### **ONLINE COURSES**

On-line courses are taught on the Internet and require students to have at least a 486 computer, a modem, a browser, and an ISP or have access to the campus computers. Some basic Internet skills are necessary to be successful in on-line courses. Please contact the Distance Learning Office at (803) 981-7044 for information on the courses that are available.

### **SOUTH CAROLINA TECHNICAL COLLEGES ONLINE**

SC TechOnline is a consortium of the 16 technical colleges designed to provide convenient access to the online educational resources of the S.C. Technical College System. By providing one website with a searchable database of online course offerings, you can quickly review what is offered throughout the 16-college system. If you decide to enroll in a course at another technical college, then you simply contact the SC TechOnline liaison at your local technical college and begin the enrollment process. This system enables a student to take courses online from any of the technical colleges, while using the student and academic services of the local technical college. For more information log on to the SC TechOnline website at <http://www.sctechonline.org> or contact your SC TechOnline Liaison, Anita McBride at [mcbride@yorktech.com](mailto:mcbride@yorktech.com)

### **WORK-BASED LEARNING**

Work-based Learning (WBL) integrates classroom study with hands-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment. There are three types of WBL programs offered at the College: cooperative work experience, internship, and



## **INSTRUCTIONAL SERVICES**

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apprenticeship. Call (803) 981-7244 or send an email to [segal@yorktech.com](mailto:segal@yorktech.com) for more information.

### **EXCELS**

EXCELS (EXcellence through College Enrollment for LearnerS) is a program that provides opportunities for high school juniors and seniors to earn dual credit for high school and college-level courses while still enrolled in high school. Typically, advanced high school courses and entry-level college courses can be coordinated as EXCELS courses. High school students who complete EXCELS courses will receive a college transcript, and many courses will transfer to other two-year and four-year institutions in South Carolina.

### **ASSESSMENT CENTER**

The Assessment Center is located in B-5 and B-7 and provides a quiet location for make-up, distance learning, placement, exemption and certification tests. The Center coordinates testing procedures for the College. The York Technical College Assessment Center is a member of the Consortium of College Testing Centers, an Authorized Prometric Testing Center, Work Keys Service Center, and a Microsoft Office User Specialist (MOUS) Testing Center. For more information about Assessment Center services, call (803) 981-7176.

### **CHARLOTTE AREA EDUCATIONAL CONSORTIUM**

York Technical College is a member of the Charlotte Area Educational Consortium. The Consortium supports cooperation among the member colleges which include twenty-two colleges and universities in the Charlotte area.

Among the cooperative efforts sponsored by the Consortium is a cross-registration program that permits full-time students at any member college to enroll in one or more courses at another college subject to limitations imposed by the home institution and host institution. York Technical College students interested in participating in this program should contact the Registrar's Office.

### **CLEMSON/USC/ETV COURSE OFFERINGS**

In cooperation with Clemson University, the University of South Carolina and the South Carolina Educational Television Network, York Technical College provides facilities and schedules to accommodate the educational needs of adult learners who are also busy professionals. Our College serves as a closed-circuit viewing site in the community for students who are admitted to and enrolled in courses offered via television or videocassette tape.

A wide variety of courses is available to working professionals (e.g., engineers, teachers, librarians, social workers, nurses) with interest in continuing education or fulfilling undergraduate or graduate degree requirements. Individuals may write to Clemson University or the University of South Carolina for specific information about available classes.

# **COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

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### COURSE DESCRIPTIONS

The course descriptions listed on the following pages are general descriptions of course content. Each course syllabus will contain more detail about course requirements and standards.

As you consider the courses to select, please keep in mind that *appropriate placement test scores are required for math, reading, and English courses* and that some departments require a minimum grade to enter the next course level. Students may take higher level courses than required in their program of study as long as all course prerequisites are met.

ENG 031, MAT 031, MAT 011, RDG 031, and ESL 031 are developmental courses and do not count for credit in any program. ACC 100, ENG 100, ENG 150, MAT 150, and RDG 100 count only for credit in selected certificate, diploma, and recertification programs. These courses WILL NOT fulfill credit requirements for the general education or elective credit in associate degree programs. All elective credits in associate degree programs must be chosen from courses which are at or above the entry level required by the program. Therefore, it is important for you to see your advisor each semester to assist you in selecting the appropriate course you need as you progress toward your program goal.

Exemption tests are available for a number of courses. Contact Student Services for more information about exemption routes to consider.

**ACC 100 BASIC ACCOUNTING (NON-DEGREE CREDIT) 3.0 CR**  
Introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, and trial balances.

**ACC 101 ACCOUNTING PRINCIPLES I 3.0 CR**  
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. (Prerequisites: Exemption or completion of ACC 100—Minimum grade of “C” and RDG 100 or equivalent)

**ACC 102 ACCOUNTING PRINCIPLES II 3.0 CR**  
This course emphasizes managerial accounting theory and procedures in basic accounting procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. (Prerequisite: ACC 101—Minimum grade of “C”)

**ACC 120 FEDERAL INCOME TAX 3.0 CR**  
This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation

**ACC 124 INDIVIDUAL TAX PROCEDURES 3.0 CR**  
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

**ACC 130 STATE TAX PROCEDURES 1.0 CR**  
This course is a study of the basic state tax procedures pertaining to individuals and business.

**ACC 150 PAYROLL ACCOUNTING 3.0 CR**  
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records. (Prerequisite: ACC 100 or ACC 101—Minimum grade of “C”)

**ACC 201 INTERMEDIATE ACCOUNTING I 3.0 CR**  
Explores fundamental processes of accounting theory, including the preparation of financial statements. (Prerequisite: ACC 102—Minimum grade of “C”)

## **COURSE DESCRIPTIONS**

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**ACC 202 INTERMEDIATE ACCOUNTING II 3.0 CR**

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. (Prerequisite: ACC 201—Minimum grade of “C”)

**ACC 230 COST ACCOUNTING I 3.0 CR**

This course is a study of the accounting principles involved in job order cost systems. (Prerequisite: ACC 102—Minimum grade of “C”)

**ACC 231 COST ACCOUNTING II 3.0 CR**

This course is a study of the accounting principles involving processing and standard cost systems. (Prerequisite: ACC 230—Minimum grade of “C”)

**ACC 240 COMPUTERIZED ACCOUNTING 3.0 CR**

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. (Corequisite: ACC 102)

**ACC 241 COMPUTERIZED PATIENT BILLING 1.0 CR**

This course provides practical applications of complete patient billing and insurance procedures for the medical office. (Prerequisite: ACC 100)

**ACC 242 SMALL BUSINESS SOFTWARE 1.0 CR**

This course includes the use of current integrated software suitable for small business operations. (Prerequisite: ACC 100)

**ACC 243 COMPUTERIZED SPREADSHEETS 1.0 CR**

This course introduces the use of spreadsheets involving accounting problems. The software used is EXCEL. (Prerequisite: ACC 100)

**ACC 245 ACCOUNTING APPLICATIONS 3.0 CR**

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. (Corequisite: ACC 102)

**ACC 260 AUDITING 3.0 CR**

This course is a study of the procedures for conducting audits and investigations of various enterprises.

**ACR 101 FUNDAMENTALS OF REFRIGERATION 5.0 CR**

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components. (Prerequisite: RDG 031 or equivalent)

**ACR 102 TOOLS AND SERVICE TECHNIQUES 3.0 CR**

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

**ACR 106 BASIC ELECTRICITY FOR HVAC/R 4.0 CR**

This course includes a basic study of electricity, including Ohm’s Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems. (Prerequisite: RDG 031 or equivalent)

**ACR 110 HEATING FUNDAMENTALS 4.0 CR**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. (Prerequisite: RDG 031 or equivalent)

**ACR 120 BASIC AIR CONDITIONING 4.0 CR**

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit. (Prerequisite: ACR 101)

**ACR 130 DOMESTIC REFRIGERATION 4.0 CR**

This course is a study of domestic refrigeration equipment. (Prerequisite: ACR 101)

## **COURSE DESCRIPTIONS**

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**ACR 131 COMMERCIAL REFRIGERATION 4.0 CR**

This course is a study of maintenance and repair of commercial refrigeration systems. (Prerequisite: ACR 101)

**ACR 140 AUTOMATIC CONTROLS 3.0 CR**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature-sensitive automatic controls. (Prerequisite: ACR 106 or EEM 117)

**ACR 210 HEAT PUMPS 4.0 CR**

This course is a study of theory and operational principles of the heat pump. (Prerequisite: ACR 120)

**ACR 224 CODES AND ORDINANCES 2.0 CR**

This course covers instruction on how to reference appropriate building codes and ordinances and where they apply to installation of heating and air conditioning equipment.

**ACR 225 INDUSTRIAL AIR CONDITIONING 3.0 CR**

This course is a study of compressors, motors, drives, controls, heat exchangers, and other components involved in the operation and maintenance of industrial air conditioning equipment. (Prerequisite: ACR 120)

**ACR 250 DUCT FABRICATION 3.0 CR**

This course covers the design, fabrication, and installation of air duct systems.

**AHS 101 INTRODUCTION TO HEALTH PROFESSIONS 2.0 CR**

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

**AHS 102 MEDICAL TERMINOLOGY 3.0 CR**

Designed to introduce the student to medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

**AHS 104 MEDICAL VOCABULARY/ANATOMY 3.0 CR**

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

**AHS 108 NUTRITION 3.0 CR**

This course is a study of nutrition and diet therapy as related to health care.

**AHS 110 PATIENT CARE PROCEDURES 2.0 CR**

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

**AHS 113 HEAD AND NECK ANATOMY 1.0 CR**

This course provides a detailed study of the structure of the head and neck with a specific emphasis on structure as it pertains to the student of dental science. (Prerequisites: DHG 154, DHG 125, DHG 115; Corequisite: DHG 165, DHG- 121)

**AHS 114 BASIC FIRST AID 1.0 CR**

Provides instruction in basic procedures used in medical emergencies.

**AHS 116 PATIENT CARE RELATIONS 3.0 CR**

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

**AHS 120 RESPONDING TO EMERGENCIES 2.0 CR**

A study of emergency care procedures utilizing first aid and CPR principles.

**AHS 121 PHARMACOLOGY 2.0 CR**

Covers the nature of drugs, their action(s) in the body and their side effects.

## COURSE DESCRIPTIONS

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**AHS 125 ALLIED HEALTH SCIENCES 4.0 CR**

This course includes a study of basic integrated sciences for health care professionals. (Pre-requisite: Required placement test scores in English, reading, and mathematics)

**AHS 144 PHLEBOTOMY PRACTICUM 5.0 CR**

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

**AHS 151 HEALTH CARE PROCEDURES I 5.0 CR**

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.

**ART 101 ART HISTORY AND APPRECIATION 3.0 CR**

An introductory course to the history and appreciation of art, including the elements and principles of the visual arts. (Prerequisite: ENG 100 or equivalent)

**AUT 105 BEGINNING ENGINE REPAIR 4.0 CR**

This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning.

**AUT 107 ADVANCED ENGINE REPAIR 4.0 CR**

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures. (Prerequisite: AUT 105)

**AUT 112 BRAKING SYSTEMS 4.0 CR**

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

**AUT 115 MANUAL DRIVE TRAIN/AXLE 3.0 CR**

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle setup.

**AUT 121 SUSPENSION AND STEERING 3.0 CR**

This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints, and related parts. (Prerequisite: RDG 031 or equivalent)

**AUT 131 ELECTRICAL SYSTEMS 3.0 CR**

This course is a study of the individual systems and components that, when combined, form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics. (Prerequisites: AUT 133 and RDG 031 or equivalent)

**AUT 133 ELECTRICAL FUNDAMENTALS 3.0 CR**

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.

**AUT 135 IGNITION SYSTEMS 3.0 CR**

This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment.

**AUT 145 ENGINE PERFORMANCE 3.0 CR**

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

## **COURSE DESCRIPTIONS**

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**AUT 146 EMISSION SYSTEMS 3.0 CR**

This course is a study of the various emission systems currently in use with emphasis placed on the importance of proper system operations, the effects of improper operation on engine performance, and diagnostic equipment.

**AUT 147 FUEL SYSTEMS 4.0 CR**

This course is a study in basic fuel delivery systems, including types of fuel, fuel pumps, principles of carburetion, computer-controlled carburetor operation and service, and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

**AUT 152 AUTOMATIC TRANSMISSION 4.0 CR**

A basic study of power flow and hydraulics, including torque converter operation.

**AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR 4.0 CR**

This is a basic course for general diagnostic procedures and minor repairs.

**AUT 158 AUTOMOTIVE DIAGNOSIS 4.0 CR**

This course is a study of basic diagnostic procedures and the use of standard shop test equipment.

**AUT 241 AUTOMOTIVE AIR CONDITIONING 4.0 CR**

A study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

**AUT 247 ELECTRONIC FUEL SYSTEMS 4.0 CR**

This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery. (Prerequisite: AUT 146)

**AUT 252 ADVANCED AUTOMATIC TRANSMISSION 4.0 CR**

This course is an advanced study of automatic transmission and transaxle electronics, including torque converter, clutch and clutch controls. (Prerequisite: AUT 152)

**BAF 101 PERSONAL FINANCE 3.0 CR**

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

**BAF 201 PRINCIPLES OF FINANCE 3.0 CR**

This is an introductory course to the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector. (Prerequisites: ACC 101 and MAT 101)

**BIO 101 BIOLOGICAL SCIENCE I 4.0 CR**

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. It is recommended that students with no chemistry background take CHM 101 before taking BIO 101.

**BIO 102 BIOLOGICAL SCIENCE II 4.0 CR**

This is a continuation of introductory biology which include 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 4.0 CR**

A basic integrated study of the structure and function of the human body.

## COURSE DESCRIPTIONS

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**BIO 134 FUNDAMENTAL MICRO CONCEPTS 2.0 CR**

A study of the basic fundamental concepts of microbial physiology, human microbial interactions, major systemic diseases, and disease control measures.

**BIO 205 ECOLOGY 3.0 CR**

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

**BIO 206 ECOLOGY LAB 1.0 CR**

This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact.

**BIO 210 ANATOMY AND PHYSIOLOGY I 4.0 CR**

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: RDG 100 or equivalent) It is recommended that students with no chemistry background take CHM 101 before taking BIO 210.

**BIO 211 ANATOMY AND PHYSIOLOGY II 4.0 CR**

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: BIO 210)

**BIO 225 MICROBIOLOGY 4.0 CR**

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 211)

**BMT 233 MEDICAL EQUIPMENT AND REPAIR 3.0 CR**

This course covers the application of the performance analyzer, tester and simulator for troubleshooting and calibration of medical equipment.

**BUS 101 INTRODUCTION TO BUSINESS 3.0 CR**

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 121 BUSINESS LAW I 3.0 CR**

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 3.0 CR**

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. (Prerequisite: BUS 121)

**BUS 128 EMPLOYMENT LAW 3.0 CR**

This covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

**BUS 135 WAGE AND SALARY ADMINISTRATION 3.0 CR**

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls. (Prerequisite: Math 150.)

**BUS 136 COMPENSATION AND BENEFITS 3.0 CR**

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.



## COURSE DESCRIPTIONS

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**BUS 145 CALCULATOR APPLICATIONS 3.0 CR**

This course is a study of the use of various types of electronic calculators and functions to help solve simple and complex business problems.

**CET 105 SURVEYING I 3.0 CR**

This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. (Prerequisite: MAT 178 or equivalent)

**CET 205 SURVEYING II 4.0 CR**

This course includes electro-optical instrumentation techniques and complex computations used in surveying. (Prerequisite: CET 105)

**CET 251 HIGHWAY DESIGN 3.0 CR**

This course covers a study of driver and traffic characteristics as well as the design and construction of highways. (Prerequisite: CET 205)

**CGC 105 BASIC PHOTOGRAPHY 3.0 CR**

Covers the fundamentals of the photographic process, including principles of picture composition, camera operation, and some darkroom techniques.

**CGC 213 AUDIO-VISUAL TECHNIQUES 3.0 CR**

This course is an introductory to audio-visual techniques and operations. (Prerequisites: CGC 105 and RTV 101—Minimum grade of "C")

**CHM 101 GENERAL CHEMISTRY I 4.0 CR**

This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria. It is recommended that students take MAT 101 or MAT 155 before taking CHM 101.

**CHM 105 GENERAL, ORGANIC AND BIOCHEMISTRY 4.0 CR**

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. It is recommended that students with no chemistry background take CHM 101 before taking CHM 105.

**CHM 110 COLLEGE CHEMISTRY I 4.0 CR**

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. (Corequisite: MAT 110)

**CHM 111 COLLEGE CHEMISTRY II 4.0 CR**

(For students continuing in chemistry) 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 "C")

**CHM 220 ANALYTICAL CHEMISTRY I 5.0 CR**

This is the first course in a sequence that describes quantitative chemistry. Topics include gravimetric, volumetric, spectrophotometric, and electrochemical analysis. Emphasis is on laboratory techniques. (Prerequisite: CHM 111) (Corequisite: MAT 110)

**CHT 225 INSTRUMENTAL CHEMICAL ANALYSIS 4.0 CR**

Covers modern chemical instrumentation and includes analytical theory and laboratory experiments. Instruments studied include ultraviolet, visible, infrared, and atomic absorption spectrophotometers; gas chromatographs, pH meters; ion analyzers, refractometers; and polarimeters. Microcomputer use is

## COURSE DESCRIPTIONS

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required for verification of experimental results. (Prerequisite: CHM 220)  
(Corequisite: MAT 110)

**CIM 241 AUTOMATED MANUFACTURING EQUIPMENT 3.0 CR**  
This course is an introduction to the basic operation of equipment that is used for automation. (Prerequisite: EEM 251)

**COL 101 COLLEGE ORIENTATION 1.0 CR**  
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

**CPT 101 INTRODUCTION TO COMPUTERS 3.0 CR**  
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. (Recommended prerequisite: ENG 100 or equivalent)

**CPT 111 BASIC PROGRAMMING I 3.0 CR**  
This course introduces the BASIC programming language, emphasizing the logical design, development, testing and debugging of structured BASIC programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines, and file structures. (Prerequisites: CPT 114, CPT 168, and MAT 101)

**CPT 114 COMPUTERS AND PROGRAMMING 3.0 CR**  
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 language. (Prerequisites: MAT 150, ENG 100, and RDG 100 or equivalents)

**CPT 115 COBOL PROGRAMMING I 3.0 CR**  
This course introduces the nature and use of the common business-oriented language—COBOL. (Prerequisites: CPT 114 and CPT 168)

**CPT 162 INTRODUCTION TO WEB PAGE PUBLISHING 3.0 CR**  
This course is a study of the fundamentals of web page design and implementation.

**CPT 163 INTRODUCTION TO MULTIMEDIA WEB PAGE 3.0 CR**  
This course is a study of the development and editing of graphics, audio, video elements to be used in the design and implementation of effective web pages.

**CPT 168 PROGRAMMING LOGIC AND DESIGN 3.0 CR**  
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. (Prerequisite: MAT 101)

**CPT 170 MICROCOMPUTER APPLICATIONS 3.0 CR**  
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration. (Prerequisites: OST 101, OST 105 or equivalent)

**CPT 176 MICROCOMPUTER OPERATING SYSTEMS 3.0 CR**  
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files, and subdirectory concepts.

**CPT 208 SPECIAL TOPICS IN COMPUTER TECHNOLOGY 3.0 CR**  
This course focuses on changes in computer technology. (Prerequisites: CPT 114 and CPT 168)

## COURSE DESCRIPTIONS

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- CPT 212 VISUAL BASIC PROGRAMMING 3.0 CR**  
This course focuses on windows programming using visual basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling. (Prerequisites: CPT 114 and CPT 168)
- CPT 213 ADVANCED VISUAL BASIC PROGRAM 3.0 CR**  
This course is a study of the object oriented features of visual basic and their use in accessing databases. It includes classes, collection and web access.(Prerequisite: CPT 212)
- CPT 215 COBOL PROGRAMMING II 3.0 CR**  
This course emphasizes file maintenance and tables using advanced concepts in COBOL. (Prerequisite: CPT 115)
- CPT 234 C PROGRAMMING I 3.0 CR**  
This introductory course in C Programming emphasizes the designing, coding, testing, and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays, and simple pointers. (Prerequisites: CPT 114 and CPT 168)
- CPT 235 C PROGRAMMING II 3.0 CR**  
This course is a study of using advanced techniques for programming with the C language, including structures, advanced pointers, string manipulations, bit operations, and C library functions. (Prerequisite: CPT 234)
- CPT 236 INTRODUCTION TO JAVA PROGRAMMING 3.0 CR**  
This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets. (Prerequisites: CPT 114 and CPT 168)
- CPT 237 ADVANCED JAVA PROGRAMMING 3.0 CR**  
This course is a study of advanced topics of the JAVA programming language by building on a basic knowledge of the JAVA language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the JAVABEAN component model, network programming and server-side programming. (Prerequisite: 236)
- CPT 242 DATABASE 3.0 CR**  
This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base. (Prerequisites: CPT 212 or CPT 234)
- CPT 244 DATA STRUCTURES 3.0 CR**  
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. (Prerequisites: CPT 234 and CPT 236)
- CPT 257 OPERATING SYSTEMS 3.0 CR**  
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. (Prerequisites: CPT 114)
- CPT 260 FUNDAMENTALS OF OPERATING SYSTEMS & WEB SERVERS 3.0 CR**  
This course is a study of operating techniques needed for setting up and maintaining web servers. (Prerequisite: CPT 176 or CPT 257)
- CPT 264 SYSTEMS AND PROCEDURES 3.0 CR**  
This course covers the techniques of system analysis, design, development, and implementation. (Prerequisite: CPT 212 or CPT 234)

## **COURSE DESCRIPTIONS**

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**CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS 3.0 CR**

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. (Prerequisite: CPT 170)

**DAT 112 INTEGRATED HUMAN SCIENCES 4.0 CR**

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

**DAT 113 DENTAL MATERIALS 4.0 CR**

A study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

**DAT 115 ETHICS AND PROFESSIONALISM 1.0 CR**

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

**DAT 118 DENTAL MORPHOLOGY 2.0 CR**

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

**DAT 121 DENTAL HEALTH EDUCATION 2.0 CR**

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

**DAT 122 DENTAL OFFICE MANAGEMENT 2.0 CR**

This course provides a study of the business aspect of a dental office.

**DAT 123 ORAL MEDICINE AND ORAL BIOLOGY 3.0 CR**

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

**DAT 127 DENTAL RADIOGRAPHY 4.0 CR**

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

**DAT 154 CLINICAL PROCEDURES I 4.0 CR**

Includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

**DAT 164 CLINICAL PROCEDURES II 4.0 CR**

Introduces the instruments and chairside procedures of the dental specialties.

**DAT 177 DENTAL OFFICE EXPERIENCE 7.0 CR**

Consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

**DHG 115 MEDICAL AND DENTAL EMERGENCIES 2.0 CR**

This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

**DHG 121 DENTAL RADIOGRAPHY 3.0 CR**

Provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

## COURSE DESCRIPTIONS

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**DHG 125 TOOTH MORPHOLOGY AND HISTOLOGY 2.0 CR**

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

**DHG 140 GENERAL AND ORAL PATHOLOGY 2.0 CR**

Provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment, and prognosis of diseases affecting the head and neck are discussed.

**DHG 141 PERIODONTOLOGY 2.0 CR**

This course presents a study of the principles, etiologies, classifications, and treatments of periodontal disease with emphasis on the role of the dental hygienist.

**DHG 143 DENTAL PHARMACOLOGY 2.0 CR**

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

**DHG 154 PRE-CLINICAL DENTAL HYGIENE 4.0 CR**

This course is a study of the basic principles of infection control, instrumentation, instrument design, and fundamental skills necessary to perform in subsequent dental hygiene courses. (Prerequisite: current CPR in AHA Health Care Provider Course)

**DHG 165 CLINICAL DENTAL HYGIENE I 5.0 CR**

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

**DHG 175 CLINICAL DENTAL HYGIENE II 5.0 CR**

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

**DHG 230 PUBLIC HEALTH DENTISTRY 3.0 CR**

Provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

**DHG 239 DENTAL ASSISTING FOR DENTAL HYGIENISTS 2.0 CR**

This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

**DHG 255 CLINICAL DENTAL HYGIENE III 5.0 CR**

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

**DHG 265 CLINICAL DENTAL HYGIENE IV 5.0 CR**

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

**DHG 272 DENTAL HYGIENE EXTERNSHIP 2.0 CR**

This course provides exposure to dental practices by means of office rotations, lectures, and discussions. It also includes dental ethics and jurisprudence.

## COURSE DESCRIPTIONS

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### **ECD 101 INTRODUCTION TO EARLY CHILDHOOD 3.0 CR**

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course. (South Carolina Early Childhood Credential)

### **ECD 102 GROWTH AND DEVELOPMENT I 3.0 CR**

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 3.0 CR**

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 3.0 CR**

This course includes an overview of special-needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

### **ECD 108 FAMILY AND COMMUNITY RELATIONS 3.0 CR**

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

### **ECD 109 ADMINISTRATION AND SUPERVISION 3.0 CR**

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

### **ECD 131 LANGUAGE ARTS 3.0 CR**

A study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. (Prerequisite: ECD 102)

### **ECD 132 CREATIVE EXPERIENCES 3.0 CR**

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 3.0 CR**

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

### **ECD 135 HEALTH, SAFETY, AND NUTRITION 3.0 CR**

Covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities included.

## **COURSE DESCRIPTIONS**

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**ECD 200 CURRICULUM ISSUES IN INFANT & TODDLER DEVELOPMENT 3.0 CR**

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. (Prerequisite: ECD 102)

**ECD 201 PRINCIPLES OF ETHICS/LEADERSHIP IN EARLY CARE & ED. 3.0 CR**

Includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. (Prerequisite: ECD 101 or departmental approval)

**ECD 203 GROWTH AND DEVELOPMENT II 3.0 CR**

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)

**ECD 210 EARLY CHILDHOOD INTERVENTION 3.0 CR**

This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive, and social approaches to instruction. (Prerequisite: ECD 107)

**ECD 237 METHODS AND MATERIALS 3.0 CR**

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 SUPERVISED FIELD EXPERIENCE 3.0 CR**

This course emphasizes planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. (Prerequisite: ECD 101, 203, 105 & 132) (Recommended: final course in diploma and associate degree programs) (Requires department approval)

**ECD 251 SUPERVISED FIELD EXPERIENCES (INFANT/TODDLER) 2.0 CR**

Includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of infants and toddlers. (Prerequisites: ECD 101, 102 & 200) (Recommended: final course in certificate program)(Requires departmental approval)

**ECE 101 ELECTRICAL AND ELECTRONICS ENGINEERING 3.0 CR**

This course is a study of entertainment, communication, and computer technology. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

**ECE 102 INSTRUMENT CONTROL 3.0 CR**

This course is a study of automated instrument control and data acquisition. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

**ECE 205 ELECTRICAL AND COMPUTER LAB I 3.0 CR**

This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing. (Prerequisite: ENG 101 or equivalent)

**ECE 211 INTRODUCTION TO COMPUTER ENGINEERING I 3.0 CR**

Covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems. (Prerequisite: ECE 102)

**ECE 212 INTRODUCTION TO COMPUTER ENGINEERING II 3.0 CR**

This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming. (Prerequisite: ECE 211)

## COURSE DESCRIPTIONS

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- ECE 221 INTRODUCTION TO ELECTRICAL ENGINEERING I 3.0 CR**  
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first and second-order linear circuits in the time domain using calculus-based solutions where applicable. (Prerequisite: MAT 140 or equivalent)
- ECE 222 INTRODUCTION TO ELECTRICAL ENGINEERING II 3.0 CR**  
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and laplace transforms. (Prerequisite: ECE 221)
- ECO 101 BASIC ECONOMICS 3.0 CR**  
This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination. (Prerequisite: ENG 100 or ENG 150 or equivalent)
- ECO 210 MACROECONOMICS 3.0 CR**  
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. (Prerequisite: ENG 100 or equivalent)
- ECO 211 MICROECONOMICS 3.0 CR**  
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. (Prerequisite: ECO 210)
- EEM 117 AC/DC CIRCUITS I 4.0 CR**  
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested. (Prerequisite: RDG 031 or equivalent)
- EEM 140 NATIONAL ELECTRICAL CODE 3.0 CR**  
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). (Prerequisite: RDG 031 or equivalent) (Corequisite: EEM 117)
- EEM 145 CONTROL CIRCUITS 3.0 CR**  
This course covers the principles and applications of component circuits and methods of motor control. (Prerequisite: EEM 117)
- EEM 201 ELECTRONIC DEVICES I 3.0 CR**  
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 117)
- EEM 202 ELECTRONIC DEVICES II 3.0 CR**  
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 203 ELECTRONIC DEVICES III 3.0 CR**  
A continuation of the study of electronic devices with an emphasis on devices common to an industrial environment. (Prerequisite: EEM 202)
- EEM 215 DC/AC MACHINES 3.0 CR**  
This course is a study of applications, operations, and construction of DC and AC machines. (Prerequisite: EEM 145)



## **COURSE DESCRIPTIONS**

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**EEM 221 DC/AC DRIVES 3.0 CR**

This course covers the principles of operation and application of DC drives and AC drives. (Prerequisites: EEM 203 and EEM 215)

**EEM 251 PROGRAMMABLE CONTROLLERS 3.0 CR**

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. (Prerequisite: EEM 145)

**EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS 3.0 CR**

This course covers the application of programmable controllers, 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)

**EET 111 DC CIRCUITS 4.0 CR**

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law and Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (Prerequisites: RDG 100 and MAT 101 or equivalent) (Corequisite: MAT 178 or equivalent)

**EET 112 AC CIRCUITS 4.0 CR**

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments. (Prerequisites: EET 111 and MAT 178 or equivalent)

**EET 141 ELECTRONIC CIRCUITS 4.0 CR**

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting. (Prerequisites: EET 111 or PHY 202 and MAT 178 or equivalent)

**EET 145 DIGITAL CIRCUITS 4.0 CR**

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested. This course also covers the TTL, NMOS and CMOS digital logic families. (Prerequisite: MAT 101 or equivalent and corequisite: EET 111)

**EET 231 INDUSTRIAL ELECTRONICS 4.0 CR**

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested. (Prerequisite: EET 141 or equivalent)

**EET 241 ELECTRONIC COMMUNICATIONS 4.0 CR**

This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. (Prerequisite: EET 141)

**EET 243 DATA COMMUNICATIONS 3.0 CR**

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed, and tested.

**EET 251 MICROPROCESSOR FUNDAMENTALS 4.0 CR**

This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and

## COURSE DESCRIPTIONS

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applications in control, data acquisition, and data reduction and analysis. Programs are written and tested. (Corequisite: EET 145)

**EET 253 MICROPROCESSORS 4.0 CR**  
This course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested. (Prerequisite: EET 251)

**EET 261 ELECTRONIC TROUBLESHOOTING 2.0 CR**  
This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment. (Prerequisite: EET 231) (Corequisite: EET 253)

**EGR 104 ENGINEERING TECHNOLOGY FOUNDATIONS 3.0 CR**  
Introduces fundamental concepts of electrical, mechanical, thermal, fluid, optical, and material systems related to engineering technology. (Prerequisites: MAT 150, ENG 031 and RDG 031 or equivalent)

**EGR 110 INTRODUCTION TO COMPUTER ENVIRONMENT 3.0 CR**  
This course provides an overview of computer hardware, available software, operating systems, and applications. (Prerequisite: RDG 031 or equivalent)

**EGR 170 ENGINEERING MATERIALS 3.0 CR**  
This course is a study of the properties, material behaviors, and applications. (Prerequisite: RDG 100 or equivalent)

**EGR 175 MANUFACTURING PROCESSES 3.0 CR**  
Includes the processes, alternatives, and operations in the manufacturing environment. (Prerequisites: EGT 110 and RDG 100 or equivalent)

**EGR 190 STATICS 3.0 CR**  
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion. (Prerequisite: PHY 201)

**EGR 230 MEASUREMENT PRINCIPLES 3.0 CR**  
This course is a study of basic control circuits and the common sensing elements, components, and instruments which are used to measure temperature, pressure, flow, level, and related phenomena. (Prerequisite: MAT 101 or PHY 221 or equivalent)

**EGR 260 ENGINEERING STATICS 3.0 CR**  
This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed. (Prerequisite: MAT 101 or PHY 221 or equivalent)

**EGR 262 ENGINEERING DYNAMICS 3.0 CR**  
This course is an introduction to the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed. (Prerequisite: MAT 140 or equivalent) (Corequisite: PHY 222 or equivalent)

**EGR 264 INTRODUCTION TO ENGINEERING MECHANICS OF SOLIDS 3.0 CR**  
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes. (Prerequisite: EGR 260 or equivalent)

**EGR 266 ENGINEERING THERMODYNAMICS FUNDAMENTALS 3.0 CR**  
An introduction to the first and second laws of thermodynamics as applied to engineering systems. (Prerequisite: MAT 102 or PHY 222 or equivalent)

## **COURSE DESCRIPTIONS**

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**EGR 270 INTRODUCTION TO ENGINEERING 3.0 CR**

This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

**EGR 275 INTRODUCTION TO ENGINEERING/COMPUTER GRAPHICS 3.0 CR**

A study of basic graphical concepts needed for engineering applications.

**EGR 281 INTRODUCTION TO ALGORITHMIC DESIGN I 4.0 CR**

This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

**EGR 283 INTRODUCTION TO ALGORITHMIC DESIGN II 4.0 CR**

This course is a study of rigorous development of algorithms and computer programs, including elementary data structures. (Prerequisite: EGR 281)

**EGT 101 BASIC TECHNICAL DRAWING 2.0 CR**

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

**EGT 105 BASIC CIVIL DRAFTING 2.0 CR**

This course covers the applications of drawing techniques, to structures, map topography, and other civil applications. (Prerequisite: EGT 110 or equivalent and MAT 178)

**EGT 110 ENGINEERING GRAPHICS I 4.0 CR**

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. (Prerequisite: RDG 100 or equivalent)

**EGT 114 WELDING PRINT BASICS 2.0 CR**

This course covers the fundamentals of print reading for welding applications. (Prerequisite: RDG 031 or equivalent)

**EGT 115 ENGINEERING GRAPHICS II 4.0 CR**

This course in engineering graphics science includes additional drawing techniques for industrial applications. (Prerequisite: EGT 110)

**EGT 117 WELDING PRINT PRINCIPLES 2.0 CR**

This course covers welding symbols and their application to pipe fabrication. (Prerequisite: RDG 031 or equivalent)

**EGT 123 INDUSTRIAL PRINT READING 2.0 CR**

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included. (Prerequisite: RDG 031 or equivalent)

**EGT 128 MACHINE TOOL PRINT LAYOUT 2.0 CR**

This course covers print layout, projection, and dimensioning for the machine tool trades. (Prerequisite: RDG 031 or equivalent)

**EGT 133 HVAC PRINT READING 3.0 CR**

Covers layout, projection, and dimensioning for heating and air conditioning.

**EGT 151 INTRODUCTION TO CAD 3.0 CR**

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

**EGT 210 ENGINEERING GRAPHICS III 4.0 CR**

This advanced course in engineering graphics science covers the production of technical working drawings. (Prerequisite: EGT 115 or EGT 150 or equivalent)

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**EGT 212 MACHINE TOOL PRINT TOPICS 2.0 CR**

This course covers print reading related to the machine tool specialization with emphasis on sketching and interpreting appropriate symbols, notes, and codes. (Prerequisite: EGT 128)

**EGT 225 ARCHITECTURAL DRAWING APPLICATIONS 4.0 CR**

This is an advanced drawing course for architectural applications. (Prerequisite: EGT 115 or EGT 150 or equivalent)

**EGT 252 ADVANCED CAD 3.0 CR**

This course covers advanced concepts of CAD software and applications. (Prerequisite: EGT 115 or EGT 150 or equivalent)

**ELT 231 COMPUTER SYSTEMS 4.0 CR**

This course covers computer systems and systems applications.

**ENG 031 DEVELOPMENTAL ENGLISH 0 CR**

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure.

**ENG 100 INTRODUCTION TO COMPOSITION (NON-DEGREE CREDIT) 3.0 CR**

This course is a study of basic writing and different modes of composition and may include a review of usage. (Prerequisite: ENG 031 - Minimum grade of "SC" or equivalent)

**ENG 101 ENGLISH COMPOSITION I 3.0 CR**

This is a 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: ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

**ENG 102 ENGLISH COMPOSITION II 3.0 CR**

This is a 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—Minimum grade of "C")

**ENG 104 COMMUNICATION FOUNDATIONS 3.0 CR**

This course focuses on gathering, organizing, and presenting written, oral, and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communication skills are emphasized. (Corequisite: EGR 104 and MAT 104)

**ENG 150 BASIC COMMUNICATIONS (NON-DEGREE CREDIT) 3.0 CR**

This course develops practical, oral, and written communication skills. (Prerequisite: ENG 031 - Minimum grade of "SC" or equivalent)

**ENG 155 COMMUNICATIONS I 3.0 CR**

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Prerequisite: ENG 100 - minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

**ENG 156 COMMUNICATIONS II 3.0 CR**

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments. (Prerequisite: ENG 155—Minimum grade of "C")

## **COURSE DESCRIPTIONS**

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**ENG 160 TECHNICAL COMMUNICATIONS 3.0 CR**

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. (Prerequisite: ENG 101—Minimum grade of “C”)

**ENG 175 PROOFREADING AND EDITING 3.0 CR**

Presents intensive application of advanced proofreading and editing skills, including usage and punctuation. (Prerequisite: ENG 100 or equivalent)

**ENG 201 AMERICAN LITERATURE I 3.0 CR**

This course is a study of American literature from the Colonial Period to the Civil War. (Prerequisite: ENG 102—Minimum grade of “C”)

**ENG 202 AMERICAN LITERATURE II 3.0 CR**

This course is a study of American literature from the Civil War to the present. (Prerequisite: ENG 102—Minimum grade of “C”)

**ENG 205 ENGLISH LITERATURE I 3.0 CR**

This is a 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—Minimum grade of “C”)

**ENG 206 ENGLISH LITERATURE II 3.0 CR**

This is a 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—Minimum grade of “C”)

**ENG 208 WORLD LITERATURE I 3.0 CR**

This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. (Prerequisite: ENG 102—Minimum grade of “C”)

**ENG 209 WORLD LITERATURE II 3.0 CR**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. (Prerequisite: ENG 102—Minimum grade of “C”)

**ENG 214 FICTION 3.0 CR**

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. (Prerequisite: ENG 102—Minimum grade of “C”)

**ENG 238 CREATIVE WRITING 3.0 CR**

This course presents an introduction to creative writing in various genres. (Prerequisite: ENG 101—Minimum grade “C”)

**ESL 031 ENGLISH AS A SECOND LANGUAGE 0 CR**

English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and basic English grammar.

**EVT 206 INTRODUCTION TO ENVIRONMENTAL COMPLIANCE 3.0 CR**

An introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

**EVT 254 INDUSTRIAL SAFETY & EMERGENCY RESPONSE 3.0 CR**

This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.

**FPT 101 WOOD AND PULP PROCESSING 3.0 CR**

This course includes an introduction to the characteristics of wood and pulping fibers, wood and chip handling, mechanical and chemical pulp processing,

## COURSE DESCRIPTIONS

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recovery loop of Kraft pulping process, stages of pulp bleaching, and standard pulping terminology.

**FPT 102 PAPERMAKING 3.0 CR**

This course provides an overview of papermaking including terminology, main operations of the paper mill conducted by stock preparation, stock and paper testing procedures, flow of stock and paper, equipment and additives used in the paper mill, and printing methods.

**FPT 103 OPERATIONS MANAGEMENT 3.0 CR**

This course covers the study of mill management including the organization chart, types of employees, functions of various departments, business finance, typical measurement systems, typical information systems, and current management approaches such as TQM.

**FPT 121 WOOD SCIENCE 4.0 CR**

This course explores the physical and chemical composition of wood. It includes the appearance and properties of wood and the potential for its conversion into various products.

**GER 101 ELEMENTARY GERMAN I 4.0 CR**

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture. (Prerequisite: ENG 100 or equivalent)

**GER 102 ELEMENTARY GERMAN II 4.0 CR**

This course continues the development of the four basic language skills and the study of German culture. (Prerequisite: GER 101)

**HIS 101 WESTERN CIVILIZATION TO 1689 3.0 CR**

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. (Prerequisite: ENG 100 or equivalent)

**HIS 102 WESTERN CIVILIZATION POST 1689 3.0 CR**

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. (Prerequisite: ENG 100 or equivalent)

**HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 3.0 CR**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)

**HIS 202 AMERICAN HISTORY: 1877 TO PRESENT 3.0 CR**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)

**HSS 205 TECHNOLOGY AND SOCIETY 3.0 CR**

This course is an investigation of the impact of the 20th-Century technological changes in America on the individual, society, and the physical environments. (Prerequisite: ENG 100 or ENG 150 or equivalent)

**IET 121 METHODS ANALYSIS 2.0 CR**

This course includes the application of the questioning attitude in search for better manufacturing methods and job motion economy, scientific methodologies, systems of job improvement, process analysis, methods improvements, and ergonomics are included.

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**IET 223 INDUSTRIAL SAFETY 3.0 CR**

This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health (OSHA) is included.

**IET 229 STATISTICAL QUALITY CONTROL 3.0 CR**

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.

**IMT 102 INDUSTRIAL SAFETY 2.0 CR**

This course covers safety awareness and practices found in industry. (Prerequisite: RDG 031 or equivalent)

**IMT 112 HAND TOOL OPERATIONS 3.0 CR**

This course covers the use of hand tools and their applications in industrial and service areas. (Prerequisite: RDG 031 or equivalent)

**IMT 120 MECHANICAL INSTALLATIONS 5.0 CR**

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. (Prerequisite: RDG 031 or equivalent)

**IMT 131 HYDRAULICS AND PNEUMATICS 4.0 CR**

This course covers the basic hydraulic terminology and principles of hydraulics and pneumatics. (Prerequisite: RDG 031 or equivalent)

**IMT 140 INDUSTRIAL ELECTRICITY 5.0 CR**

Covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits. (Prerequisite: RDG 031 or equivalent)

**IMT 150 BOILERS 4.0 CR**

This course covers boilers, including various energy sources and controls. (Prerequisite: RDG 031 or equivalent)

**IMT 151 PIPING SYSTEMS 3.0 CR**

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. (Prerequisite: RDG 031 or equivalent)

**IMT 161 MECHANICAL POWER APPLICATIONS 4.0 CR**

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. (Prerequisite: RDG 031 or equivalent)

**IMT 163 PROBLEM SOLVING FOR MECHANICAL APPLICATIONS 3.0 CR**

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. (Prerequisite: RDG 031 or equivalent)

**IST 104 INTRODUCTION TO THE INTERNET 1.0 CR**

This course is an introduction to the Internet and the World Wide Web, includes FTP, Telnet, Archie, Gopher, and E-mail functions.

**IST 105 INTERNET SEARCH TECHNIQUES 1.0 CR**

Designed as a guide to effective Internet search techniques and tools.

**IST 106 WEB SITES AND HOME PAGES 1.0 CR**

A guide to planning and designing a web page including HTML fundamentals, adding graphics and images, and creating links to related subjects.

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**IST 201 CISCO INTERNET WORKING CONCEPTS 3.0 CR**

This course is a study of current and emerging computer networking technology, topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards. (Prerequisite: ENG 031 or equivalent, MAT 031 or equivalent, and RDG 031 - Minimum grade of "SC" or equivalent)

**IST 202 CISCO ROUTER CONFIGURATION 3.0 CR**

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. (Prerequisite: IST 201 - Minimum grade of "C")

**IST 203 ADVANCED CISCO ROUTER CONFIGURATION 3.0 CR**

This course is a study of configuring Cisco routers. (Prerequisite: IST 202 - Minimum grade of "C")

**IST 204 CISCO TROUBLESHOOTING 3.0 CR**

This course is a study of troubleshooting network problems. (Prerequisite: IST 203 - Minimum grade of "C")

**IST 211 OBJECT-ORIENTED PROGRAMMING 3.0 CR**

This course is a study of object-oriented programming using artificial intelligence methods in practical applications requiring knowledge representation, search, and inference. (Prerequisite: CPT 235)

**IST 220 DATA COMMUNICATIONS 3.0 CR**

This course is a study of the fundamentals of data communications. BASIC signaling, networking, and various transmission media are covered. (Recommended: CPT 114)

**IST 221 ADVANCED DATA COMMUNICATIONS 3.0 CR**

This course is a study of the structure of the telecommunications industry. Topics include the components, services, and features of the most popular voice communications system.

**IST 226 INTERNET PROGRAMMING 3.0 CR**

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JAVA, and VRML, testing and debugging programs, uploading and maintaining Internet pages and applications. (Recommended: IST 106)

**IST 227 INTERNET OPERATIONS & MANAGEMENT 3.0 CR**

This course covers the duties/responsibilities of an Internet webmaster, appropriate hardware, software and telecommunications technology, designing, implementing and maintaining a web site, and utilizing security mechanisms. (Recommended: IST 220 or CPT 260)

**IST 251 LAN NETWORKING TECHNOLOGIES 3.0 CR**

This course provides software-specific concepts of local area network (LAN) communications, networking and connectivity. (Corequisite: IST 201 or IST 220)

**IST 252 LAN SYSTEM MANAGER 3.0 CR**

This course covers the fundamental skills needed to effectively manage a local network from introductory to advanced. (Corequisite: IST 201 or IST 220)

**IST 253 LAN SERVICE AND SUPPORT 3.0 CR**

This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment.

**IST 254 CENTRALIZED NETWORK MANAGEMENT 3.0 CR**

A study of how SNMP (simple network management protocol) and the network



## **COURSE DESCRIPTIONS**

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management console can work together to create a network managed by a central console. Working with CMIP/CMIS (common management information protocol/common management information services) software including tracking of hardware/software configuration, installation of desktop application from a central location, receiving/forwarding alerts, etc.

### **IST 260 NETWORK DESIGN 3.0 CR**

This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network-combining creativity, rigorous discipline analysis, and synthesis-and while emphasizing the solution in terms of cost and performance.

### **IST 273 ADVANCED CLIENT/SERVER SYSTEM 3.0 CR**

Provides extensive practical experience with commercially available client/service development tools. The student will use visual development tools to create G.U.I. client applications and to compose statements for server access.

### **JOU 101 INTRODUCTION TO JOURNALISM 3.0 CR**

This course is a study of basic rhetorical and ethical principles of journalistic writing for news and media including newspapers, journals, radio, and television. (Prerequisite: ENG 100 or equivalent and basic computer skills)

### **JOU 201 NEWS WRITING 3.0 CR**

This course is a study of skills and techniques required in preparing copy for publication. (Prerequisite: ENG 101—Minimum grade of C)

### **MAT 011 DEVELOPMENTAL MATH 0 CR**

This course is intended for students who need assistance with developing basic computer skills.

### **MAT 031 DEVELOPMENTAL MATH 0 CR**

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, decimals, percents, and an introduction to measurement, algebraic, and geometric concepts. Word problem skills are emphasized.

### **MAT 101 BEGINNING ALGEBRA 3.0 CR**

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: MAT 150)

### **MAT 102 INTERMEDIATE ALGEBRA 3.0 CR**

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: MAT 101)

### **MAT 104 MATHEMATICS FOUNDATIONS 3.0 CR**

This course is the study of numeration, measurement, algebra, geometry, statistics and trigonometry integrated in a problem-based learning environment. (Prerequisite: MAT 150 or equivalent and ENG 031 or equivalent) (Corequisite: ENG 104 and EGR 104)

### **MAT 110 COLLEGE ALGEBRA 3.0 CR**

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: MAT 102)

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**MAT 111 COLLEGE TRIGONOMETRY 3.0 CR**

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: MAT 110, College Algebra)

**MAT 122 FINITE COLLEGE MATHEMATICS 3.0 CR**

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: MAT 110)

**MAT 130 ELEMENTARY CALCULUS 3.0 CR**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: MAT 110, College Algebra)

**MAT 132 DISCRETE MATHEMATICS 3.0 CR**

This course includes the following: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.) (Prerequisite: MAT 110)

**MAT 140 ANALYTICAL GEOMETRY & CALCULUS I 4.0 CR**

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 and MAT 111 or equivalents)

**MAT 141 ANALYTICAL GEOMETRY & CALCULUS II 4.0 CR**

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)

**MAT 150 FUNDAMENTALS OF MATHEMATICS (NON-DEGREE CREDIT) 3.0 CR**

This course includes the following topics: elementary number theory; basic algebra and geometry; English and SI measurements; ratio and proportion; statistics; and graph interpretation. (Prerequisite: MAT 031)

**MAT 155 CONTEMPORARY MATHEMATICS 3.0 CR**

Includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics. (Prerequisite: MAT 150)

**MAT 165 STATISTICS 3.0 CR**

This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability. (Prerequisite: MAT 101 or equivalent)

**MAT 178 TECHNICAL MATH I 5.0 CR**

This course includes the following topics: laws and operations of algebra; linear and quadratic equations; systems of equations; introduction to trigonometry; vectors; graphs; and polynomial, rational, exponential, and logarithmic functions. (Prerequisite: MAT 101 or equivalent)

**MAT 179 TECHNICAL MATH II 5.0 CR**

Includes the following topics: trigonometric identities; complex numbers; conic sections; differentiation; and integration of polynomial, rational, exponential, logarithmic and trigonometric functions. (Prerequisite: MAT 178)

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**MAT 240 ANALYTICAL GEOMETRY AND CALCULUS III 4.0 CR**

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. (Prerequisite: MAT 141)

**MAT 242 DIFFERENTIAL EQUATIONS 4.0 CR**

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; LaPlace Transform; and numerical methods. (Prerequisite: MAT 240)

**MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES 4.0 CR**

Covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures. (Prerequisites: AHS 102, AHS 125 with a minimum grade of "C" or exemption credit, and required placement test scores in English, reading, and mathematics)

**MET 211 STRENGTH OF MATERIALS 4.0 CR**

This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included. (Corequisite: EGR 190)

**MET 214 FLUID MECHANICS 3.0 CR**

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. (Prerequisite: EGR 190)

**MET 219 PRODUCTION PROCESS PLANNING 2.0 CR**

This course covers the development of techniques to achieve the most efficient sequence of operations in manufacturing processes. (Prerequisite: EGR 175)

**MET 222 THERMODYNAMICS 4.0 CR**

This course includes the study of the thermodynamic principles of heat, work, non-flow and steady flow processes, and cycles. The use of thermodynamic tables and charts is stressed. (Prerequisite: MAT 178 or equivalent) (Corequisite: MET 214)

**MET 226 APPLIED HEAT PRINCIPLES 4.0 CR**

Covers energy transfer principles involved in heating, cooling, and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles. (Prerequisite: ACR 120 or MET 222)

**MET 231 MACHINE DESIGN 4.0 CR**

This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. (Prerequisite: EGR 190) (Corequisite: MET 211)

**MET 235 MANUFACTURING ENGINEERING PRINCIPLES 2.0 CR**

This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control, and quality control. It includes analytical decision making and planning techniques. (Prerequisite: EGR 175)

**MGT 101 PRINCIPLES OF MANAGEMENT 3.0 CR**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

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**MGT 110 OFFICE MANAGEMENT 3.0 CR**

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 3.0 CR**

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

**MGT 121 SMALL BUSINESS OPERATIONS 3.0 CR**

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. (Prerequisite: MGT 120)

**MGT 201 HUMAN RESOURCE MANAGEMENT 3.0 CR**

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 280 EXECUTIVE DEVELOPMENT 3.0 CR**

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

**MKT 101 MARKETING 3.0 CR**

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 265 RETAILING STRATEGIES AND APPLICATIONS 3.0 CR**

This course is a study of the applications and management of business strategies in the retailing industry, including business planning, site selection, merchandise management, pricing strategies, promotions strategies, store organization and layout.

**MLT 101 INTRO TO MEDICAL LABORATORY TECHNOLOGY 2.0 CR**

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

**MLT 105 MEDICAL MICROBIOLOGY 4.0 CR**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

**MLT 108 URINALYSIS AND BODY FLUIDS 3.0 CR**

This course introduces the routine analysis and clinical significance of urine and other body fluids.

**MLT 110 HEMATOLOGY 4.0 CR**

Provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

**MLT 112 INTRODUCTION TO PARASITOLOGY 2.0 CR**

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

**MLT 120 IMMUNOHEMATOLOGY 4.0 CR**

This course introduces the theory and practice of blood banking, including the ABO, Rh, and other blood group systems, compatibility testing, and HDN.

**MLT 125 INTRODUCTION TO CLINICAL CHEMISTRY 4.0 CR**

This course provides an introduction to basic concepts in clinical chemistry.

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**MLT 242 SURVEY IN MEDICAL LABORATORY TECHNOLOGY 5.0 CR**  
This course correlates clinical experience with theoretical concepts.

**MLT 243 ADVANCED SURVEY IN MEDICAL LAB TECHNOLOGY 5.0 CR**  
This course correlates clinical experience with advanced theoretical concepts.

**MLT 251 CLINICAL EXPERIENCE I 5.0 CR**  
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MLT 252 CLINICAL EXPERIENCE II 5.0 CR**  
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MLT 253 CLINICAL EXPERIENCE III 5.0 CR**  
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MLT 254 CLINICAL EXPERIENCE IV 5.0 CR**  
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MTT 105 MACHINE TOOL MATH APPLICATIONS 3.0 CR**  
This course is a study of shop math relevant to the machine tool trade.

**MTT 121 MACHINE TOOL THEORY I 3.0 CR**  
This course covers the principles involved in the production of precision metal parts. (Prerequisite: RDG 031 or equivalent)

**MTT 122 MACHINE TOOL PRACTICE I 4.0 CR**  
This course covers practical experiences using the principles in Machine Tool Theory I. (Prerequisite: RDG 031 or equivalent)

**MTT 124 MACHINE TOOL PRACTICE II 4.0 CR**  
This course covers the practical application of the principles in Machine Tool Theory II. These principles are included in the machining of parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. (Prerequisites: MTT 121 and MTT 122)

**MTT 126 MACHINE TOOL PRACTICE III 4.0 CR**  
This course covers the practical application of the principles in Machine Tool Theory III. These principles are included in the machining, heat treating, and grinding of complex metal parts. (Prerequisites: MTT 121 and MTT 122)

**MTT 141 METALS AND HEAT TREATMENT 3.0 CR**  
This course is a study of the properties, characteristics, and heat treatment procedures of metal.

**MTT 147 TOOL AND CUTTER GRINDING 2.0 CR**  
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 175 INDUSTRIAL LASER TECHNOLOGY 3.0 CR**  
This course provides an examination of the characteristics of laser light, laser safety, laser system components, types of lasers, and laser applications. Emphasis will be placed on the development of the knowledge and skills necessary to program and operate an industrial laser machining system.

**MTT 215 TOOL ROOM MACHINING I 4.0 CR**  
This course covers advanced machine tool operations, including an introduction to basic diemaking. (Prerequisites: MTT 124 and MTT 126)

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**MTT 216 TOOL ROOM MACHINING II 4.0 CR**  
This course covers advanced machine tool operations, including complex die operations. (Prerequisites: MTT 124 and MTT 126)

**MTT 231 TOOL AND DIEMAKING I 5.0 CR**  
This course covers the manufacture and use of a simple blanking or piercing die or tools. (Prerequisites: MTT 215 and MTT 216)

**MTT 232 TOOL AND DIEMAKING II 5.0 CR**  
This course covers the manufacture and use of a compound die or tools. (Prerequisite: MTT 231)

**MTT 241 JIGS AND FIXTURES I 2.0 CR**  
This course includes the theory necessary to design working prints of simple jigs and fixtures. (Prerequisites: MTT 215 and MTT 216)

**MTT 242 JIGS AND FIXTURES II 2.0 CR**  
This course includes the theory necessary to design a complex jig or fixture for piece part production. (Prerequisite: MTT 241)

**MTT 246 PLASTIC MOLDMAKING I 2.0 CR**  
An introduction to moldmaking and plastics. (Prerequisite: MTT 231)

**MTT 247 PLASTIC MOLDMAKING II 3.0 CR**  
This course is an advanced study of moldmaking and plastics. (Prerequisite: MTT 246)

**MTT 253 CNC PROGRAMMING AND OPERATIONS 3.0 CR**  
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. (Prerequisites: MTT 254 and MTT 255)

**MTT 254 CNC PROGRAMMING I 3.0 CR**  
This course is a study of CNC programming, including machine language and computer assisted programming. (Prerequisites: MTT 215, MTT 216, and RDG 031 or equivalent)

**MTT 255 CNC PROGRAMMING II 3.0 CR**  
This course includes CNC programming with simulated production conditions. (Prerequisite: MTT 254)

**MUS 105 MUSIC APPRECIATION 3.0 CR**  
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. (Prerequisite: ENG 100 or equivalent)

**NUR 104 NURSING CARE MANAGEMENT I 4.0 CR**  
This course focuses on the knowledge, skills, and abilities that are fundamental to nursing practice with application in acute or extended care settings.

**NUR 106 PHARMACOLOGIC BASICS 2.0 CR**  
This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

**NUR 140 IV THERAPY 1.0 CR**  
This course is a study of the principles and practices of intravenous therapy. Emphasis is placed on venipuncture techniques, complications, fluid balance and the responsibilities of a licensed nurse.

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**NUR 159 NURSE CARE MANAGEMENT II 6.0 CR**  
Focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiological systems.

**NUR 201 TRANSITION NURSING 3.0 CR**  
Through a variety of educational experiences, practical nurse graduates will be assisted in their transition to the role of associate degree nursing student.

**NUR 206 CLINICAL SKILLS APPLICATION 2.0 CR**  
Involves the application of knowledge, skills, and abilities in a clinical setting.

**NUR 209 NURSING MANAGEMENT III 5.0 CR**  
Focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiologic systems.

**NUR 211 CARE OF THE CHILDBEARING FAMILY 4.0 CR**  
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing and childrearing family. Focus is on both normal and abnormal aspects.

**NUR 214 MENTAL HEALTH NURSING 4.0 CR**  
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.

**NUR 219 NURSING MANAGEMENT & LEADERSHIP 4.0 CR**  
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team.

**NUR 229 NURSING MANAGEMENT IV 6.0 CR**  
This course focuses on the delivery of nursing care to clients throughout the lifespan who are experiencing complex, multi-system health problems.

**OST 101 INTRO TO KEYBOARDING 2.0 CR**  
This is an introductory course in keyboarding and basic formatting techniques.

**OST 102 INTRODUCTION TO WINDOWS 1.0 CR**  
This course is an introduction to a computer windows environment.

**OST 105 KEYBOARDING 3.0 CR**  
This course focuses on the mastery of keyboarding and formatting principles.

**OST 106 KEYBOARDING LAB I 1.0 CR**  
This lab focuses on improving keyboarding speed and accuracy. (Prerequisite: keyboarding skills)

**OST 110 DOCUMENT FORMATTING 3.0 CR**  
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisites: OST 105—minimum grade of “C” and RDG 100 or equivalent)

**OST 121 MACHINE TRANSCRIPTION 3.0 CR**  
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. (Prerequisites: Minimum grade of “C” on OST 110 and OST 134)

**OST 133 PROFESSIONAL DEVELOPMENT 3.0 CR**  
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image,

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job-seeking skills, office etiquette, ethics, and time and stress management.

**OST 134 OFFICE COMMUNICATIONS 3.0 CR**

This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (Prerequisite: ENG 031) (Corequisite: OST 105)

**OST 135 OFFICE MACHINES 3.0 CR**

This course introduces keyboarding techniques on the 10-key numeric pad and provides practice in solving typical business calculations. (Prerequisite: OST 105 or Keyboarding Skills)

**OST 137 OFFICE ACCOUNTING 3.0 CR**

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

**OST 143 OFFICE SYSTEMS AND PROCEDURES 3.0 CR**

This course emphasizes procedures and applications used in the office environment. (Prerequisite: OST 105—or keyboarding skills)

**OST 165 INFORMATION PROCESSING SOFTWARE 3.0 CR**

This course includes applications of information-processing software. Emphasis is placed on functions for acceptable document formatting and processing. (Prerequisite: Keyboarding skills) (Corequisite: OST 105)

**OST 167 INFORMATION-PROCESSING APPLICATIONS 3.0 CR**

This course emphasizes applications and features of information-processing software. (Prerequisite: OST 165—Minimum grade of “C”)

**OST 210 DOCUMENT PRODUCTION 3.0 CR**

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. (Prerequisite: OST 110—Minimum grade of “C”)

**OST 211 ADVANCED DOCUMENT PRODUCTION 3.0 CR**

This course covers the production of specialized documents found in business offices. Emphasis is placed on productivity and excellence in document production. (Prerequisites: Minimum grade of “C” on OST 210 and OST 134)

**OST 212 MEDICAL DOCUMENT PRODUCTION 3.0 CR**

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. (Prerequisites: Minimum grade of “C” on OST 110 or OST 210 and OST 134 ; Recommended: AHS 102)

**OST 213 LEGAL DOCUMENT PRODUCTION 3.0 CR**

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. (Prerequisites: Minimum grade of “C” on OST 110 or OST 210 and OST 134)

**OST 251 ADMINISTRATIVE SYSTEMS AND PROCEDURES 3.0 CR**

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. (Prerequisite: OST 143)

**OST 252 MEDICAL SYSTEMS AND PROCEDURES 3.0 CR**

Emphasizes development of proficiency in integrating skills commonly performed in medical offices. (Prerequisite: OST 105 or keyboarding skills)



## **COURSE DESCRIPTIONS**

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**OST 254 OFFICE SIMULATION 3.0 CR**

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. (Prerequisites: Minimum grade of "C" on OST 134, OST 167 and OST 267)

**OST 265 OFFICE DESKTOP PUBLISHING 3.0 CR**

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. (Prerequisite: OST 165—Minimum grade of "C")

**OST 267 INTEGRATED INFORMATION PROCESSING 3.0 CR**

This course covers the application of integrated computer software. (Prerequisite: OST 105)

**PHI 101 INTRODUCTION TO PHILOSOPHY 3.0 CR**

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.

**PHS 101 PHYSICAL SCIENCE I 4.0 CR**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

**PHS 103 INVESTIGATIVE PHYSICAL SCIENCE 4.0 CR**

This course is an introduction to the use of basic techniques for inquiry into the physical sciences, which includes critical thinking and scientific analysis within a project-oriented environment.

**PHY 201 PHYSICS I 4.0 CR**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisites: MAT 101) (Corequisite: MAT 178)

**PHY 202 PHYSICS II 4.0 CR**

Covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: PHY 201 and MAT 178)

**PHY 221 UNIVERSITY PHYSICS I 4.0 CR**

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. (Prerequisite: MAT 111 or MAT 173) (Corequisite: MAT 130 or MAT 140 or MAT 178)

**PHY 222 UNIVERSITY PHYSICS II 4.0 CR**

A continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. (Prerequisites: PHY 221 and MAT 130 or MAT 140 or MAT 178)

**PSC 201 AMERICAN GOVERNMENT 3.0 CR**

A study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties, and the role of the electorate. (Prerequisite: ENG 100 or equivalent)

**PSC 210 CONTEMPORARY POLITICAL ISSUES 3.0 CR**

A study of current political issues. (Prerequisite: ENG 100 or equivalent)

**PSC 215 STATE AND LOCAL GOVERNMENT 3.0 CR**

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. (Prerequisite: ENG 100 or equivalent)

## COURSE DESCRIPTIONS

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- PSC 220 INTRODUCTION TO INTERNATIONAL RELATIONS 3.0 CR**  
Introduces the major focus and factor, influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living. (Prerequisite: ENG 100 or equivalent)
- PSY 105 PERSONAL/INTERPERSONAL PSYCHOLOGY 3.0 CR**  
This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (Corequisite: ENG 100 or ENG 150 or equivalent)
- PSY 201 GENERAL PSYCHOLOGY 3.0 CR**  
This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, and abnormal behavior. (Prerequisite: ENG 100 or equivalent)
- PSY 203 HUMAN GROWTH AND DEVELOPMENT 3.0 CR**  
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development, and potential. (Prerequisite: ENG 100 or equivalent)
- PSY 212 ABNORMAL PSYCHOLOGY 3.0 CR**  
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. (Prerequisite: ENG 100 or equivalent)
- RAD 101 INTRODUCTION TO RADIOGRAPHY 2.0 CR**  
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.
- RAD 105 RADIOGRAPHIC ANATOMY 4.0 CR**  
Includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.
- RAD 110 RADIOGRAPHIC IMAGING I 3.0 CR**  
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
- RAD 115 RADIOGRAPHIC IMAGING II 3.0 CR**  
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
- RAD 121 RADIOGRAPHIC PHYSICS 4.0 CR**  
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.
- RAD 130 RADIOGRAPHIC PROCEDURES I 3.0 CR**  
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.
- RAD 136 RADIOGRAPHIC PROCEDURES II 3.0 CR**  
This course is a study of radiographic procedures for visualization of the structures of the body.
- RAD 152 APPLIED RADIOGRAPHY I 2.0 CR**  
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.
- RAD 165 APPLIED RADIOGRAPHY II 5.0 CR**  
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

## **COURSE DESCRIPTIONS**

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**RAD 176 APPLIED RADIOGRAPHY III 6.0 CR**

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 RADIATION BIOLOGY 2.0 CR**

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

**RAD 210 RADIOGRAPHIC IMAGING III 3.0 CR**

This course provides a detailed study of advanced methods and concepts of imaging.

**RAD 220 SELECTED IMAGING TOPICS 3.0 CR**

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

**RAD 230 RADIOGRAPHIC PROCEDURES III 3.0 CR**

This course is a study of special radiographic procedures.

**RAD 257 ADVANCED RADIOGRAPHY I 7.0 CR**

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

**RAD 268 ADVANCED RADIOGRAPHY II 8.0 CR**

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

**RAD 278 ADVANCED RADIOGRAPHY III 8.0 CR**

This course includes routine and advanced radiographic procedures in the clinical environment.

**RAD 282 IMAGING PRACTICUM 2.0 CR**

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

**RAD 283 IMAGING PRACTICUM 3.0 CR**

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

**RDG 031 DEVELOPMENTAL READING 0 CR**

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 CRITICAL READING (NON-DEGREE CREDIT) 3.0 CR**

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. (Prerequisite: RDG 031 -- Minimum grade "SC" or equivalent)

**RDG 101 COLLEGE READING 3.0 CR**

Designed to enhance reading efficiency by effectively processing and analyzing information. (Prerequisite: RDG 100 -Minimum grade of "C" or equivalent)

**RTV 101 AUDIO TECHNIQUES 3.0 CR**

This course covers the introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.

**RTV 103 FIELD OPERATIONS 3.0 CR**

This course introduces the setup, operation, and application of video equipment for

## COURSE DESCRIPTIONS

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field production. (Prerequisites: RTV 105 and RTV 101—Minimum grade of “C”)

**RTV 105 TELEVISION STUDIO OPERATION 3.0 CR**

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations. (Prerequisite: RDG 100 or equivalent) (Corequisite: RTV 101)

**RTV 107 PRODUCING AND DIRECTING 3.0 CR**

Includes the processes involved in creating and organizing an idea to the final video product. (Prerequisites: RTV 103 and CGC 213—Minimum grade of “C”)

**RTV 110 WRITING FOR TELEVISION 3.0 CR**

Covers combining writing and video production skills as applied to television production. (Prerequisite: RDG 100 or equivalent) (Corequisite: RTV 103)

**RTV 202 TELEPRODUCTION EXTERNSHIP I 1.0 CR**

This course includes individually assigned production experiences at television production locations. (Corequisite: RTV 105)

**RTV 203 TELEPRODUCTION EXTERNSHIP II 2.0 CR**

This course includes production experiences at television production locations. (Corequisite: RTV 103)

**RTV 204 TELEPRODUCTION EXTERNSHIP III 2.0 CR**

This course includes production experiences at television production locations. (Corequisite: RTV 107)

**RTV 205 BROADCAST ELECTRONICS 3.0 CR**

This course covers the electronic principles used in audio and video production equipment, including signal applications, calibration, and troubleshooting.

**SOC 101 INTRODUCTION TO SOCIOLOGY 3.0 CR**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society, and social institutions. (Prerequisite: ENG 100 or equivalent)

**SOC 102 MARRIAGE AND THE FAMILY 3.0 CR**

Introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (Prerequisite: ENG 100 or equivalent)

**SOC 205 SOCIAL PROBLEMS 3.0 CR**

This course is a survey of current social problems in America that stresses the importance of social change and conflicts as they influence definitions, etiology, and possible solutions. (Prerequisite: ENG 100 or equivalent)

**SOC 230 INTRODUCTION TO GERONTOLOGY 3.0 CR**

A study of the aging processes, including the physiological, psychological, sociological, and economic factors. (Prerequisite: ENG 100 or equivalent)

**SPA 101 ELEMENTARY SPANISH I 4.0 CR**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture. (Prerequisite: ENG 100 or equivalent)

**SPA 102 ELEMENTARY SPANISH II 4.0 CR**

This course continues development of the basic language skills and the study of the Spanish culture. (Prerequisite: SPA 101)

**SPC 205 PUBLIC SPEAKING 3.0 CR**

This course is an introduction to principles of public speaking with application

## **COURSE DESCRIPTIONS**

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of speaking skills. (Prerequisite: ENG 100 or ENG 150 or equivalent)

**SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY 5.0 CR**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

**SUR 102 APPLIED SURGICAL TECHNOLOGY 5.0 CR**

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

**SUR 103 SURGICAL PROCEDURES I 4.0 CR**

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized. (Corequisite: SUR 104)

**SUR 104 SURGICAL PROCEDURES II 4.0 CR**

This course is a study of the various specialties of surgical procedures. (Corequisite: SUR 103)

**SUR 105 SURGICAL PROCEDURES III 4.0 CR**

This course is a study of advanced specialties of surgical procedures. (Prerequisite: SUR 103 and SUR 104)

**SUR 111 BASIC SURGICAL PRACTICUM 7.0 CR**

Includes the application of theory under supervision in the perioperative role in various clinical affiliations. (Prerequisite: SUR 101 and SUR 102)

**SUR 114 SURGICAL SPECIALTY PRACTICUM 7.0 CR**

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals. (Prerequisite: SUR 101, 102, 103, 104 and 111)

**SUR 120 SURGICAL SEMINAR 2.0 CR**

This course includes the comprehensive correlation of theory and practice in the perioperative role. (Prerequisites: SUR 101, SUR 102, SUR 103, SUR 104, and SUR 111) (Corequisite: SUR 105, and 114)

**SUR 125 STERILE PROCESSING PRACTIUM 5.0 CR**

Presents the applications of sterile processing theory in the clinical setting.

**TEL 110 TELECOMMUNICATIONS NETWORK PLANNING 3.0 CR**

A study of the telecommunications planning process. Topics include switching heirarchies, local loop and interoffice network design using the long range outside plant plan concept, F1/F2 concepts and distribution area design.

**TEL 201 TRANSMISSION DESIGN FUNDAMENTALS 3.0 CR**

This course is a study of the principles of analog and digital transmission design. Topics include loaded and non-loaded resistance design, loop make-ups, copper T1 design and digital service design.

**TEL 220 WIRELESS COMMUNICATIONS OVERVIEW 2.0 CR**

This course is a study of current wireless technologies as well as future directions. Topics include traditional cellular and PCS, wireless network design, and analog transmission methods.

**TEL 240 FIBER OPTICS THEORY 2.0 CR**

This course is a study of the basic theory of fiber optics transmission. Topics include O/E conversions, multiplexer design and sonet standards.

## COURSE DESCRIPTIONS

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**THE 101 INTRODUCTION TO THEATRE 3.0 CR**

This course includes the appreciation and analysis of theatrical literature, history, and production. (Prerequisite: ENG 100 or equivalent)

**WLD 106 GAS ARC WELDING 4.0 CR**

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. (Prerequisite: RDG 031 or equivalent)

**WLD 111 ARC WELDING I 4.0 CR**

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. (Prerequisite: RDG 031 or equivalent)

**WLD 113 ARC WELDING II 4.0 CR**

This course is a study of arc welding of ferrous and/or non-ferrous metals. (Prerequisite: RDG 031 or equivalent)

**WLD 132 INERT GAS WELDING FERROUS 4.0 CR**

This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals. (Prerequisite: RDG 031 or equivalent)

**WLD 134 INERT GAS WELDING NON-FERROUS 3.0 CR**

This course covers fundamental techniques for welding non-ferrous metals. (Prerequisite: RDG 031 or equivalent)

**WLD 140 WELD TESTING 1.0 CR**

This is an introductory course in destructive and non-destructive testing of welded joints. (Prerequisite: RDG 031 or equivalent)

**WLD 142 MAINTENANCE WELDING 3.0 CR**

This course covers gas and arc welding processes used in maintenance shops. (Prerequisite: RDG 031 or equivalent)

**WLD 152 TUNGSTEN ARC WELDING 4.0 CR**

Covers gas tungsten arc welding of carbon-steel filler metal and carbon-steel metals with stainless-steel filler metals. (Prerequisite: RDG 031 or equivalent)

**WLD 154 PIPE FITTING & WELDING 4.0 CR**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. (Prerequisite: RDG 031 or equivalent)

**WLD 222 ADVANCED FABRICATION WELDING 4.0 CR**

Covers the layout, construction, and assembly of metal projects using metal working and welding equipment. (Prerequisite: RDG 031 or equivalent)

**COLLEGE  
PERSONNEL**

## COLLEGE PERSONNEL

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### **PRESIDENT**

Dennis F. Merrell  
*President*  
B.S., Winthrop University  
M.S., Virginia Polytechnic Institute  
and State University  
Ed.D., Clemson University

Sandra M. Gregory, CPS  
*Administrative Assistant, President's  
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A.B., York Technical College

### **Office of Planning and Institutional Effectiveness**

Jo Ann Burt  
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M.A.T., Winthrop University

Mary Beth Schwartz  
*Research Analyst*  
B.A., Antioch College  
M.P.A., University of Pittsburgh

Vicki Stewart  
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A.B., York Technical College

### **Information Services**

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*Director of Information Services*  
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M.B.A., Winthrop University

Vickie Brecht  
*Applications Analyst*  
A.C.T., York Technical College

Brian Gallien  
*Electronics Technician*  
A.E., York Technical College

Otis P. Lutz  
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B.S., Clemson University  
M.S., Georgia Institute of  
Technology

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B.S., Clemson University

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Jeffrey Wade  
*Computer Services Manager*  
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B.S., Marquette University

### **Public Information/Marketing Office**

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B.A., State University of New York  
at Stony Brook  
M.S., National University

Ellis Carter  
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B.A., Furman University

Michael McAllister  
*Public Information Coordinator*  
A.A.S., Randolph Community  
College  
B.A., University of North Carolina

Kimberly D. Starnes  
*Public Information Coordinator*  
B.A., Winthrop University

### **Special Schools**

Larry L. Lindsey  
*Special Schools Manager*  
B.S., Winthrop University

Janet Bedenbaugh  
*Administrative Specialist*  
B.S., Winthrop University



## **COLLEGE PERSONNEL**

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### **VICE PRESIDENT FOR BUSINESS AFFAIRS**

Dennis A. Gribenas  
*Vice President for Business Affairs*  
B.S., Northeastern University  
M.B.A., Babson College  
Ph.D., University of South Carolina

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*Construction Projects Manager*  
A.A.S., York Technical College  
B.S., Lander University  
M.Ed., Winthrop University

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### **Auxiliary Services and Procurement**

Vincent A. Blackwell  
*Business Manager*  
B.S., Howard University  
M.B.A., Golden Gate University

Kathy Brumbach  
*Bookstore Manager*  
Diploma, York Technical College

Patricia Davis  
*Food Service Aide*

Annie Barnette  
*Food Service Aide*

Helen Helms  
*Supply Specialist*  
Certificate, York Technical College

Wanda Langley  
*Property and Inventory Control  
Specialist, Shipping and Receiving*

Steve Mauney  
*Printing Services Manager*

Terry Rhodes  
*Food Service Manager*

Bob Roberts  
*Printing Equipment Operator*

Dianne Robinson  
*Bookstore Clerk, Bookstore*  
A.B., York Technical College  
B.S., Limestone College

Linda Runion  
*Procurement Officer, Purchasing Office*  
A.B., York Technical College

### **Accounting Department**

Melissa Granacher  
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Brenda Floyd  
*Accountant*  
A.B., York Technical College

Sarah Jenkins  
*Accountant*  
A.B., York Technical College

Julie O'Dell  
*Accountant*  
A.B., York Technical College

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*Senior Accountant*  
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M.B.A., University of Dayton

Lowanna Y. Turner  
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A.B., York Technical College

### **Business Office**

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Elaine Henderson  
*Accounting Technician*

### **Physical Plant**

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*Director of Physical Plant*

Mary Allen  
*Custodial*

Terry Barnwell  
*Public Safety Officer*

Johnnie Baxter  
*Custodial*

## COLLEGE PERSONNEL

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Ben Bowen  
*Public Safety Officer*

Tim Bowers  
*Trades Specialist*

Ginny Brunson  
*Administrative Specialist, Physical Plant*

Steve Cameron  
*Trades Specialist*

Bryan Carter  
*Custodial*

Charles Furr  
*Custodial Night Supervisor*

Michael Goeller  
*Grounds*

Charles Harrison  
*Grounds*

Robert Heath  
*Trades Specialist*

Frances Hefney  
*Custodial Shift Supervisor*

Andre Fowler  
*Trades Specialist*

Eulys Ingram  
*Assistant Physical Plant Director*

Joe Ingram  
*Custodial*

Quinton Long  
*Custodial/Trades Worker*

Steve McArthur  
*Trades Specialist*

Lori Neill  
*Custodial*

Billy Osborne  
*Custodial*

Thad Thomas  
*Trades Specialist*

Shirley Phillips  
*Custodial*

Roy Polk  
*Grounds Supervisor*

Bruce Stair  
*Public Safety Officer*

Locke Teal  
*Grounds*

James Wade  
*Superintendent of Custodial Services*

Diane Waldrop  
*Chief of Public Safety*

### Human Resources

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*Human Resources Director*  
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Judy DeRossett  
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Sandra Howard  
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### VICE PRESIDENT FOR DEVELOPMENT

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M.P.A., University of Pittsburgh

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Diploma, York Technical College

Angela Shirley  
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## COLLEGE PERSONNEL

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### **Center for Alternative Energy Transportation**

Robert Kosak  
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B.S., New Jersey Institute of Technology  
M.S., Air Force Institute of Technology  
Ph.D., Ohio State University

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Lisa Hodge  
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### **EXECUTIVE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS**

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M.A., Central Michigan University  
M.T.(ASCP), Presbyterian Hospital  
Ed.D., Clemson University

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Jacquelyn H. Nesbitt  
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B.S., Limestone College

### **INSTRUCTIONAL DIVISIONS**

#### **BUSINESS/COMPUTER/ARTS & SCIENCES**

Linda M. Knight  
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### **Administrative/Technology Support for Business/Computer/Arts & Sciences**

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### **Accounting/Business Administration/Management**

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M.B.A., Auburn University

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## COLLEGE PERSONNEL

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### College Transfer

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